AGENDA
SAN GORGONIO MEMORIAL HOSPITAL

HUMAN RESOURCES COMMITTEE
A COMMITTEE OF THE BOARD OF DIRECTORS
WEDNESDAY, SEPTEMBER 19, 2012 – 9:00 am
Administration Boardroom
600 N. Highland Springs Avenue, Banning, CA 92220

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.

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.

OLD BUSINESS

III. *Approve Minutes
    D. Ellis

    July 18, 2012 regular meeting
SGMH Board of Directors  
Human Resources Committee  
September 16, 2012

NEW BUSINESS

IV. Reports

A. Employment Activity/Turnover Reports
   1. RN Vacancy Rate Overview (2011/2012) 5
   2. Employee Activity by Job Class/Turnover Report (9/30/11 – 9/10/12) 6
   3. Separation Reason Analysis FT/PT Associates (7/1/12 – 8/31/12) 7
   4. Separation Reason Analysis PD Associates(7/1/12 – 8/31/12) 8
   5. Overall Vacancy Rate 2011-2012 9
   6. FTE Vacancy Summary 2011-2012 10

B. Workers Comp report 11

V. Informational: CAHHS – Unemployment Contract obligations moving forward

VI. Informational: Annual Participant Disclosure packet

VII. 2012 Associate Survey Results/Overview 13

VIII. Informational: Teaman, Ramirez and Smith 2011 403b Annual Audit results/recommendations 35

IX. * Discuss & Approve – Pay TRS 2012 bill with forfeiture funds per our Plan Document dated January 2012.
    a. Teaman, Ramirez and Smith 2011 Audit bill 37
    b. Forfeiture Funds availability with Valic 38

X. Informational: Reference Assessment Report 39

XI. Future agenda items
    • Final approval benefit selection for Open Enrollment last week of November or first week of December
    • Discussion: Holiday Gift cards
    • Holiday party overview and handout invitations

XII. Next Meeting – November 21, 2012

XIII. Adjourn D. Ellis

* 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.

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Certification of Posting

I certify that on September 14, 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 September 14, 2012

Bobbi Duffy, Executive Assistant