**Assistance for those with disabilities:** If you have a disability and need accommodation to participate in the meeting, please call Administration at (951) 769-2101 so that necessary arrangements can be made.

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**I. Call to Order**

**D. Ellis**

**II. Public Comment**

A five-minute limitation shall apply to each member of the public who wishes to address the Human Resources Committee of the Hospital Board of Directors on any matter under the subject jurisdiction of the Committee. A thirty-minute time limit is placed on this section. No member of the public shall be permitted to “share” his/her five minutes with any other member of the public. (Usually, any items received under this heading are referred to staff for future study, research, completion and/or future Committee Action.) (PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD.)

On behalf of the San Gorgonio Memorial Hospital Board of Directors, we want you to know that the Board/Committee acknowledges the comments or concerns that you direct to this Committee. While the Board/Committee may wish to occasionally respond immediately to questions or comments if appropriate, they often will instruct the CEO, or other Administrative Executive personnel, to do further research and report back to the Board/Committee prior to responding to any issues raised. If you have specific questions, you will receive a response either at the meeting or shortly thereafter. The Board/Committee wants to ensure that it is fully informed before responding, and so if your questions are not addressed during the meeting, this does not indicate a lack of interest on the Board/Committee’s part; a response will be forthcoming.

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**OLD BUSINESS**

**III. *Approve Minutes***

**D. Ellis**

September 19, 2012 regular meeting
SGMH Board of Directors  
Human Resources Committee  
November 14, 2012

NEW BUSINESS

IV. Reports

A. Employment Activity/Turnover Reports
   1. RN Vacancy Rate Overview (2012) 7
   2. Employee Activity by Job Class/Turnover Report (11/1/11 – 11/5/12) 8
   3. Separation Reason Analysis FT/PT Associates (9/1/12 – 10/31/12) 9
   4. Separation Reason Analysis PD Associates (9/1/12 – 10/31/12) 10
   5. Overall Vacancy Rate (2012) 11

B. Workers Comp report 13

V. * Approve Policy change – Personal Appearance / Dress Code 17

VI. * Approve New Policy – Waiver of Associate and Covered Dependent Co-Pays and Deductibles 21

VII. Overview for continued service with ORION 23

*Approve continued service with ORION

* Approve Associate Benefit cost increase

Open Enrollment dates

VIII. * Approve Holiday Gift cards 33

Discuss distribution date

IX. Upcoming Event Flyers:
   Customer Service Training
   Mandatory Sexual Harassment Prevention for Managers
   Annual Holiday Tree Lighting
   Annual Holiday Associate Party

X. Future agenda items

XI. Next Meeting – January 16, 2013

XII. Adjourn

* Requires Action
In accordance with The Brown Act, Section 54957.5, all public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Committee. Such records shall be available at the Hospital office located at 600 N. Highland Springs Avenue, Banning, CA 92220 during regular business hours, Monday through Friday, 8:00 am - 4:30 pm.

Certification of Posting

I certify that on November 9, 2012 I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of San Gorgonio Memorial Hospital Human Resources Committee, said time being at least 72 hours in advance of the meeting of the Human Resources Committee (Government Code Section 54954.2).

Executed at Banning, California, on November 9, 2012

Bobbi Duffy, Executive Assistant