AGENDA
SAN GORGONIO MEMORIAL HOSPITAL
REGULAR MEETING OF THE
HUMAN RESOURCES COMMITTEE
A COMMITTEE OF THE BOARD OF DIRECTORS
WEDNESDAY, JULY 20, 2011 – 9:00 am
Administration Boardroom
600 N. Highland Springs Avenue, Banning, CA   92220

I. Call to Order      D. Ellis

II. Public Comment

III. *Approve Minutes D. Ellis

   April 20, 2011 meeting

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.

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.
NEW BUSINESS

IV. Reports

A. Employment Activity/Turnover Reports (4/1/11 - 6/30/11)
   1. FTE Vacancy Summary 2010 - 2011
   2. RN Vacancy Rate Overview 2010/2011
   3. Separation Reason Analysis (FT/PT Associates)
   4. Separation Reason Analysis (PD Associates)
   5. Employee Activity by Job Class/Turn Over report (7/1/10 - 6/30/11)

B. Employee Benefits
   1. Workers Compensation
      • Top Loss Drivers by Severity
      • Top Loss Drivers by Count
   2. Workers Compensation renewal (approved by Executive Committee)
   3. Update on timekeeping system - Kronos
   4. Unemployment insurance letter
   5. Valic 403-b audit letter
      • * Approve forfeiture funds for use of annual audit fees
      • * Approve expense to merge existing plan document and all amendments into one complete, current document

V. Recruitment

VI. Volunteer / Auxiliary discussion

VII. Standard of Care of HR / Volunteer and Chaplains

VIII. Discussion on Raises vs. Gift Cards for April, May and June for payment in July

IX. Discussion on meeting frequency (change would require bylaws amendment)

X. Future Agenda Items

XI. 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 July 15, 2011 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 July 15, 2011

Bobbi Duffy, Executive Assistant