



**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: June 6, 2008**

1. Roll

The meeting was called to order by Chairman Cash Minor at 1:00 p.m. Ann Wiswell confirmed that a quorum was present.

- Members present: Chairman Cash Minor (Elko County), Mike Pennacchio (IVGID), Roy McDonald (City of Yerington), Nancy Medford (Battle Mountain Hospital), Mike Callahan (City of Mesquite)
- Ex-Officio Members and others present: Rick Hudson, Craig Buchholz, Josh Wilson, Debbie Connally, Bob Bennett, Donna Squires, Mike Livermore, Wayne Carlson, Ann Wiswell

2. Action Item: Review and adoption of Strategic Plan 2007-10

- a. **Changes to Charter and Mission statement approved by full board 4/25/08**
- b. **New voting committee members**

Chairman Cash Minor reviewed the changes to the committee charter, voting structure and members of committee adopted by the full board at the April 24th annual board meeting. No action was taken.

- c. **Adopt specific plan objectives for 08-09**

(1) Claims Analysis/Benchmarking - PERI Data Exchange

Bob Bennett of ASC reported that the PERI Data Exchange project was progressing. The Workers Compensation data was scheduled to download the following week. Class codes that identify the injury type were missing from many of the claims and would need to be cleaned up. Bob indicated they would need to assign the coding project to someone within ASC. On the General Liability side similar issues exist with data coding. Rather than custom program the STARS claims information system ASC has determined that it will adopt the PERI liability

codes. Ann Wiswell gave a demonstration of what the PERI dashboard reports looked like and how this information could be used for benchmarking. No action was taken

(2) Formalized Injury Management Programs

Mike Livermore of ASC reported that they have been working with Specialty Health to develop a process for medical case management on muscular skeletal claims. The case management process begins with Specialty Health taking a look at the first report of injury (the C-4 form) to identify indicators of muscular skeletal injury that may benefit from certain treatment intervention early on. This may include a prompt referral to orthopedic care or notification to ASC of appropriate medical treatment.

In terms of other “day of injury” processes and formalized injury management programs including nurse first call, return to work and transitional work assignment database, ASC is researching these items for other clients as well. Mike Livermore indicated that there are many variables including legal issues with nurse first call that must be researched fully before ASC can propose to offer these services. Cash suggested that this was something we may want to set aside until after the fall board retreat so that ASC has the time needed to research these processes further.

(3) Wellness/Body Mechanics

Josh Wilson reported that he and Ann had been talking about developing an e-learning module about the Heart Lung statute and PACT’s Cardiac Wellness program. Mike Callahan commented the sooner this could be done, the better. There is a tremendous need for training on the cardiac wellness program administered by ASC and Specialty Health. A step by step guide for managers is needed and e-learning is being considered a tool.

Josh presented some back safety resources published by OSHA that provide information on back injury prevention. He also mentioned that loss control representatives are offering ergonomics assessments and members are taking advantage of this resource. A variety of training materials including training props and posters were discussed to enhance wellness and body mechanics training done by Josh. Ann suggested that the committee look into purchasing posters that promote wellness programs. Ann will poll the membership on the need for wellness promotion materials in the workplace and bring a proposal for purchase of wellness related posters.

There is a new on-line wellness program called 1-minute wellness that the loss control committee may want to preview at the next meeting. The website simplifies health improvement by offering an easy way to learn and practice skills for a healthy lifestyle.

(4) Auto/Driver Safety Training

Rick Hudson reported that auto related accidents are still the number one cause of work related deaths. Rick is a certified instructor for the National Safety Council four hour defensive driving course. He has provided this training to a variety of members and there is still considerable demand for this training. Fire, ambulance, police and maintenance vehicle courses are also available.

Rick also reported that a new course for school bus drivers is also available.

In addition to the defensive driver basic refresher course, Ann reported that the courses being coordinated with WNCC had tapered off as many of the member entities in the area had put all of their employees through it, but it might be time to schedule a new round of classes at the community college to respond to the interest in defensive driver training and accommodate new employees.

(5) Emergency Planning

Craig Buchholz presented a proposal from Continuity First to conduct emergency planning table top exercises for POOL/PACT members. The proposal from Continuity First included four exercises at a total cost of \$1500 a day and \$6,000 to develop earthquake scenarios for four different types of entities. Craig had met with the state Division of Emergency Management personnel regarding the need for table top exercises in rural areas, and quite a few of them echoed his concerns that exercises were not being conducted in the rurals. DEM personnel had advised Craig that the rural school districts and small communities were particularly unprepared in terms of conducting exercises and testing their emergency response plans. Craig advised that there were DEM grant monies available to these rural entities to enhance their emergency response plans, however, those grant funds were only available to entities who have taken that first step of testing their plans.

Cash Minor inquired as to whether or not this effort from POOL was not a duplication of state Local Emergency Planning Coordinators (LEPC) efforts. Craig advised that the LEPC were not doing an adequate job of reaching out to the small entities and school districts; that their efforts seem to be targeted at the county level and some LEPC positions were vacant.

Craig also added that state DEM was willing to support this effort with personnel.

Mike Callahan indicated that these exercises were critical to a member's success in responding to emergencies and that he would be very supportive of any effort to bring more emergency response resources to bear.

Upon motion and second to accept the reports under items 2. a. and b., as well as the proposal from Continuity First under item 2.c., the motion passed.

3. Action Item: Risk Management Grant Program report and approval of grant applications

Ann Wiswell reported that since the last meeting grants had been awarded to Incline Village General Improvement District for purchase of emergency radios, as well as a grant to Pershing County to send an employee to the Governor's Safety Conference in Reno.

The committee was asked to consider a grant application submitted by Nye County for the purchase of three computers and a software program that contained twenty five safety training titles. Ann said that it was great that Nye County was interested in expanding their safety training efforts, but that she was concerned that they were not taking advantage of POOL/PACT's e-learning program and the program they were looking at was not replicable for other members and would require annual upgrades.

Roy McDonald indicated that he agreed that the training was a duplication of existing training program development. Mike Callahan indicated that he struggled with giving grant monies to a member to purchase training that we were spending other funds on to develop in house. Roy McDonald indicated that if there were was a lack of computers for Nye County to use to access POOL/PACT's online training that perhaps we could suggest that they submit a grant application for the purchase of additional computers.

Upon motion and second, the committee declined the grant application with a recommendation to resubmit an application if there was a need for additional computers.

4. Action Item: Loss Control Excellence Program report

Craig Buchholz reported that four members would be recertifying in 2008-09:

Elko County
Eureka County
Pershing County School District
Gardnerville Ranchos GID

He and Rick will be contacting these members after July 1 to let them know it's time to begin work on the recertification process. Craig has recently met with Douglas County School District regarding the program and they are considering also participating.

Craig recommended that the website be revised to include a page dedicated to a description of the program. Ann indicated that those changes were already in the works with the next website update.

5. Action Item: E-Learning Report

Ann reported that a module on healthcare-acquired MRSA was being finished up and that Craig and Rick were also working on a few new modules that would be completed within the next few months. Ann then gave a brief presentation on the new reports module that had been developed on the e-learning program that gave managers access to e-learning reports for their employees.

6. Action Item: Loss Control Retreat 2008-09

Cash Minor asked the committee to consider whether they would like to hold a planning retreat or change the purpose of the retreat to more of a risk management conference – sort of a “mini-PRIMA” for POOL/PACT members. Mike Callahan said he thought that would be a wonderful opportunity for employees of POOL/PACT members to attend a local safety event with their coworkers and due to travel and budget restraints this is rarely done. Craig said it needs to be located someplace fun. Mike Callahan said it needs be someplace easy to get to for everyone; close to the airport.

Upon motion and second, the committee approved having a conference in fall of 2009 at a location to be determined by staff.

7. **Action Item: Public Comment**

None

8. **Action Item: Adjournment**

On motion and second to adjourn, the meeting adjourned at 2:00 pm.