

**EMPLOYEE MANAGEMENT COMMITTEE
CHURCHILL COUNTY, NEVADA
155 N. Taylor Street
Fallon, Nevada 89406**

*****NOTICE OF PUBLIC MEETING*****

PLEASE POST

PLACE OF MEETING: Churchill County Administration Building, 155 North Taylor Street,
Suite 102, Fallon, NV

DATE & TIME: March 25, 2015 at 10:00 a.m.

TYPE OF MEETING: Rescheduled Regular Meeting

Notes:

- I. These meetings are subject to the provisions of Nevada Open Meeting Law (NRS Chapter 241). Except as otherwise provided for by law, these meetings are open and public.***
- II. Action will be taken on all agenda items, unless otherwise noted.***
- III. The agenda is a tentative schedule. The Employee Management Committee may act upon agenda items in a different order than is stated in this notice – so as to affect the people’s business in the most efficient manner possible.***
- IV. The Employee Management Committee may combine two or more agenda items for consideration, remove an item from the agenda, or delay discussion relating to an item on the agenda at any time.***
- V. In the interest of time, the Employee Management Committee reserves the right to impose uniform time limits upon matters devoted to public comment.***
- VI. Any statement made by a member of the Employee Management Committee during the public meeting is absolutely privileged.***

Agenda:

- 1. Call to Order.**
- 2. Verification of the Posting of the Agenda.**
- 3. Review and Adoption of Agenda:** Action to approve the agenda as submitted or revised.
- 4. Review and Adoption of Minutes:** Minutes of the meeting held on February 23, 2015.
- 5. Public Comment:** Comment upon matters not on agenda.
- 6. Letters Received:** None
- 7. Treasurer’s Report:** Current Report
- 8. Old Business:**
 - a. Consideration and possible action re:** Jim Regan Memorial Scholarship
 - b. Consideration and possible action re:** Employee Picnic
 - c. Consideration and possible action re:** Employee Appreciation Dinner
 - d. Consideration and possible action re:** Jim Regan Memorial Golf Tournament
 - e. Consideration and possible action re:** Employee Management Committee Election.
- 9. New Business:** None
- 10. Consider Future Agenda Items.**
- 11. Public Comment:** Comment upon matters not on agenda.
- 12. Adjournment.**

13. Affidavit of Posting:

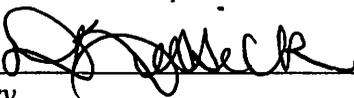
State of Nevada)
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County of Churchill)

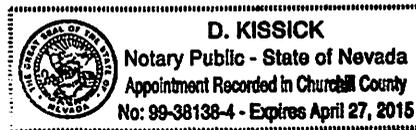
I, Diane Moyle, Secretary of the Employee Management Committee, do hereby affirm that I posted, or caused to be posted, a copy of this notice of public meeting, on or before the March 19, 2015, at the following locations in Churchill County, Nevada:

1. City Hall;
2. County Administration Building;
3. Public Library;
4. Churchill County Law Enforcement Center;
5. The Churchill County Website @ www.churchillcounty.org.


Secretary of Employee Management Committee

Subscribed and Sworn to before me this March 19, 2015 by Diane Moyle.


Notary



Endnotes:

Disclosures:

*Churchill County is an equal opportunity provider and employer.

Accommodations:

*Churchill County will make all reasonable efforts to assist and accommodate physically handicapped persons desiring to attend. Persons who are disabled and require special assistance may contact the Churchill County Commission, in writing at 155 N. Taylor Street, Fallon, Nevada 89406, or by calling (775) 423-4092 or the TDD Nevada relay number 711.

*The Employee Management Committee reserves the right to restrict participation by persons in the public meeting where the conduct of such persons is willfully disruptive to the people's business.

*All supporting materials for this agenda are available by requesting a copy from the Secretary prior to the meeting. During the meeting, there will be one copy available for public inspection. Additional copies are available by making the request from the Secretary. You are entitled to one copy of the supporting materials free of charge.

* In accordance with Federal law and U.S. Department of Agriculture policy, Churchill County is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability (not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Equal Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800)795-3972 (voice), or (202)720-6382 (TDD).

**MINUTES OF THE CHURCHILL COUNTY EMPLOYEE MANAGEMENT
COMMITTEE**

155 No. Taylor Street, Fallon, NV
Conference Room 102
Fallon, Nevada
February 23, 2015

CALL TO ORDER

The meeting of the Churchill County Employee Management Committee was called to order at 10:10 a.m. on the above date by Chairperson Moore.

PRESENT: Pam Moore, Chair
Rochanne Downs, Vice Chair
Tasha Hessey, Treasurer
Diane Moyle, Secretary
Donna Cossette, Management Representative
ABSENT: Michael Johnson, Management Representative
Jackee Stewart

VERIFICATION OF POSTING OF AGENDA

It was verified by Secretary Moyle that the agenda for this meeting was posted in accordance with NRS 241.

ACTION ITEMS

AGENDA

Review and Adoption of Agenda

**Vice Chair Downs made a motion to approve the Agenda as submitted.
Member Cossette seconded the motion, which carried by unanimous vote.**

MINUTES

Review and Adoption of Minutes: February 4, 2015

Vice Chair Downs made a motion to approve the Minutes of the meeting held on February 4, 2015 as submitted. Member Cossette seconded the motion, which carried by unanimous vote.

PUBLIC COMMENTS

Chairperson Moore inquired if there were any public comments on issues that were not listed on the agenda but there were none.

LETTERS RECEIVED

No letters were presented.

TREASURER'S REPORT

Treasurer's Report presented by Chairperson Moore. We have approximately \$705 remaining in the budget to use by the end of the fiscal year, and this was verified with Treasurer Hessey upon her arrival at the meeting.

OLD BUSINESS

a. Consideration and possible action re: Jim Regan Memorial Scholarship

Chairperson Moore commented that the application is at the high school, and they are due to be turned in by April 1, 2015. We will need to schedule a special meeting to ensure we review these and select the winners as quickly as possible, so that we can let them know as soon as possible. She asked that members bring a list of their available dates to the next meeting, so that we can schedule this. Member Cossette asked if we would be able to review these ahead of time and come ready with our notes to vote on a winner. Chairperson Moore confirmed that the applications will be sent out prior to that meeting for each member to review.

Chairperson Moore requested that we help remind people who have a child that is graduating or an employee who is going to college to submit their applications by this deadline. She will make sure this information is on the website and on bulletin boards around the building. She asked Secretary Moyle to assist in flyers that could be distributed to employees regarding this scholarship opportunity. These will be distributed in hardcopy and via email through Geof Stark to ensure all employees are made aware.

b. Consideration and possible action re: Employee Picnic

Chairperson verified that the date of June 9, 2015 had been selected. Secretary Moyle passed around the flyer and RSVP forms that were created for this event. Chairperson Moore stated that we would go over the specifics closer to the date.

c. Consideration and possible action re: Employee Appreciation Dinner

Chairperson Moore booked Churchill Vineyards for the dinner on August 14, 2015. She posed several questions to them; however, she hasn't gotten any response yet. She will attempt to get the answers as soon as possible, and she will email these to everyone. She asked that we not discuss or answer the emails outside of the committee meeting. We will just use the answers to further our discussion at our next meeting for planning the event. Secretary Moyle passed around the flyer and RSVP forms that were prepared using the theme "A Night Under the Stars". Secretary Moyle informed that Louie's Home Center does rent the tables and chairs and will provide delivery and pick up; however, they do not provide set up. We would be responsible for setting up the tables and chairs, and cleaning them and taking them down after the dinner to have them ready to be picked up the next day by Louie's. Member Cossette mentioned that she has at the museum some tables and tablecloths available to use also. Treasurer Hessey stated that the convention center does not rent out linens and that Mission Linens doesn't rent out linens for these types of events. If we use the rectangular tables, the museum and Chairperson Moore's church have some tablecloths that we would be able to use. It was decided to use the rectangular tables and the white tablecloths.

Member Cossette asked about getting an astronomer/astrologer to come and share a presentation at the dinner since it will be outside under the stars. She knows a few people to talk to, so she will get back to the committee with more information.

d. Consideration and possible action re: Jim Regan Memorial Golf Tournament

Chairperson Moore scheduled the golf tournament for September 19, 2015. She wasn't able to confirm the prices yet since the person she needs to speak with regarding the contract was unavailable. She figured that we could use the same menu that we have gone with the last few years and, hopefully, they will give us close to the same price. She stated that Secretary Moyle has already prepared the letter and entry form, so as soon as we have the fee to charge we will mail the letters out to the list of businesses for sponsorships and donations. Secretary Moyle showed the letter and entry form to share that a picture of Jim Regan has been added in hopes of

generating more interaction. She will work with Chairperson Moore to finalize the letter and form with the correct information. These will be sent out as soon as possible to the businesses on our list.

Chairperson Moore spoke with Evie Regan and found out that her granddaughter works for Duncan Golf Management. They are going to do a big charity fundraising event and then support a charity with the funds from that event. Chairperson Moore is attempting to get in touch with the person in charge in order to get the Jim Regan Memorial Scholarship on the list of potential candidates to receive the funds.

NEW BUSINESS

Consideration and possible action re: Employee Management Committee Elections

Chairperson Moore mentioned that there are 3 employee positions and 1 department head position that are expiring this year. Jackee Stewart, Tasha Hessey, and Diane Moyle are the employees that have expiring terms as of June 30, 2015. She stated that we will prepare and send out election forms in April. She is considering adding a signature line on the nomination form for the person nominated to ensure that people are not nominated that do not wish to serve on the committee. Chairperson Moore requested that we discuss this committee with others and encourage them to serve or have them find someone who is willing to serve. We need people who are willing to give of their time to help this committee.

Chairperson Moore explained that there is a different procedure for nomination and selection of the department head position on the committee done through the department head meeting. There was some discussion about Member Cossette and her ability to be available to serve on the committee if she was selected to be the Museum Director if the budget is approved to hire for that position. Chairperson Moore asked that Member Cossette discuss this committee during the department head meeting and the potential time involved for an employee in their department to need available to spend working on the events and meetings to be held. Treasurer Hessey said that the department heads need to understand that the employee will need to have more than their lunch hour for the picnic held, there is usually most of the Friday on the day of the dinner for set up and decorating, and there are meetings every month where that employee needs to be available to be away from the office.

Vice Chair Downs introduced the discussion about the things that this committee is responsible for which would include policies and being a voice for the employees. She explained that she has heard numerous comments about the amount of time spent by employees in completing the wage study information and the response received from the consultant doing the study. Many employees feel that the comments that they made were not considered and it was a waste of their time to complete the forms as indicated and by the deadline given. Employees are wondering if this committee is looking at these as well. Chairperson Moore assured that the Board of County Commissioners are interested in the results of the study and will make a decision regarding it. They do not want information gathered that just sits on a shelf. Since the Board agreed to do this, they are very interested in the outcome. She stated that several department heads, as well as the County Manager, are staying on top of the consultant that is working on this. However, this committee has not been involved in that process. Chairperson Moore stated that she could email Geof Stark and request an update for the employees regarding this study. Many members stated that this should be discussed between the employee and their department head to ensure that the comments were considered in the process and that the description accurately reflects the position.

It was explained that the employee management committee has been involved with changes to policies and decisions that would affect the employees over the past few years. Usually these issues are brought to the committee through Geof Stark, Human Resources Director, and very little has been brought forward by the employees themselves. Employees are encouraged to bring things to this committee that they wish to be considered.

Vice Chair Downs was only concerned that many people view this committee as a party planning committee. She understands that parties are good for building morale and comradery; however, many people may not want to spend their time only planning parties. If people felt that they were going to be making a difference and helping to make things better for employees, they might be more willing to serve on the committee.

Chairperson Moore said that this committee could take time reviewing Title 3 each meeting in order to determine if there are any areas that should be addressed; however, no one has brought up an issue that is affected by Title 3. The wage study is something that is not under our purview at this time since it was initiated at an administrative level and doesn't actually affect policy. Vice Chair Downs agreed that we may wish to consider doing this in the future at least to show that we do look at the policies that affect the employees and to demonstrate that this committee isn't just for party planning. She just wanted to bring up that we should be speaking up for the employees, even if nothing could be done to change things at that time. The employees want to know that someone is listening to them and is addressing their concerns. Chairperson Moore concluded that any employee has the right to bring something to the attention of this committee and a formal request can be made to the Board or whoever regarding the concern or comment. We encourage participation by the employees.

CONSIDER FUTURE AGENDA ITEMS

The next meeting will be held on March 25, 2015. The agenda will need to include the same items discussed today.

PUBLIC COMMENTS

Chairperson Moore inquired if there were any public comments on issues that were not listed on the agenda.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 10:30 a.m.

APPROVED: _____
Pam Moore, Chairperson

ATTEST:

Diane Moyle, Secretary