

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT
HUMAN RESOURCES MEETING MINUTES
41870 Garstin Road Big Bear Lake, Ca. 92315
January 30, 2017**

MEMBERS PRESENT: Jack Roberts, 2nd Vice President
Gail McCarthy, Secretary
John Friel, CEO
Erin Wilson, Human Resource Director
Shelly Egerer, Admin. Asst.

MEMBERS ABSENT: None

STAFF: Mary Norman Kerri Jex Kathy Gardner

COMMUNITY: Joseph Kelly

OPEN SESSION

1. CALL TO ORDER:

Board Member Roberts called the meeting to order at 4:00 p.m.

2. ROLL CALL:

Jack Roberts and Gail McCarthy were present. Also present were John Friel, CEO, Erin Wilson, Human Resource Director, and Shelly Egerer, Admin. Asst.

3. ADOPTION OF AGENDA:

Board Member Roberts motioned to adopt the January 30, 2017 Agenda as presented. Second by Board Member McCarthy to adopt the January 30, 2017 Agenda as presented. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts – yes
- Board Member McCarthy- yes

4. PUBLIC FORUM FOR OPEN SESSION:

Board Member Roberts opened the Hearing Section for Public Comment at 4:03 p.m. Hearing no request to address the Committee, Board Member Roberts closed the Hearing Section at 4:03 p.m.

- Mr. Kelly provided a copy of the Civil 42 U.S. Code 1983 to all in attendance at the meeting.

5. DIRECTORS COMMENTS:

- Board Member Roberts stated that he expected a written report on the items he placed on the HR Agenda. Board Member Roberts requested that going forward there is an expectation of written reports on any items and provided to the committee prior to the meeting.

6. APPROVAL OF MINUTES:

- None

7. OLD BUSINESS:

- None

8. NEW BUSINESS*

A. Discussion and Potential Approval of the Human Resource Committee Meeting Calendar:

- Mr. Roberts suggested that a meeting for February be scheduled in order to review the items on the agenda and obtain a written report from the HR Director.
- Ms. McCarthy asked that the HR Committee be conducted at noon.
- The HR Committee discussed how often and what time the HR Committee Meeting should be conducted. The committee agreed that February 22, at 12:00 pm and then a bi-monthly meeting at noon for 6 months and then re-evaluate. The Committee agreed that the last Monday of each month is best.

Board Member McCarthy motioned to conduct the HR Committee as follows; February 22 at 12:00 pm, and a bi-monthly meeting beginning April at 12:00 pm and to re-evaluate the HR Meeting calendar in 6 months. Second by Board Member Roberts to conduct the HR Committee as follows; February 22 at 12:00 pm, and a bi-monthly meeting beginning April at 12:00 pm and to re-evaluate the HR Meeting calendar in 6 months. Board Member Roberts called for a vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts– yes
- Board Member McCarthy- yes

9. HUMAN RESOURCE REPORT:

A. Human Resource Assessment:

- **Manpower Needs:**
 - Board Member Roberts stated that he would like to discuss the manpower needs in all departments but would like to address the needs of the HR department. The committee feels that the HR Department should have additional staff and would like Administration and the HR Director to provide input and suggestions on staffing.
- **Records Needs:**
 - Mr. Friel stated that he is looking into sources to better serve the district for the record needs.
- **Training Needs:**
 - Board Member Roberts stated that he is aware the district is busy but would like Administration and the HR Director to have a discussion and research trainings /education conferences for the HR Department for training the HR department to reduce HR risk issues and lower the expense of legal fees.

- **Compensation Survey:**
 - The HR Committee asked that Administration research and obtain information for salary survey for the staff; the committee would like to ensure that the hospital is aligned with in the pay scale for the industry. The committee would like an analysis on what each department / employee is paid and provide the information to the committee.
 - Board Member Roberts stated that discussion needs to be held on staff compensation; such as Pharmacy.
 - Mr. Friel stated that Administration received salary information from HASC and the district does complete comparisons on salary ranges.

B. Human Resource Risk Assessment:

- **Legal Risk:**
 - Board Member Roberts suggested that HR review and obtain information on executing written offers for employment. Board Member Roberts feels there is a large risk to the district by entering into such agreements.
- **Workers Comp Risk:**
 - The committee asked that Beta continue to provide information to the HR Committee and would like this item to be an agenda item in the future.
 - Board Member McCarthy would like to ensure that the committee and Board are informed of the workers comp claims on a continual basis; she feels that for the total staff we have there are too many cases. Board Member McCarthy wants to ensure that the district is working towards eliminating the amount of High Workers Comp.
 - Ms. Wilson reported that she and the Employee Health Manager have been reviewing additional training for staff; last year the district had six cases; the district is striving to bring the staff back with accommodations. We have made changes to the workman's comp program utilizing Loma Linda with occupational health and are researching for "back to work programs" and a full safety topic is discussed at the new hire orientation.
 - Board Member Roberts asked Ms. Wilson to provide an update on workers comp claims on her monthly HR reports to the Board.
- **Hiring Risk:**
 - Board Member Roberts requested an assessment of how the district implements the hiring of new employees and if we mimic other agencies; do we complete background checks, follow up on applicant if there are workers comp claims and ensure that the employee is aware of the job duties / expectation.
 - Ms. Wilson & Ms. Gardner reported that they verify all applicant / new hires thoroughly.

- **Termination Risk:**
 - Board Member Roberts stated that he feels this item has plagued the hospital for years; and would like to have some type of form /check list; by implementing this type of document will assist the HR Department and save cost on legal fees. Board Member Roberts asked that the checklist be reviewed and approved by legal counsel.
 - The committee also suggested that a voluntary exit review with staff be implemented; terminated employees should also have this option. This type of review could also open the doors for an employee to offer some insight which resolve future issues.
 - Board Member Roberts asked that Administration look at the discussion had at today's meeting and prioritize items to bring back to the next HR Committee and to also ensure that HR is practicing the appropriate record retention.

Board Member Roberts reported no action required

10. ADJOURNMENT

Board Member Roberts motioned to adjourn the meeting. Second by Board Member McCarthy to adjourn the meeting. Board Member Roberts adjourned the meeting at 4:38 p.m.

- Board Member Roberts– yes
- Board Member McCarthy- yes