

IN A SPECIAL MEETING OF THE WHITE PINE COUNTY COMMISSION HELD ON MAY 30, 2018 IN THE COUNTY LIBRARY CONFERENCE ROOM IN ELY, NEVADA

The Following Were Present:

County Commission

Richard Howe, Chairman
Shane Bybee, Vice-Chairman
Carol McKenzie, Commissioner
Gary Perea, Commissioner
Steve Stork, Commissioner
Nichole Baldwin, Clerk of the Board
Susan Lujan, Deputy Clerk

County Officials

Jennifer Farnworth, IT Specialist
Kathy Ricci, Human Resources Director
Elizabeth Frances, Finance Director
Deputy District Attorney Bryan Pyle
Burton Hilton, WPC Assessor

Also Present

Timothy Bunch
Christina Sandoval
Annette A. Marshall
Melissa M. Travis
Elizabeth Rose
George Chachas, KGTV-10

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Chairman Richard Howe called the meeting to order at 9:00 a.m. Commissioner Gary Perea led the Pledge of Allegiance.

PUBLIC COMMENT

Mr. George Chachas had a concern regarding Ely Disposal raising their rates, and felt a financial impact study was needed. He also advised against having just 2 lanes downtown, noting that where there's no traffic, there's no business. He wants to see an overhead pedestrian walkway crossing the highway at the light by McDonald's, noting there's lots of kids there and it would be safer. He continued that Commissioner Carol McKenzie's concrete doesn't meet code in Lund. He also is still waiting for information from Commissioner Shane Bybee on why no monies were collected for the railroad for the past 15 years, as he was the Railroad Foundation Chairman. Chairman Richard Howe noted that foundation isn't within the Commission's purview; Mr. Chachas disagreed. He continued that the site of the old Annex would be better for the new Courthouse, and he's getting tired of seeing businesses close downtown. He provided a letter to the Board, which Chairman Howe read into the record.

At 9:09 a.m., Chairman Richard Howe recessed the regular Commission meeting and opened the Special Fire Commission meeting. At 9:32 a.m., Chairman Richard Howe adjourned the Special Fire Commission meeting and reconvened the regular Commission meeting.

INTERVIEWS FOR SELECTION OF HUMAN RESOURCES DIRECTOR

INTERVIEWS/DISCUSSION WITH CANDIDATES FOR THE WHITE PINE COUNTY HUMAN RESOURCES DIRECTOR

CANDIDATES:

REBECCA L. WITTIG  
CHRISTINA SANDOVAL  
ANNETTE AULINE MARSHALL  
MELISSA M. TRAVIS  
TIMOTHY A. BUNCH  
ELIZABETH K. ROSE

Commissioner Shane Bybee disclosed that Ms. Christina Sandoval is first cousin to his girlfriend, Ms. Kay McMurray, but that won't affect his objectivity. Deputy D.A. Bryan Pyle agreed it doesn't affect Commissioner Bybee financially in any way, and there is no personal commitment involved. Chairman Richard Howe explained the process by which the candidates will be interviewed by the Board. Deputy D.A. Pyle noted that if any of the candidates are current County employees, the Board must refrain from asking anything about their character, conduct, or health. It was noted that Ms. Rebecca Wittig had withdrawn her name from the candidacy. The other candidates drew numbers and were interviewed in that order.

Ms. Elizabeth K. Rose is the first candidate; she thanked the Board for allowing her to take part in this.

*Briefly tell us about yourself and how your education and work experience makes you the best candidate for this position.* – She is a transplant to White Pine County, arriving in 1995 and working at the Ely State Prison. She stayed there for a year and then went to Reno to be an Accounting Clerk for the Dept. of Employment Training/-Rehabilitation. She was there for 2 years and then transferred back to Ely, where she worked at the Ely NTRY Museum. She worked at its restoration and became a docent, gave tours, and interacted with the public. She had the opportunity to transfer back to Rehab, where she became a Technician II and worked with disabled people and transition students. She has been with the State for 24 years as a public employee; she researched and provided documentation and support for people who wished to be eligible for services, or making referrals if they weren't. She provided facts and maintained confidentiality, balanced with unbiased sensitive qualities as she worked with these individuals. She was an Assistant Personnel Manager for 8 years, and worked directly with a Human Resource Manager; among other tasks she helped with accessing employees' medical insurance and upon exiting their employment, helped them with FMLA, etc. While she's had no formal education in HR she has had multiple pertinent trainings.

*Have you read the Job Description? Are you able to perform all the Essential Functions listed on the Job Description?* – She has read the Job Description, and can perform all the essential functions listed. She did note that she's unfamiliar with the collective bargaining and labor contract as she's never been directly involved with that, but she learns quickly.

*What are some of the differences between HR personnel issues in the public sector vs. that of the private sector?* – In the private sector you are contained, you work at will, and there's no implied contract between the employer/employee. She's had 24 years' experience as a public employee; there is a chain of command and you have a direct response to the step above you. You have a different kind of interaction; here, she would be directly responsible to the Commission.

*Describe your experience with negotiating union contracts and the role that was assigned to you during negotiations. Please provide specifics related to the type and size of the unions you worked with.* – She was a union member, and worked with legal counsel as a go-between, but wasn't involved in the collective bargaining aspects. She was confident that she could address those aspects through the expertise of the people she will be working with.

*What experience do you have with interpreting policy and disseminating guidelines and developing procedures for others?* – She was under Federal policy with Vocational Rehab due to the funding aspects. She noted specific guidelines for the State, such as NRS and NAC. She advised that we must be aware of new changes that are mandated as well as policies/procedures from individual departments.

*As HR Director you will be called upon to conduct investigations; please give an example of an investigation that you were involved in and what steps were taken during the investigation.* – She advised that her agency is currently reviewing records of all clients that used, were using, or were given prescriptions for opioids. She created a spreadsheet going back to 2007 whereby she researched and tracked those opioid users. She added that due to the litigation process, everyone needed to be accounted for.

*Describe your experience working with highly confidential information. How would you handle an employee who requests "confidential" information from you?* – She noted confidentiality is protected under HIPPA, health information, and we need to ensure the records are kept completely confidential. They work with very sensitive information regarding mental and physical health, and there's no room for discussion of any of that information with anyone. If someone requests such information there is a process that must be adhered to. She added that any record destruction and redacting also must be done in accordance with policy.

*Tell us what your greatest strength is? Tell us what your greatest weakness is, and what you do to overcome it.* – Her greatest strength is that she’s very detail-oriented. She delves into policies/procedures and wants to make sure she is performing above and beyond what is normally required. Her weakness is, that she can take on too much. She’s good at prioritizing, though, she just needs to be aware of what not to take on if it would be too much.

*Please describe your experience as an instrumental figure in resolving a particularly difficult employee/public relations problem?* – While she hasn’t had to mediate or interact for another employee, she has assisted the Personnel Manager and took part in witnessing and asking questions, seeking clarification, and making sure we have concise information. It’s important to be factual, not overstate anything, and from her information the Personnel Manager could ascertain the next steps to be taken with the individual involved.

*ADA, FLSA, FMLA. EEO/Title VII and HIPPA are five Federal laws that apply to employment practices. Can you explain what they stand for and how they are applied to employee relations.* – EEO is for Equal Employee Opportunity, for the ability of the individual regardless of race, gender, or disability to equally work if they have the skills and ability to do so. FMLA is the Family Medical Leave Act; this is a law provided for families and employers with 50+ employees, whereby they’re required to provide up to 12 weeks of unpaid leave in pregnancies, accidents, etc., without having to lose their jobs as a result. ADA is the American Disability Act, which protects people with all types of disabilities so they could come into a place of employment without having to receive special treatment. They must have the skills needed, though, that the employer would require to do the job. She added that the individual didn’t have to reveal the disability, and they could also request accommodations from the employer. FLSA wasn’t familiar to her. HIPPA was protection of health information; she noted that at Vocational Rehab there is a waiver available whereby information can be made available strictly to determine eligibility for services.

*Describe your involvement in negotiating health/dental/vision benefits for employees, actions you have taken to contain rates and your responsibility related to open enrollment.* – She was only involved in that annually; that meant ensuring employees were made aware they could change their beneficiaries, etc., for medical insurance. Those who were retiring would transfer to Medicare or go into COBRA. She wasn’t involved in the actual negotiations.

*If appointed, you are representing White Pine County. What does that mean to you?* - As a public employee she would be a face for the County; you wouldn’t have a “personal life” with respect to social media, for example, in sharing information about your job. She would be the public “face” for the employees, being courteous, polite, unbiased.

*This completes our list of questions for you today. Are there any questions or comments you would like to add at this time?* – She thanked the Board for letting her be a part of this process. While she knows the Bachelor’s Degree is important, at the same time she does wish to make the Board aware she has 31 years of working with people, experienced with the public and individual employees, being responsible for their personnel records. What she lacks in education, she feels she has gained through the experience of working with the people and having the training. She added that if she’s selected she would pursue further training and education.

Ms. Melissa Travis was the next candidate interviewed.

*Briefly tell us about yourself and how your education and work experience makes you the best candidate for this position.* – She has an Associate Degree in Behavioral Science, a Bachelor’s Degree in Sociology, and is currently working on a degree in Justice Management. At the Ely State Prison she worked with Maintenance, Human Resources and other departments, seeking out individuals who would best suit the jobs available out there.

*Have you read the Job Description? Are you able to perform all the Essential Functions listed on the Job Description?* – Yes, she’s read the Job Description and would be able to perform all the Essential Functions as listed.

*What are some of the differences between HR personnel issues in the public sector vs. that of the private sector?* - In the public sector, you must follow procedures and perform to the degree as specified in the NRS. It’s very structured as to how you find candidates and present them for each position. In the private sector there’s

more freedom in selection of candidates. Qualifications must be met with respect to the candidates' certifications, etc. which she had to prove and maintain. Policies must be followed and kept up to date.

*Describe your experience with negotiating union contracts and the role that was assigned to you during negotiations. Please provide specifics related to the type and size of the unions you worked with.* – She's had no experience in negotiating for new contracts, and there's no union among the inmates.

*What experience do you have with interpreting policy and disseminating guidelines and developing procedures for others?* – She's had extensive experience in interpreting policy and developing procedures and programs. In working for the Nv. Dept. of Corrections, she had to review the regulations to ensure they were in compliance with the NRS; procedures would need to be changed at the institutional level in order to adhere to those as required. She was in charge of revising several of their operational procedures; working standards and incarcerations, specifically. She revised their institutional handbook and notified people of the procedural changes, as well as providing them the guidelines available.

*As HR Director you will be called upon to conduct investigations; please give an example of an investigation that you were involved in and what steps were taken during the investigation.* – She was involved with the issue of an offender who consistently called off work in the Culinary Dept. That person wasn't actually sick; she investigated the matter and saw the offender taking advantage of free time, but as he had a sick "lay-in" order he was in violation. She reported that to his employer (the Culinary Dept.) and based on her review, it was determined the offender would have a 6-month suspension; he would then have the opportunity to return to his job after going through a job interview.

*Describe your experience working with highly confidential information. How would you handle an employee who requests "confidential" information from you?* – At the prison she had to deal with Case Management, which meant caseloads of offender information and all the confidentiality involved there. She gave examples of being approached by others for information on other people, which wasn't granted; however, if they were requesting information about their own cases, there were guidelines which spelled out which of that information could be provided to them.

*Tell us what your greatest strength is? Tell us what your greatest weakness is, and what you do to overcome it.* – Her greatest strength is that she is personable and able to discuss matters with multiple departments, maintaining good rapport with them. Her weakness is public speaking and interviews! She forces herself to go forward and not quit.

*Please describe your experience as an instrumental figure in resolving a particularly difficult employee/public relations problem?* – At the prison there are multiple agencies you have to deal with; she gave the example of the U.S. Census. The prison officers didn't want to bring offenders out to cooperate with the interview process for the U.S. Census. She subsequently talked with the officers and explained the importance of providing the information, and how the negativity they are showing would reflect on everyone at the prison. Therefore, she was able to get the interviews done and move forward, showing that the prison was cooperating with the outside entity.

*ADA, FLSA, FMLA. EEO/Title VII and HIPPA are five Federal laws that apply to employment practices. Can you explain what they stand for and how they are applied to employee relations.* – The FMLA is the Family Medical Leave Act; if someone has medical issues they are given an amount of time where they can leave for that purpose without negative consequences from their employer. ADA is that we have to provide reasonable accommodations for someone with a disability, and can't discriminate in hiring. FLSA she didn't know, but will research it. EEO is Equal Opportunity, involving equality issues in the workplace, including sexual orientation of applicants. If there are complaints, there are also procedures to follow in order to fulfill the EEO requirements. HIPPA is classified information regarding medical issues.

*Describe your involvement in negotiating health/dental/vision benefits for employees, actions you have taken to contain rates and your responsibility related to open enrollment.* – Wages are a main concern at the prison; she also cited a standard health insurance policy. In providing wages, she did discuss wage increases for certain offenders with the actual departments that wanted their offenders to receive a higher pay rate, due to the special work their people were performing. From her research, she found it was better to increase the pay rates for special job assignments.

*If appointed, you are representing White Pine County. What does that mean to you?* - That would mean being an honest public figure, someone who can have honest interaction with the individuals around them. It means you could be trusted to find the appropriate candidate with no predispositions, and to be fair and impartial.

*This completes our list of questions for you today. Are there any questions or comments you would like to add at this time?* – There were none.

At 10:24 a.m., Chairman Richard Howe recessed the Commission meeting for a break. The meeting was reconvened at 10:28 a.m. At this point, Finance Director Elizabeth Frances relinquished the questioning of the candidates to Deputy District Attorney Bryan Pyle.

Ms. Annette Marshall was the next candidate.

*Briefly tell us about yourself and how your education and work experience makes you the best candidate for this position.* – Her experience began with public speaking; she had the opportunity to work and get certified in Business Management at the Las Vegas Business College. She continued on to work in different businesses and organizations, J.O.I.N. being the major one. She was the Branch Manager there for 7 years, working with people to help them become employable, assisting them with the soft skills needed for employment. She wrote grants from projects she created, such as one involving kids aged 14-18 to attend college for a week. From that experience, they earned 1 college credit out of the class; this involved underprivileged kids or youth having issues, those on juvenile probation, etc. This was based on a stimulus program that originated out of the Federal government, as she explained. She also had to do all the budgeting for the program, background checks, etc. She continued to hone her skills and work with the business environment, putting dreams together to make people successful, whether they were employers or employees.

*Have you read the Job Description? Are you able to perform all the Essential Functions listed on the Job Description?* – She has studied the Job Description, and she wants to ensure the Board she could give 100% to the job. There was nothing listed that she hasn't had exposure to, from putting together severance packages to counseling employees. Her weak area, she advised, was negotiating with the unions, she hasn't had that experience.

*What are some of the differences between HR personnel issues in the public sector vs. that of the private sector?* - Dealing with the public, there's a different legal side of things. Many principles are the same; conflict resolution, for example, has so many legal issues tied into being responsible to ensure everything is done right, and if not, you are liable. While the public and private sectors are different, they do share the same principles.

*Describe your experience with negotiating union contracts and the role that was assigned to you during negotiations. Please provide specifics related to the type and size of the unions you worked with.* – Her weakest area was with the unions, due to the different programs she initiated; whether writing grants or communicating, you are always negotiating. The individuals on the projects are hired by J.O.I.N., so she needed to know if she is allowed on a mine site, for example. Another example was how to negotiate with the BLM to have people work there, that was also different.

*What experience do you have with interpreting policy and disseminating guidelines and developing procedures for others?* – She's been doing that, hiring individuals for specific programs that actually worked for J.O.I.N. She would create an environment for a person to be hired even before the interviews are held. She worked on both Federal and State levels, having to follow the guidelines exactly. She added that both she and J.O.I.N. could be held responsible if those guidelines weren't adhered to.

*As HR Director you will be called upon to conduct investigations; please give an example of an investigation that you were involved in and what steps were taken during the investigation.* – There was an incident when she was a volunteer, helping United Way in Elko. There was some concern regarding an Executive Director's integrity who worked for the program. She made some suggestions, after which interviews were conducted with the people involved for months during the investigation. When all the information was gathered, and she had received multiple threats from the Executive Director personally, she documented everything and recommended termination of that person. She added that she also helped build a severance

package for that person, working with United Way and pertinent groups to get that accomplished. She added that the sad thing is the United Way lost their 501C-3 rating from that portion.

*Describe your experience working with highly confidential information. How would you handle an employee who requests "confidential" information from you?* – She's been working with highly confidential information in the County and specifically Justice Court, dealing with legal matters, with the focus on criminal cases. All information becomes public record, but confidentiality still applies. She tries to help people with their requests, and tries to help people succeed, but as that isn't always the best route to take she goes to the sources directly for information.

*Tell us what your greatest strength is? Tell us what your greatest weakness is, and what you do to overcome it.* – Her greatest strength is people, she loves working with people. When she was a front-end store manager, they would often call her in to work with people when issues or concerns arose. She feels that she's been given a gift for dealing with people without offending them. Her weakness is the union; how to study it out and turn that weakness into a success, is how she would overcome it.

*Please describe your experience as an instrumental figure in resolving a particularly difficult employee/public relations problem?* – When she worked at J.O.I.N. and working with Vocational Rehab, with a personal assistant to those who had disabilities. She would go to them and watch them, on her own time, to ensure all is well in their employment fit. She did have a situation whereby she had to call an employee and advise them to leave their job until an issue was resolved. She pointed out something of pertinence to the issue to the State and that employee was back on their job within a week. Currently, that employee is running a State program in Tennessee.

*ADA, FLSA, FMLA. EEO/Title VII and HIPPA are five Federal laws that apply to employment practices. Can you explain what they stand for and how they are applied to employee relations.* – ADA, the American Disability Act, protects those with disabilities. She added that you can't NOT hire someone unless their disability would interfere with the safety of others. FLSA and FMLA deal with someone leaving their job for different reasons. She cited FMLA being modified at J.O.I.N. to better suit their employees, specifically with health issues. HIPPA is dealing with personal information regarding health insurance; it's private, not to be shared. It leads to severe legal issues when HIPPA is violated; it protects both the patient and the workplace, so there is no discrimination based on health issues. EEO/Title 7 involves equal opportunity, but she passed on that definition.

*Describe your involvement in negotiating health/dental/vision benefits for employees, actions you have taken to contain rates and your responsibility related to open enrollment.* – She has dealt with the people that were hired through J.O.I.N., namely reviewing the packages for dental, health and vision to determine the best benefits for their employees.

*If appointed, you are representing White Pine County. What does that mean to you?* – She would be the face of White Pine County; every time she would go out in public she would represent the County, whether one on one with an employee or out in the public. She would also ask what the County could do to provide the best opportunities possible for our employees to represent the County.

*This completes our list of questions for you today. Are there any questions or comments you would like to add at this time?* – She had the opportunity to work with HR Director Kathy Ricci. She wants to ask what is something the Board would like to see carried on into the future that Director Ricci has initiated? Commissioner Shane Bybee advised Director Ricci has a great rapport with the employees, and he'd like to see that continue. Ms. Marshall noted that the Anti-Bullying Policy from Director Ricci has been a "security net" for the employees. She also commended WPC Clerk Nichole Baldwin as she was a J.O.I.N. participant and where she has gone from there is incredible.

Ms. Christina Sandoval was the next candidate.

*Briefly tell us about yourself and how your education and work experience makes you the best candidate for this position.* – She is a White Pine County native, having lived here for 42 years. She feels she would truly be an asset to the County; she's always worked for the public, dealing with different issues and problems at hand. She tries to put herself in another person's place as to why they're upset, for example, and in how to resolve the problem.

*Have you read the Job Description? Are you able to perform all the Essential Functions listed on the Job Description?* – She just received the Job Description this morning, and believes she would be able to perform all those Essential Functions listed. She would be able to perform the tasks at hand.

*What are some of the differences between HR personnel issues in the public sector vs. that of the private sector?* – She felt that getting to know your employees is important, learning the differences as to what they need, then stepping back and collecting all the information on what is going on in any given situation, both in personnel and in private business.

*Describe your experience with negotiating union contracts and the role that was assigned to you during negotiations. Please provide specifics related to the type and size of the unions you worked with.* – She's never been under a union contract, and always worked in the public eye. As of right now, she is tracking items to accommodate customers' needs; she works in a parts store.

*What experience do you have with interpreting policy and disseminating guidelines and developing procedures for others?* – When she worked at the bank, she had to develop procedures step-by-step. She did presentations and invited questions on her procedures, as well as what other things they would like to see and if they understood those procedures.

*As HR Director you will be called upon to conduct investigations; please give an example of an investigation that you were involved in and what steps were taken during the investigation.* – She advised that in a Reno bank an older man came in regularly to make withdrawals every Friday; he would take out the minimum amount so as not to have to report it to the IRS. She brought this to the attention of her supervisor; upon investigation, it was discovered he was laundering his money and was doing fake stocks and bonds. When she gave a detailed interview of the denominations of the bills he had requested, he was put in jail.

*Describe your experience working with highly confidential information. How would you handle an employee who requests "confidential" information from you?* – Confidentiality is a major thing, as she found at the bank and in her current employment. It's very personal; people entrust her with money and their business and they want to feel safe and protected. It's important to keep personal information out of sight, including clearing any such information away from your desk.

*Tell us what your greatest strength is? Tell us what your greatest weakness is, and what you do to overcome it.* – Her greatest strength is that she's a people person. She relates to people, understanding their issues and helping to resolve their problems. Her weakness would be the frustration factor experienced when you deal with someone; you have to recognize their issue and try to calm them down. You associate with them, and seek how to resolve their issues.

*Please describe your experience as an instrumental figure in resolving a particularly difficult employee/public relations problem?* – The problem of hygiene. When someone was dressed appropriately, but inappropriate body parts were showing; she noted it's hard to talk to them about that. It's very important when you work in the public and you see a personal hygiene problem; it's hard to discuss but it must be addressed, and not in a hurtful manner.

*ADA, FLSA, FMLA. EEO/Title VII and HIPPA are five Federal laws that apply to employment practices. Can you explain what they stand for and how they are applied to employee relations.* – HIPPA is when you aren't to release information, it's confidentiality for people's doctor/medical information.

*Describe your involvement in negotiating health/dental/vision benefits for employees, actions you have taken to contain rates and your responsibility related to open enrollment.* – She would hope there's a policy in place to state the differences for new hires; that would be her guideline to explain to them. She would be very willing to take continuing education classes so she would be able to explain those benefits and differences to someone else.

*If appointed, you are representing White Pine County. What does that mean to you?* – Her heart is here; she likes Nevada and White Pine County.

*This completes our list of questions for you today. Are there any questions or comments you would like to add at this time?* – She didn't have any questions or comments. She appreciated the Board's time and thanked her for allowing her to come in to be interviewed.

Mr. Timothy Bunch was the last candidate.

*Briefly tell us about yourself and how your education and work experience makes you the best candidate for this position.* – He has rural roots; he graduated from High School in Yerington and attended school in Lund, his family has deep roots here. He was very involved in the community while in Yerington; his grandpa was a woodworker. He's spent much time outdoors, out in the environment. He went into the mining industry after High School, and worked for 20 years in retail management and at the mine. He has experience in both union and non-union positions. He was in the Marines during Desert Storm, being directly responsible for medical records and retention/processing. He was a supervisor at Walmart for 20 years, with 170 employees under him. He's also held salaried positions in Pharmacology, and extensive Human Resources experience.

*Have you read the Job Description? Are you able to perform all the Essential Functions listed on the Job Description?* – He has read the Job Description, and he is able to perform all the Essential Functions listed.

*What are some of the differences between HR personnel issues in the public sector vs. that of the private sector?* – For the public sector, he is very familiar with Human Resources' responsibility and investigations; the people you hire and communicate with, have a great impact on the community. How you bring yourself to the table, every step you take and word you say has a long term impact on the people you know and their future. For the private sector, although it's geared to a business or corporation, there's still an impact. It's more internal than the public, which has so many different responsibilities, with people viewing you and what you stand for.

*Describe your experience with negotiating union contracts and the role that was assigned to you during negotiations. Please provide specifics related to the type and size of the unions you worked with.* – His father-in-law was a union steward, an intermediary advocate for the people he worked with. Concerns were brought to the steward and they were acted upon.

*What experience do you have with interpreting policy and disseminating guidelines and developing procedures for others?* – He cited his resume, which shows he spent many years in the military; he received a Navy Achievement Medal for creating SOP's and policies. His work saved \$16,000 in Federal funds for transitioning, for example. He was the HIV Coordinator at Oak Knoll Hospital; while there were no set guidelines on how to draw blood, he created those guidelines and presented it to the Hospital Accreditation Organization. He's had some experience in creating SOP's; in every job he's held he has reviewed all their policies. If he sees that something needs improvement, he asks the supervisor for permission to present his ideas to them. He cited an example of revising policies/procedures regarding protection of women against domestic violence, and the information disseminated to the public in that.

*As HR Director you will be called upon to conduct investigations; please give an example of an investigation that you were involved in and what steps were taken during the investigation.* – As a Pharmacy Manager he had 3 men under his supervision; the rest were females. He got reports of sexual harassment taking place in the Pharmacy; he had to validate that report and investigate, through the store management team. This involved all the staff, the manager, and the one supposedly doing the harassment. He had to validate the facts, not taking feelings or what someone heard into consideration. The result was that the claim was not only validated, other facts had come to light, with the result that the lady manager was terminated and the pharmacy had been operating sub-par. With a new manager in place, the store was turned around.

*Describe your experience working with highly confidential information. How would you handle an employee who requests "confidential" information from you?* – He stated he's a man of integrity; he learned growing up that "if you don't have a need to know, you don't." When he was in the Navy, he had to sign paperwork to Top Secret Clearance as a photographer; this was carried over into his military career and also into his personal life. It's confidential, and he won't submit it.

*Tell us what your greatest strength is? Tell us what your greatest weakness is, and what you do to overcome it.* – His greatest strength is people; he's a people advocate. He's very jovial, excited to carry on conversations; he has faith in people and wants to build relationships. He's connecting the dots with people; society is becoming less and less depending on handshakes as being an agreement between people. He wants people to believe in him, and his word is his bond. His weakness is, he is a "gabber." He loses track of where he is because he likes the interaction, the platform, talking to people and kids. When people don't like interaction from him he takes it personally.



*Please describe your experience as an instrumental figure in resolving a particularly difficult employee/public relations problem?* – This is Ely, but Walmart has a name people recognize no matter where you go. Being there for 22 years, the aspect of customer service and the reputation the company has depends on the management team and the people you hire. He's always the guy who gets called to deal with an angry customer from those who don't know how to handle volatile situations. He explains policies and appeases, apologizes, and ensures understanding in various situations. He cited an instance involving goat care; when a customer showed up with a goat, claiming it was their care animal, they were in the process of being ejected from the store. He ended up apologizing to the individual and offering to shop with this person and their goat; he informed the person the next time he would not be able to bring the goat into the store. While he didn't enforce company policy—which would have been to eject both the man and his goat—he had diffused the situation, and as the manager on duty he did what he felt was best for everyone involved.

*ADA, FLSA, FMLA, EEO/Title VII and HIPPA are five Federal laws that apply to employment practices. Can you explain what they stand for and how they are applied to employee relations.* – ADA is the American Disability Act, which applies to anyone deemed disabled that has a placard or certification showing they are to be given the opportunity to have extended navigation or parking spots or lower counters in stores, etc. FMLA is the Family Medical Leave Act, which has changed over the past 3 years. If you or a family member needs time off, there is a timeline and a process, depending upon the documentation from the doctors. EEO/Title 7 is Equal Opportunity; basically it's to protect every employer and employee, it's an opportunity to advocate for those who don't have a voice, to call or write and get support to address situations to ensure we're working in a consistent, precise approachable manner that doesn't bring demise to the business or the individual or the supervisors. HIPPA is the Health Information Protective Personnel Act, a way to protect one's health information; it includes that someone can also act on someone else's behalf. All health field employees are required to take extensive training on this, it's a legal document. FLSA – Unsure, perhaps a family leave in the short term?

*Describe your involvement in negotiating health/dental/vision benefits for employees, actions you have taken to contain rates and your responsibility related to open enrollment.* – He's not had experience with negotiating. In meeting with his associates as a Director, he had 10 stores so 170 were directly involved and perhaps 3,500 associates including himself and other store managers, involving open enrollment. In that position it was based on what the associates were looking for, rather than what the company was dictating. He met with each store and every associate, on all shifts, to inform them of open enrollment, for example.

*If appointed, you are representing White Pine County. What does that mean to you?* – He commented that's a heavy statement; roots mean a lot to him. His family has made a name for themselves in this County. For him, White Pine County has brought him full circle. His personal story was that Ms. Leota Johnson took him in as a little kid and became his "mom." Growing up in the country with nothing, he learned to endure and to love the simplest things. Even as his job took him to incredible places, to be able to come home and appreciate the bare mountains and say this is home, means a lot to him. His wife also calls this her home, and that means a lot. He has a strong desire to be impactful, whether socially, fundraising, just serving, helping someone cross the street. Knowing that he's a representative of White Pine County, he represents the small town feel and we're here to take care of people.

*This completes our list of questions for you today. Are there any questions or comments you would like to add at this time?* – He has talked with HR Director Kathy Ricci, and commented her job has big shoes to fill. He would like to build on the foundations laid here by Director Ricci. His question would be, if he's selected, what would be the timeline? Is there a training period? He appreciated the Board's time and listening to him and thanked them for the opportunity to serve this community and this County.

Commissioner Shane Bybee noted Mr. Bunch's question and the answer was, the selected candidate could start immediately, as soon as we could get someone retained. There is a retirement date for Director Ricci, it was noted, and the Board was hoping to have time to "have the benefit of (her) knowledge before she leaves."

At this time, Chairman Richard Howe recessed the Commission meeting for a break. The meeting was reconvened shortly thereafter, with Chairman Howe voicing appreciation for all the candidates' input, noting that everyone had great strong points.

#### DISCUSSION/ACTION/SELECTION OF A HUMAN RESOURCES DIRECTOR

Chairman Richard Howe noted this job entails a lot; most important to him was the union contracts and the ability to work with those, although probably no one really had much experience in that area. HR has a large scope of work; all these candidates are relatively new coming into an HR job, although he sees there are many skills in many areas. He didn't really feel confident that there was one person strong enough to have the ability to walk in and do this job right away. Commissioner Steve Stork felt one person stood out in this group, scoring much higher than anyone else. Commissioner Shane Bybee noted we all took jobs we weren't 100% qualified for, and we need to pick someone for this job who could pick up on something they don't know and go with it. He felt 2 people stood out more than the rest, 1 person in particular, who he felt could make this job happen. Commissioner Gary Perea agreed in that this job is critical, the selected person needs to take the needed skills and implement them, treating people right and being reasonable. He felt one of the candidates has the needed experience dealing with a number of employees; he has someone in mind as well. Commissioner Carol McKenzie noted 2 candidates scored higher, 1 in particular, and she has no problem hiring them right now. Chairman Richard Howe entertained a motion for selection. Commissioner Gary Perea made a motion to appoint Mr. Bunch as Human Resources Director, or offer the job to him. Commissioner Carol McKenzie seconded. Commissioner Perea commented that while Mr. Bunch recognizes he has things to learn, from his resume he does have that ability to learn. Motion carried. The Board welcomed Mr. Bunch on board as Human Resources Director. He will work with Director Ricci and get things going forward.

#### DISCUSSION/ACTION/APPOINTMENT OF SELECTED CANDIDATE TO THE POSITION OF HUMAN RESOURCES DIRECTOR AND COMPENSATION FOR CANDIDATE

Commissioner Gary Perea wondered what step we should start our new Human Resources Director at, taking into consideration both the budget and his qualifications. He wants to start at Step 1, contingent upon his background check, etc. Commissioner Shane Bybee agreed, noting we have a policy of starting at Step 1. Finance Director Elizabeth Frances confirmed this is what is budgeted for in the upcoming year. For this fiscal year, she added, we would have to see about providing a bit more depending upon our resources. Mr. Timothy Bunch advised they've sold their home and he's at Sunnyside right now, and totally available to the wishes of the Board. They will be moving into Ely as soon as possible. Commissioner Gary Perea made a motion contingent upon the background check and the other pre-employment process, that we offer the job at Step 1 to Mr. Timothy Bunch. Commissioner Steve Stork seconded. Motion carried. HR Director Kathy Ricci noted she will get the background paperwork signed, and mail Mr. Bunch the offer letter, with the starting date to be in another week or so. Mr. Bunch indicated that would be fine.

#### WHITE PINE COUNTY AIR RACE EVENT

#### DISCUSSION/ACTION/APPROVAL OF RESOLUTION 2018-34 TO ESTABLISH PETTY CASH FUND FOR THE WHITE PINE COUNTY AIR RACE EVENT IN THE GENERAL FUND IN THE AMOUNT OF \$500

Finance Director Elizabeth Frances advised that per NRS we need a resolution stating the amount, timeline and controls, for establishing a Petty Cash Fund for this event; it was noted some petty cash would be needed for this specific event. Commissioner Carol McKenzie wondered if \$500 would be enough, considering the number of people we're expecting. Director Frances noted this was based on WPC Treasurer Catherine Bakaric's recommendation, and she has the oversight for cash handling for the event. Chairman Richard Howe stated he's fine with this recommendation, and if necessary there are enough volunteers at the event to run to the bank. In reply to a query from Commissioner Gary Perea, Director Frances advised that eTix promotes the event online, and credit cards will be accepted. Both Treasurer Bakaric and Airport Manager Lance Gale are working on that aspect, it was noted. Commissioner Shane Bybee made a motion to approve Resolution 2018-34 to establish Petty Cash Fund for the White Pine County Air Race event in the General Fund in the amount of \$500 as requested. Commissioner Carol McKenzie seconded. Motion carried.

Richard Howe, Chairman  
Shane Bybee, Vice Chairman  
Commissioner Gary Perea  
Commissioner Carol McKenzie  
Commissioner Steven M. Stork

Nichole Baldwin, Ex-officio Clerk of the Board

White Pine County  
Board of County Commissioners  
Resolution Number 2018-34

801 Clark Street, Suite 4  
Elko, Nevada 89301  
(775) 293-6509

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rdclerk@whitepinecounty.nv.gov

Resolution to Establish Petty Cash Fund for the White Pine County Air Race Event in the General Fund in the Amount of \$500

Whereas, White Pine County is sponsoring an Air Race Event Wednesday June 13, 2018 through Saturday June 16, 2018; and

Whereas, it will be necessary to have cash on-hand on a daily basis to provide change to the public paying to enter the event, park, camp, etc.; and

Whereas, the Treasurer's Office will be assisting with cash handling and accurate records will be kept to identify what revenues were taken in from the admission versus parking, etc. and what expenditures, if any, were paid; and

Whereas, money to establish the petty cash account will be taken from the White Pine County General Fund (001) and no single expenditure will exceed \$75; and

Whereas, all monies will be counted, reconciled, placed in a tamper resistant deposit bag and transported to the Treasurer's Office on at least a daily basis during the event; and

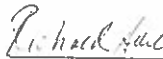
Whereas, the \$500 petty cash for the Air Race Event will be received by the County Treasurer no more than two weeks prior to start of the event and redeposited to the General Fund within two weeks of the end of the event.

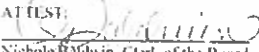
Now Therefore Be It Resolved that White Pine County shall establish a petty cash account for the White Pine County Air Race Event from the General Fund (001) in the amount of \$500 for the purposes and timeline outlined in this resolution.

It Is Further Resolved that the Finance Director shall forward the necessary documents to the Department of Taxation, State of Nevada.

Passed, adopted and approved the 30th day of May, 2018.

Ayes: 5  
Nays: 0  
Absent: 0

  
Richard Howe, Chairman of the Board

ATTEST:  
  
Nichole Baldwin, Clerk of the Board

DISCUSSION/ACTION/APPROVAL OF CONTINUED EXPENDITURES FOR THE AIR RACE EVENT

Finance Director Elizabeth Frances advised she had discussed this with Airport Manager Lance Gale and several items were changed so everything is now within budget, as of today. She added they're still in the black, with a current balance of \$1,119 for the event. One concern was over the golf carts; 16 are required for the event. Manager Gale sent an email stating that KGHM is donating the carts for this event. Also, the amount of the contract is based on the number of flyers in the event, and as there are only 10 flyers, that contract balance is also good, just for the Board's information.

WHITE PINE COUNTY

DISCUSSION/ACTION/APPROVAL TO PROCEED WITH THE AGREEMENT BETWEEN WHITE PINE COUNTY AND THE WHITE PINE COUNTY FIRE PROTECTION DISTRICT FOR VARIOUS SERVICES SHARED BY THE ENTITIES BASED ON SERVICES AND AMOUNTS DISCUSSED AT THE MEETING

It was noted by Deputy District Attorney Bryan Pyle that this agenda item in the County portion should be opened along with the parallel agenda item in the Fire District; this was done. Deputy D.A. Pyle noted that we should discuss if this will be done annually, or have a draft agreement, and the term could be over a 2-3 year period. During the discussion, it was pointed out that if the Fire District forms their own district, the agreement would have to be revisited; the language covering that possibility is already in the draft of the agreement. Chairman Howe entertained a motion for approval, by the County Commission. Commissioner Gary Perea

made a motion to proceed with the County not to provide any additional funding to cover these expenses. Commissioner Shane Bybee seconded. Motion carried.

PUBLIC COMMENT

There was none.

ADJOURNMENT

At 12:08 p.m., Commissioner Shane Bybee made a motion to adjourn. Commissioner Steve Stork seconded. Motion carried.

BOARD OF COUNTY COMMISSIONERS  
WHITE PINE COUNTY  
STATE OF NEVADA

BY: Richard Stork  
CHAIRMAN

ATTEST:

Susan Lujan  
WPC CLERK OF THE BOARD