



**Nevada Public Agency Insurance Pool
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**Minutes of Meeting of
Loss Control Committee of
Nevada Public Agency Insurance Pool and
Public Agency Compensation Trust
Date: February 4, 2008**

1. Roll

The meeting was called to order by Chairman Cash Minor at 11:00 a.m. Ann Wiswell confirmed that a quorum was present.

- Members present: Chairman Cash Minor (Elko County), Mike Pennacchio (IVGID), Nancy Medford (Battle Mountain Hospital), Roy McDonald (Yerington), Debbie Pontius (Pershing County School District)
- Ex-Officio Members and others present: Marilou Walling, Allyson Grant, Craig Buchholz, Rick Hudson, Josh Wilson, Wayne Carlson, Ann Wiswell, Deb Connally, Eric Guevin, Claudette Springmeyer, Steve West, CJ Manthe, Donna Squires, Jenny Gomez, Geoff Stark, Pam Munk.

2. Action Item: Approval of Minutes of Committee Meeting of September 12, 2007.

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

3. Discussion: Appointment of Loss Control Committee Voting Members

Ann Wiswell reported that the Chairmen of POOL and PACT have appointed a five member voting committee per the Loss Committee Charter adopted in November, 2002. The five voting members are:

Cash Minor, Elko County, Chairman of the Loss Control Committee
Roy McDonald, City of Yerington
Mike Pennacchio, Incline Village General Improvement District
Debbie Pontius, Pershing County School District
Nancy Medford, Battle Mountain General Hospital

The Chairmen also appointed the following voting alternates:

Claudette Springmeyer, Douglas County, alternate Chairperson

Steve West, City of Winnemucca

Jeff Zander, Elko County School District

Bob Spellberg, Ranchos Gardnerville General Improvement District

CJ Manthe , Nevada Rural Housing Authority

4. Action Item: Discuss and amend Loss Control Committee Charter:

- a. Amend Voting size to seven**
- b. Loss Control Excellence Program participation**
- c. Duties**

Cash Minor suggested that the Loss Control Committee Charter be revised to include seven voting members, that the reference to Gold level participation in the Loss Control Excellence Program be removed and restated as simply having completed the Loss Control Excellence Program, and that the following changes to the duties of the Committee be made:

Delete the following items from the Charter:

1. Develop and recommend loss control programs and services.
2. Develop goals for the Committee.
3. Assist members toward compliance with governmental standards (e.g. OSHA, ADA, EPA, DOT, EEO, etc.).
4. Advise the Executive Director if a member's deviation from the established guidelines is likely to adversely affect the pool and suggest means with which to improve the situation.
5. Bring to the attention of the Executive Committee loss control concerns that pose a significant risk to the POOL or PACT.
6. Oversee the Loss Control Excellence Program (LCEP)
 - a) Review and recommend LCEP awards
 - b) Assist members' efforts towards LCEP recognition
7. Conduct a mentor program to develop and enhance members' loss control capabilities

Replace with the following items:

1. Develop, implement and monitor the Loss Control Strategic Plan.
2. Bring to the attention of the Executive Committee loss control concerns that pose a risk to POOL/PACT.

3. Oversee the Loss Control Excellence Program (LCEP) and Risk Management Grant Program
 - a) Review and recommend LCEP awards
 - b) Assist members' efforts towards LCEP recognition
 - c) Review and recommend Risk Management grants in accordance with Grant Program Guidelines.

On motion and second to amend the Loss Control Committee Charter the motion carried.

5. Staff Reports:

b. Loss Control Excellence Program

Craig Buchholz reported that he and Rick Hudson were presently working with all Committee members who are scheduled for LCEP recertification by May 2008. Those entities include Winnemucca, Mesquite, Carlin, Carson City, Yerington, Nevada Rural Housing Authority, Humboldt County, Churchill County and Storey County.

Craig and Rick anticipate that all LCEP participants will qualify again for recertification with the exception of Mesquite, who will have one additional year under the program guidelines for which to complete recertification and Carson City, who did not requalify in 2007, and has exhausted the grace period of one additional year.

c. Risk Management Grant Program Report

Ann Wiswell reported that three grants had been approved. Pershing County Sheriff's Office was provided a grant in the amount of \$250.00 to send a school resource officer to liability training. The Elko County Sheriff's Office was provided a grant in the amount of \$3562.00 to attend a jail liability training conference for four employees. The mineral County Sheriff's Office was provided a grant in the amount of \$6300.00 for the purchase of personal protective gear (ballistic vests and stab vests for jail personnel).

Ann indicated that she was expecting to receive two grant applications in the near future for the purchase of Automatic Electric Defibrillators (AED's). Both Storey County and White Pine County School District have inquired about use of grant funding for AED's. Due to changes in state legislation, many states are encouraging or requiring community access AED's. Ann asked Eric Guevin of Storey County to describe the device and the federal grant program available for purchase of the device. Eric advised that Project Heartbeat was established to develop, promote, and implement public access defibrillation programs in rural Nevada through the partnership of ORH, State EMS, and Cardiac Science. Federal funding now supports the purchase of AEDs. Members are encouraged to apply for grants through Project Heartbeat. The POOL/PACT RM Grant program may be available for agencies who do not qualify for Heartbeat grants or other funding sources. Ann will distribute information on Project Heartbeat to POOL/PACT member agencies.

6. Action Item: Strategic Plan 2007-2010

a. Review of plan objectives and strategies for Loss Control Committee

Ann Wiswell facilitated a group discussion of the committee's mission, guiding principles and vision. The Committee has committed itself to articulating its purpose, primary business and values as a part of the strategic planning process.

Members suggested that the purpose of the Committee was to reduce losses. The main activities of the Committee may include supporting member health and safety initiatives, delivering risk management solutions, and using claims data to make decisions about programs. The Committee will continue to focus on the development of a mission statement at subsequent meetings and further address what types of losses the group will focus on.

Following the discussion on mission statement, the Committee conducted a situational analysis (SWOT) to further inform themselves about the current state of loss control programs under their direction. The group identified the following Strengths, Weaknesses, Opportunities and Threats:

Strengths: E-Learning, Access (familiarity, comfort), Knowledge, Incentives (LCEP, Grant Program).

Weaknesses: Claim Trend Analysis, Communications (Member Contacts and Sharing What We've Learned), Follow-Up, Loss Mitigation.

Opportunities: Communicating the Lessons Learned, Making decisions using loss trend data and other useful sources of information, Expanding E-Learning, Disaster Recovery.

Threats: Changes in Elected Officials, Disasters and Loss of Intellectual Capital.

After assessing the loss control situation, the group reviewed the strategic objectives adopted on 9/12 /07. Cash Minor suggested that the group place as first priority on the list of strategic objectives the analysis of claims trends. The trends may reveal additional information that will guide the Committee in establishing their priorities and ensuring that they haven't overlooked any areas that they may wish to focus on in the strategic plan.

The Committee concluded the discussion relating to strategic planning and agreed that they would return to this process at the next meeting. The plan document would become a working plan that the committee could use to guide their work.

b. Review of budget needs

Ann Wiswell explained that the Loss Control Committee had a discretionary budget of \$50,000. These funds were available for new programs adopted by the Loss Control Committee. The Committee will need to evaluate the strategic plan and any potential new programs that will be funded out of the discretionary budget. She recommended increasing the budget to \$70,000.

7. **Action Item: Set Date for Next Committee Meeting**

A date of March 3, 2008 was set.

8. **Public Comment**

Ann Wiswell presented a plaque to Mike Pennacchio in recognition of his service as the Chairman of the Loss Control Committee from 1996-2008. The Committee thanked Mike for his many years of dedication and excellent leadership.

9. **Action Item: Adjournment**

On motion and second to adjourn, the meeting adjourned at 1:00 p.m.