

**Minutes of Meeting of
Loss Control Committee of
Nevada Public Agency Insurance Pool and
Public Agency Compensation Trust
Date: August 27, 2004**

1. Roll

The meeting was called to order by Chairman Mike Pennacchio at 10:15 am. Craig confirmed that a quorum was present.

Members present: Mike Pennacchio (IVGID), Claudette Springmeyer (Douglas County), Jeanne Munk (Pershing County)

Members participating by phone: Leonard Morrow (Mesquite), Steve West (Winnemucca), Bill Kohbarger (Carlin), Josh Foli (Lyon County), Geof Stark (Churchill County), Mike Rebaleati (Eureka County), Cash Minor (Elko County)

Members absent: Carson City, City of Elko, Town of Pahrump, Storey County, Boulder City, Humboldt County, Yerington

Others present (phone or in person): Michael Brown, Craig Buchholz, Doug Smith, Josh Wilson, Mel Iida, Rick Hudson, Bob Lombard

2. Action Item: Approval of Minutes of Committee Meeting of March 31, 2004

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

3. Administrative Reports

a. Status of Loss Control Excellence Program Re-certifications

Craig reported that little activity has taken place over the summer. He still plans to work with Eureka County in the next phase of re-certification (2004-05), and will approach other members as well. A number of members decided to postpone the work last spring. Status of all members was requested by Claudette, and Doug said he would report full status at the next meeting. He said the committee may want to enforce the re-certification requirement in the future, as some members are simply not doing it and three years have passed since the committee began the requirement.

Committee members asked that Re-certification requirements be placed on the agenda for discussion and action next meeting.

b. Report on Swimming Pool Hazard Assessment Program

Doug reported that Ralph Johnson completed swimming pool assessments for nine

more entities in July. He read portions of Ralph's report, and passed around copies of evaluations of Ralph's work which had been returned to Doug by five entities who underwent assessment. Evaluations were positive and favorable. Additionally, Len and Cash both reported that feedback from their staff had been positive and that they felt the assessments were worthwhile.

c. Status of Hospital "White Paper" Loss Mitigation Program

Craig reported that in reaction to increased work comp rates for one of the hospitals, he had been asked to help review root causes, and found patient transfer/lifting to be a primary loss cause. One of the conclusions of his work was that hiring practices need to be addressed. He is working with CHRM and ASC to develop administrative guidelines for hospitals which will aim for lowering of injuries. Craig said the effort had stalled recently, but that he hopes to get it back on schedule soon.

d. Thermal – Imaging Photography

Craig reported that Hartford Steam Boiler is ready to proceed with the week-long pilot program, and that he has roughly outlined a week for them in eastern Nevada. The work is likely to begin in October.

e. Status of LC Strategic Goals 2004-2007

Certain of the following goals were briefly discussed:

1. Regulatory Compliance (including ongoing safety policy review)
2. Claims Analysis/Systems Development – Bob Lombard reported that new employee Rick Hudson has been working on claims analysis and Bob distributed a sample pie chart which illustrated PACT losses.
3. Communication (with special attention to website/electronic means) – Doug mentioned that communication would be one of the segments at the October retreat.
4. Fraud Prevention – Doug noted that a fraud prevention seminar will be presented at the POOL/PACT offices October 6, just before the retreat.
5. Return-to-Work; Transitional Management; Wellness – Josh discussed status of Get Fit, and that he plans to send out 20 passcodes this week. Also, he is working with Paul Johnson (White Pine Schools) on a pilot walking program. He will bring details of a Washoe County incentive program to the next committee meeting.
6. Automobile Accident Prevention
7. Body Mechanics (especially Back Injury Prevention)

f. Other

Craig reported that he and Rick will split accounts in some as yet undetermined manner, and that he is delighted that Rick has joined Willis Pooling.

4. Action Item: Approval of Modified Loss Control Excellence Program (LCEP) Approach for Special Districts and PACT members, particularly Schools and Hospitals

Craig distributed copies of the new Hospital Excellence plan. It is a single document, unlike the standard LCEP which has eight sections. On motion and second to approve the modified Hospital LCEP with a Gold award and \$1000, the motion passed. Craig will provide members with a finalized copy in the future.

Craig and Doug will provide a summary of recommended alternatives for special districts and schools at the next meeting.

5. Action Item: Approve Agenda for LC Committee Retreat October 6-8 at Incline Village

Mike Pennacchio, Michael Brown, Craig and Doug met last month to develop an agenda for the Loss Control Retreat in October. The agenda was reviewed by the committee and met with members' approval. Doug said the final flier will go out next week.

6. Action Item: Confirm Next Committee Meeting – 4:00 October 6, 2004.

The next meeting will be held on Wednesday, October 6 at 4:00 at Mike Pennacchio's home in Incline Village, prior to the retreat.

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 11:20 a.m.