



MISSION

To deliver the standards of quality healthcare to the residents of and visitors to Big Bear Valley through the most effective use of available resources.

VISION

To be the premier provider of emergency medical and healthcare services in our Big Bear Valley.

The Human Resources Committee shall be responsible for reviewing and recommending personnel policies and salary and benefit packages prior to development of the annual operating budget

**HUMAN RESOURCES COMMITTEE MEETING AGENDA
ADMINISTRATION CONFERENCE ROOM**

TUESDAY, JANUARY 29, 2019

12:00 PM CLOSED SESSION

12:30 PM OPEN SESSION

41870 Garstin Dr., Big Bear Lake, California, 92315

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Chief Executive Officer's Office and are available for public inspection or purchase at 10 cents per page with advance written notice. In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in a District meeting or other services offered by the District, please contact Administration (909) 878-8214. Notification at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. **DOCUMENTS RELATED TO OPEN SESSION AGENDAS (SB 343)** -- Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the public counter located in the Administration Office, located at 41870 Garstin Drive, Big Bear Lake, CA 92315. For questions regarding any agenda item, contact Administration at (909) 878-8214.

OPEN SESSION

1. CALL TO ORDER **Gail McCarthy, 1st Vice President**

2. PUBLIC FORUM FOR CLOSED SESSION

Opportunity for members of the public to address the Board on closed session items (Government Code Section 54954.3). There will be a three (3) minute limit per speaker. Any report or data required at this time must be requested in writing, signed, and turned in to Administration. Please state your name and city of residence.

3. ADJOURN TO CLOSED SESSION

CLOSED SESSION

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION*Pursuant to Government Section Code: 54957

A. Chief Financial Officer

OPEN SESSION

1. CALL TO ORDER **Gail McCarthy, 1st Vice President**

2. ROLL CALL **Shelly Egerer, Executive Assistant**

3. ADOPTION OF AGENDA*

4. RESULTS OF CLOSED SESSION

***Denotes Action Item**

5. PUBLIC FORUM FOR OPEN SESSION

Opportunity for members of the public to address the Board on items not on the agenda (Government Code Section 54954.3). There will be a three (3) minute limit per speaker on items not scheduled for action on this agenda. Any report or data required at this time must be requested in writing, signed, and turned in to Administration. Please state your name and city of residence.

6. DIRECTORS' COMMENTS

7. APPROVAL OF MINUTES*

A. September 24, 2018

8. OLD BUSINESS*

- None

9. NEW BUSINESS

A. Discussion and Potential Approval of Changing the Human Resource Committee Meeting Time and Date

10. HUMAN RESOURCE REPORT*

Erin Wilson, Director of Human Resources

(1) Human Resource Assessment:

- Staffing (New Hires, Terms, and Open Positions)
- Employee Performance Evaluations
- Workers Compensation Claims
- Employee File Audit
- Job Descriptions/Evaluation
- Policy and Procedure Update
- Employee Turnover for 2018
- 2019 Benefit Review

11. ADJOURNMENT*

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT
HUMAN RESOURCES MEETING MINUTES
41870 Garstin Road Big Bear Lake, Ca. 92315
September 24, 2018**

MEMBERS PRESENT: Gail McCarthy, 1st Vice President Erin Wilson, HR Director
 Rob Robbins, President Shelly Egerer, Executive. Asst.
 John Friel, CEO

MEMBERS ABSENT: None

STAFF: Mary Norman Garth Hamblin Kerri Jex

COMMUNITY: None

OPEN SESSION

1. CALL TO ORDER:

Board Member McCarthy called the meeting to order at 12:00 p.m.

2. ROLL CALL:

Gail McCarthy and Rob Robbins were present. Also, present were John Friel, CEO, Erin Wilson, Human Resource Director, and Shelly Egerer, Executive Asst.

3. ADOPTION OF AGENDA:

President Robbins motioned to adopt the September 24, 2018 Human Resource Committee Meeting Agenda as presented. Second by Board Member McCarthy to adopt the September 24, 2018 Human Resource Committee Meeting Agenda as presented. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member McCarthy- yes
- President Robbins- yes

4. PUBLIC FORUM FOR OPEN SESSION:

Board Member McCarthy opened the Hearing Section for Public Comment at 12:00 p.m. Hearing no request to address the Committee, Board Member McCarthy closed the Hearing Section at 12:01 p.m.

5. DIRECTORS COMMENTS:

- None

6. APPROVAL OF MINUTES:

A. August 14, 2018

- President Robbins reported that there was a typo on page five that needed corrected; transposed words.

President Robbins motioned to approve the August 14, 2018 Human Resource Committee Meeting Minutes as presented with the typo on page #5 to be corrected. Second by Board Member McCarthy to approve the August 14, 2018 Human Resource Committee Meeting Minutes as presented with the typo on page #5 to be corrected. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member McCarthy- yes
- President Robbins- yes

7. OLD BUSINESS:

- None

8. NEW BUSINESS*

A. Discussion and Potential Recommendation to the Board of Directors: FUNDamental Concept Agreement (Grant Writer):

- Mr. Friel reported that the Board approved the position of a Grant Writer; Michelle French, thirty hours per month; approximately \$40,000 per year. Has experience in grant writing.
- President Robbins stated that he wanted to ensure that the Hospital gets the full money from any grants received/approved and that the grant writer does not receive a % of that money.
- Mr. Friel assured the committee that this was not a problem and that all funds go directly to the District.

President Robbins motioned to recommend to the Finance Committee and the Board of Directors to approve the Fundamental Concept agreement. Second by Board Member McCarthy to recommend to the Finance Committee and the Board of Directors to approve the Fundamental Concept agreement. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member McCarthy- yes
- President Robbins- yes

B. Discussion and Potential Recommendation to the Board of Directors Providing Air Transport Insurance for Employees Through AirMethods

- Ms. Wilson reported that benefit eligible employees would receive this membership. This item will also be presented to the Finance Committee.

President Robbins motioned to recommend to the Finance Committee and the Board of Directors the AirMethod Membership for benefit eligible employees. Second by Board Member McCarthy to recommend to the Finance Committee and the Board of Directors the AirMethod Membership for benefit eligible employees. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member McCarthy- yes
- President Robbins- yes

C. Discussion and Potential Recommendation to the Board of Directors the Following Policies & Procedures:

- (1) Meal and Rest Periods
- (2) Extended Sick Leave
- (3) FMLA/CFRA Leave of Absence
- (4) Corrective Action and Discipline

- Ms. Wilson informed the committee members that legal counsel has reviewed the policies, minor changes have been made and would like the committee to make a recommendation to the Board of Directors to approve the policies & procedures. Ms. Wilson also reported that the Corrective action and Discipline Policy is a new policy.

President Robbins motioned to recommend approval to the Board of Directors the Policies & Procedures one through four as presented. Second by Board Member McCarthy to recommend approval to the Board of Directors the Policies & Procedures one through four as presented. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member McCarthy- yes
- President Robbins- yes

9. HUMAN RESOURCE REPORT*:

A. Human Resource Assessment:

- **Staffing:**
 - Ms. Wilson reported the following information:
 - DON is in the hiring process. To begin in the middle of October
 - 16 open positions at this time
- **Employee Performance Evaluations:**
 - Ms. Wilson reported the evaluations continue to fluctuate but are being monitored
- **Workers Comp Claims:**
 - Ms. Wilson reported that
 - Nine claims at this time
 - BETA works closely with HR to close the cases as quickly as possible
- **File Audits:**
 - Ms. Wilson reported that all licenses are current
- **Employee Job Description & Employee Evaluation Revisions (Update):**
 - Ms. Wilson reported the following information:
 - On target for the job descriptions completion date for January
 - Managers will receive email communication when the process begins
 - The job descriptions will be in an electronic format with ADP
- **Policies for Review**
 - This item has been discussed under New Business

- **Employee Events**
 - Ms. Wilson reported the following information:
 - End of Summer BBQ was conducted and well attended
 - Upcoming holidays will have events planned
 - Open enrollment benefit has been completed

President Robbins motioned to approve the HR Report as presented. Second by Board Member McCarthy to approve the HR Report as presented. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member McCarthy - yes
- President Robbins- yes

10. ADJOURNMENT:

President Robbins motioned to adjourn the meeting at 12:36 p.m. Second by Board Member McCarthy to adjourn the meeting. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member McCarthy- yes
- President Robbins- yes



HR Committee/Board Report
January 2019

Staffing	<p>Active: 215 – FT: 139 PT: 13 PD: 63 As of <u>December</u> Board Report New Hires: 5 Terms: 4 (2 Voluntary 2 Involuntary) Open Positions: 17</p> <p>ER Director position update HR Staffing update</p>
Employee Performance Evaluations	<p>DELINQUENT: See attachment 30 days: 14 60 days: 6 90 days: 2 90+ days: 0 See Attachment</p>
Work Comp	<p>NEW CLAIMS as of December Board Report: 0 OPEN: 8 Indemnity (Wage Replacement, attempts to make the employee financially whole) - 3 Future Medical Care – 4 Medical Only – 1</p>
Employee File Audit	<p>FILE AUDIT: All up to date All licenses are up to date</p>
Job Descriptions/ Evaluation	<p>Job Descriptions: In process – postponed due to unforeseen HR issues at the end of the year Evaluations: In process – April target date</p>
Policies for Review	<p>All HR policies are in review and targeting to bring to board by March</p>
2019 Benefit Review	<p>Mercy Air Membership update: 131 employees have signed up for membership Great feedback</p>

**Employee
Turnover 2018**

Hospital Wide

1st Quarter = 5%
2nd Quarter = 8%
3rd Quarter = 6%
4th Quarter = 5%
2018 Total = 23%

By Department

Department	Turnover%
ED	40%
SNF	33%
FHC	11%
Dietary	63%
Maintenance	29%
Lab	43%
EVS	26%
PT	29%
Pharmacy	44%
Radiology	11%
RT	18%
Moms	15%

Past Due Evaluations

