The Regular Meeting of the Human Resources Committee of the San Gorgonio Memorial Hospital Board of Directors was held on Wednesday, April 19, 2017 in the Administration Boardroom, Banning, California.

**Members Present:** Olivia Hershey, Jerilynn Kaibel, DC, Estelle Lewis (Chair), DeNae Reagins

**Absent:** Rev. Bill Dunn

**Staff Present:** Mark Turner (CEO), Pat Brown (CNO), Annah Karam (Director, HR), Bobbi Duffy (Executive Assistant)

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<tr>
<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
<th>ACTION / FOLLOW-UP</th>
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<tr>
<td>Call To Order</td>
<td>Committee Chair Estelle Lewis called the meeting to order at 9:11 am.</td>
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<tr>
<td>Public Comment</td>
<td>None</td>
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<tr>
<td><strong>OLD BUSINESS</strong></td>
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<td>Proposed Action - Approve Minutes:</td>
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<td>February 15, 2017 regular meeting</td>
<td>Chair Lewis asked for any changes or corrections to the minutes of the February 15, 2017 regular meeting. There were none.</td>
<td>The minutes of the February 15, 2017 regular meeting were reviewed and will stand as presented.</td>
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<tr>
<td><strong>NEW BUSINESS</strong></td>
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<td>Reports</td>
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<td>A.  Employment Activity/Turnover Reports</td>
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AGENDA ITEM | DISCUSSION | ACTION / FOLLOW-UP
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1. Employee Activity by Job Class/Turnover Report (2/9/17 – 4/11/17) | Annah briefly reviewed the report “Employee Activity by Job Class/Turnover Report” for the period of 2/9/17 through 4/11/17. She noted that during this reporting period there were a total of 25 hires and 34 terms facility wide. She noted that Total Employee Count as of 4/11/17 is 464 Full Time, 70 Part Time and 192 Per Diem for a total of 726 Employees. The Turnover for the current reporting period is 4.68% overall as compared to the HASC Benchmark of 2.80%. | |
3. Separation Reason Analysis PD Associates (2/9/17 – 4/11/17) | Annah briefly reviewed the “Separation Reason Analysis for Per Diem Associates” for the period of 2/9/17 through 4/11/17 as included in the packet. Annah noted that there were 15 Voluntary Separations and 2 Involuntary Separations for a total of 17 separations for the period. | |
4. FTE Vacancy Summary (8/9/16 – 4/11/17) | Annah reviewed the “FTE Vacancy Summary” for the period of 8/9/16 through 4/11/17. Annah noted the vacancy rates (by FTE count) as follows: - RN – 22 (60.00%) - LVN – 0.1 (2.94%) - Other Nursing – 11.2 (56.67%) - Lab Scientist – 0.3 (5.88%) - Physical Therapist – 0.7 (6.06%) - Respiratory Therapist – 0 (0%) - DI Tech – 2.8 (1.84%) - Other Ancillary – 1.2 (6.25%) - Admin/Clerical – 3.6 (3.45%) - Support Services – 15.2 (16.81%) - Director/Manager – 1.0 (1.11%) | |
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<td>Facility Wide openings of 60.3 (10.70%).</td>
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| 5. RN Vacancy overview (8/9/16 – 4/11/17) | Annah reviewed the “RN Vacancy Rate Overview” for the period of 8/9/16 through 4/11/17 broken down as follows:  
  - All RN – 22.0 FTE (12.35%)  
  - ICU – 5.4 FTE (18.75%)  
  - Med/Surg – 6.3 FTE (10.94%)  
  - DOU – 0.00 FTE (0.0%)  
  - ED – 7.2 FTE (17.86%)  
  - OR/PACU – 1.0 FTE (5.88%)  
  - RN Admin – 0.3 FTE (4.76%)  
  - OB – 1.8 FTE (10.53%)  
  There was discussion on ways to stimulate nursing recruitment as opposed to using contract registry for the difficult to fill specialties, i.e., sign on bonuses, paying escrow fees, student loan fees, etc. Annah will look into further. |                     |
| B. Workers’ Compensation Report | Annah briefly reviewed the Workers Compensation Report as of February 28, 2017 as included in the packet. She noted a total of 29 open claims as follows:  
  - 2012-2013 = 1 open claim  
  - 2013-2014 = 2 open claims  
  - 2014-2015 = 4 open claims  
  - 2015-2016 = 16 open claims  
  - 2016-2017 = 14 open claims  
  Annah included additional information regarding the Claimant Type, Claim Count/Average Incurred by Occupation, and Claim Count/Incurred by Claim Cause. |                     |
| Proposed Action – Approve new employee group benefits broker | Annah Karam reported that she and Mark Turner participated in 4 presentations for a new employee group benefits broker. The selection was narrowed down to 2 brokers, Orion (current broker) and Alliant.  
  Annah noted that an evaluation was done for both | M.S.C. (Hershey/Reagins), the SGMH Human Resources Committee |
AGENDA ITEM | DISCUSSION | ACTION / FOLLOW-UP
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presentations and each broker’s levels of services. In addition, there was a $100,000 reduction in rates by moving to Alliant.

It was leadership’s recommendation that Alliant be chosen as the new employee group benefits broker.

**ROLL CALL:**

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<tbody>
<tr>
<td>Dunn</td>
<td>absent</td>
<td>Hershey</td>
<td>Yes</td>
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<td>Kaibel</td>
<td>Yes</td>
<td>Lewis</td>
<td>Yes</td>
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<td>Reagins</td>
<td>Yes</td>
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**Education:**

**BETA Healthcare Group newsletter**

Annah noted that the BETA Healthcare Group First Quarter newsletter for 2017 was included on the tablets. The subject of this newsletter is: “CAL/OSHA Injury & Illness Reporting: Do You Know What To Do?”.

**Future Agenda items**

None

**Next regular meeting**

The next regular Human Resources Committee regular meeting is scheduled for June 21, 2017.

**Adjournment**

The meeting was adjourned at 9:33 am.

Approved moving to Alliant as our benefits broker and hereby recommend approval by the SGMH Hospital Board.

In accordance with The Brown Act, Section 54957.5, all reports and handouts discussed during this Open Session meeting are public records and are available for public inspection. These reports and/or handouts are available for review at the Hospital Administration office located at 600 N. Highland Springs Avenue, Banning, CA 92220 during regular business hours, Monday through Friday, 8:00 am - 4:30 pm.

Minutes respectfully submitted by Bobbi Duffy, Executive Assistant