

**Minutes of Meeting of
Loss Control Committee of
Nevada Public Agency Insurance Pool and
Public Agency Compensation Trust
Date: October 6, 2004**

1. Roll

The meeting was called to order by Chairman Mike Pennacchio at 4:10 pm. Doug confirmed that a quorum was present.

- Members present: Mike Pennacchio (IVGID), Claudette Springmeyer (Douglas County), Erika Flavin (Pershing County), Josh Foli (Lyon County), Geof Stark (Churchill County), Roy McDonald (Yerington), Marilou Walling (Storey County)
- Members participating by phone: Leonard Morrow (Mesquite), Steve West (Winnemucca), Bill Kohbarger (Carlin), Cash Minor (Elko County),
- Members absent: Carson City, City of Elko, Town of Pahrump, Boulder City, Humboldt County, Eureka County
- Others present (phone or in person): Paul Johnson, Michael Brown, Wayne Carlson, Doug Smith, Craig Buchholz, Josh Wilson, Mel Iida, Rick Hudson, Doug Walling

2. Action Item: Approval of Minutes of Committee Meeting of August 27, 2004

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

3. Administrative Reports

a. Status of Hospital “White Paper” Loss Mitigation Program (Craig)

Craig reviewed the purpose behind a joint effort by Willis Loss Control, CHRM and ASC to address hospital patient handling concerns. Rick Hudson has now been given responsibility for coordination of the project, and Rick said that the primary task to be completed now is the human resource portion (to be done by Bill Zelinski). Rick will provide an update at our next loss control meeting.

b. Thermal – Imaging Photography (Craig)

Craig stated that a week-long schedule of inspections has been created and that Hartford Steam Boiler will coordinate with him to meet with appropriate members.

c. Status of LC Strategic Goals 2004-2007

Certain of the following goals were briefly discussed:

1. Regulatory Compliance
2. Claims Analysis/Systems Development
3. Communication – Doug mentioned that safety committee communications would be one of the segments at the retreat tomorrow and Friday.
4. Fraud Prevention – Doug noted that a fraud prevention seminar was presented to about 25 members at the POOL/PACT offices today (October 6) just before the committee meeting.
5. Return-to-Work; Transitional Management; Wellness
6. Automobile Accident Prevention – Doug described a project which is being undertaken by the Nye County Sheriff's Office to track driver training county wide using an "M-60 Computer." Rick Marshall of Nye County asked whether there might be funding available to help with their project. Members suggested Rick provide details of the project to staff in order to help determine scope and value of the project. Members felt the \$3200 price of the computer was high, unless that included quite a bit of software. Doug will ask Nye for more details, and if the project still seems reasonable, will provide those details to the committee at the next meeting. Craig updated committee members on the status of the driver simulation workstations which are now available to members at WNCC.
7. Body Mechanics

d. Washoe County Incentive Program for Wellness (Josh)

Josh brought details of a Washoe County Schools wellness incentive program. He distributed copies of an article called "Ahead of the Class" by Aaron Hardy, and described details of a program which has been in effect for 11 years. Josh and Wayne plan to meet with Aaron at the end of October, and will likely schedule Aaron to meet with us at our next committee meeting as well.

e. Other

Doug reported that another ASSE training program will be provided in Las Vegas in February. He reminded members that the committee previously approved ongoing scholarships for members who wish to send employees to these events, particularly if a designation is being pursued. Administration of the scholarships continues to be done by NPAIP/PACT staff. He mentioned that at least Pershing County wishes to send one member; as in the past, cost to NPAIP/PACT will be registration and hotel costs; members are responsible for travel and meals.

4. **Action Item: Modified Loss Control Excellence Program (LCEP) - Special Districts and Schools**

Doug discussed recommendations which Craig and he developed for special districts and schools wishing to participate in the LCEP. This modified program will offer gold status only, similar to the hospital program approved last meeting. The award will be based on the number of "sections" of the LCEP applicable to an entity, and will be computed based on \$375 per section. Current committee members will be grandfathered in based on their original qualification status. However, if a member loses their designation, due for example to not re-qualifying on a timely basis, they will have to start over under the new guidelines.

Upon motion and second to approve the new program, the motion passed.

5. **Action Item: LCEP Recertification Status Report and Discussion Regarding Enforcement**

Craig and Doug next reviewed the current status of all committee members relative to re-qualification, and the committee considered the following recommendations: First, members will be eligible for re-qualification at the end of every third year, with continuation awards available only at the beginning of the second and third years of LCEP qualification. Secondly, if a member does not re-qualify prior to the end of the third year, they will have a one-year grace period during which they can re-qualify without penalty (although they are not eligible for a continuation award at the end of the third year, as mentioned above). Third, that if they do not re-qualify by the date of the annual meeting (usually the end of April) in the fourth year, they will be dropped from the LCEP and from membership on the loss control committee. On motion and second to approve the recommendations, the motion passed.

6. **Action Item: Confirm Next Committee Meeting**

The next meeting will be held on Tuesday February 22, 2005 at 10:00 a.m. in Carson City.

7. **Public Comment**

Chairman Mike asked for and noted no public comment.

8. **Action Item: Adjournment**

On motion and second to adjourn, the meeting adjourned at 4:55 p.m.