



**Nevada Public Agency Insurance Pool
Public Agency Compensation Trust**
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**Minutes of Meeting of the Loss Control Committee of
Nevada Public Agency Insurance Pool and Public Agency Compensation Trust**

Date: Monday, July 11, 2016

Time: 9:00 am

Place: POOL/PACT Offices

201 S. Roop St. Carson City, NV 89701

CONFERENCE CALL-IN # 1-800-351-4899, Passcode: MikeR.

1. Roll

Members Present: Cash Minor, Dan Murphy, Geof Stark, Bob Spellberg, Dan Murphy, John Dollar, Norma Santoyo, John Dollar, Steve West

Others Present: Mike Rebaleati, Wayne Carlson, Mel Ida, Rick Hudson, Josh Wilson, Ann Wiswell, Marshall Smith

2. Public Comment

Chair Minor opened public comment and hearing none, closed the comment period.

3. For Possible Action: Approval of Minutes of Committee Meeting of April 13, 2016.

On motion and second to approve the minutes, the motion carried.

4. For Possible Action: Development of a plan for setting goals for loss control services to members such as: (1) Improving communications for loss control services; (2) Quantifying our services to educate members as to the value added services provided: HR/Safety/Risk Management/Information; (3) Expand outreach to members: Consideration of more comprehensive annual on-site communication with members.

Mike Rebaleati indicated that a number of these Agenda items should be reviewed and considered by the Loss Control Committee. The Committee then indicated that in light of the number of valuable programs and services provided by Pool/Pact, there should be greater communication to members of what services are provided. If members are unaware of these programs they will not use them. Consideration was given to increasing the communication platforms to include: maintaining updated email lists of persons who need to know about the information through Constant Contact, website updates, and more comprehensive presentation of HR and Loss Control information to members during annual site visits.

On motion and second, staff will research and take steps necessary to procure customer relationship management tools to assist with achieving the goals referenced and discussed in item 4, the motion carried.

5. **For Possible Action: Survey of members regarding Pool/Pact programs and services. Review of the pending draft survey queries to ascertain what programs/services members are familiar with, using, and what services are being under-utilized. It can also bring awareness to members relating to programs and services that are currently available.**

The Committee discussed the bi-annual survey which Pool/Pact HR sends to members. A similar loss control survey, when targeted to the correct parties, could inform members of loss control programs and services, inform the Committee of what services are being utilized, and inform the Committee of the needs of members for future program development. No action on this item.

6. **For Possible Action: Checklist of required safety plans and development of boilerplate safety plans. Consideration of providing safety plans, committee structures, and hazard communication policies via web based E-Learning platform and on-site training.**

The Committee discussed what safety information would be helpful to members, including safety programs, safety committees, and hazardous communication programs, development of a webpage devoted to safety information, increased on-site training, and ELearning programs. No action on this item.

7. **For Possible Action: Cyber-security awareness. Consideration of available risk specific insurance coverages, web based learning, and on-site trainings at various locations to garner the greatest member participation.**

Mike Rebaleati provided a review of potential new coverages which will be made available and listed on a webpage and available for review to members. Cyber-security awareness can be incorporated in to new employee orientation policies. There is also reference to new videos posted on the Pool/Pact website regarding cyber-security issues and topics. Discussion regarding regional or possible on-site cyber-security training. Discussion regarding whether this matter was part of the five year strategic plan and whether there is existing authority to proceed with implementing this item.

On motion and second, staff will research and confirm whether this item was previously authorized under the five year loss control strategic plan prior to further consideration by the Committee, the motion carried.

8. **For Discussion: Update on school district sample polices (excluding HR) project.**

Mike Rebaleati provided a review of information provided by United Educators and need for many school districts to update policies. There is a need for more communication with members regarding policy updates and ensure that Pool/Pact makes these policies and guidance available to members.

9. **Public Comment**

Chair Minor opened public comment and hearing none, closed the comment period.

10. **For Possible Action: Adjournment**

On motion and second to adjourn, the meeting adjourned.

This Agenda was posted at the following locations and at notice.nv.gov:

**NPAIP/PACT
201 S. Roop Street, Suite 102
Carson City, NV 89701**

**Carson City Courthouse
885 E. Musser Street
Carson City, NV 89701**

**Eureka County Courthouse
10 S. Main Street
Eureka, NV 89316**

**Churchill County Admin Complex
155 North Taylor Street
Fallon, NV 89406**

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