REGULAR OPEN SESSION MEETING OF THE
SAN GORGONIO MEMORIAL HOSPITAL
BOARD OF DIRECTORS

HUMAN RESOURCES COMMITTEE
August 16, 2017

The Regular Meeting of the Human Resources Committee of the San Gorgonio Memorial Hospital Board of Directors was held on Wednesday, August 16, 2017 in the Administration Boardroom, Banning, California.

Members Present: Rev. Bill Dunn, Olivia Hershey, Jerilynn Kaibel, DC, Estelle Lewis (Chair), DeNae Reagins

Absent: 

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

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<td>Call To Order</td>
<td>Committee Chair Estelle Lewis called the meeting to order at 9:05 am.</td>
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<td>Public Comment</td>
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OLD BUSINESS

Proposed Action - Approve Minutes:

June 21, 2017 regular open session meeting

Chair Lewis asked for any changes or corrections to the minutes of the June 21, 2017 regular open session meeting. There were none.

The minutes of the June 21, 2017 regular open session meeting were reviewed and will stand as presented.

NEW BUSINESS

Reports

A. Employment Activity/Turnover Reports
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<td>1. Employee Activity by Job Class/Turnover Report (6/14/17 – 8/1/17)</td>
<td>Annah briefly reviewed the report “Employee Activity by Job Class/Turnover Report” for the period of 6/14/17 through 8/1/17. She noted that during this reporting period there were a total of 12 hires and 13 terminations facility wide. She noted that Total Employee Count as of 8/1/17 is 465 Full Time, 71 Part Time and 186 Per Diem for a total of 722 Employees. Annah reviewed that the HASC turnover for all Employees 2.80% compared to our turnover rate for all Employees of 3.00%.</td>
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<td>2. Separation Reason Analysis for Full Time/Part Time Associates (6/14/17 – 8/1/17)</td>
<td>Annah briefly reviewed the “Separation Reason Analysis for Full Time/Part Time Associates” for the period of 6/14/17 through 8/1/17 as included in the packet. Annah noted that there were 8 Voluntary Separations and 2 Involuntary Separations for a total of 10 separations for the period.</td>
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<td>3. Separation Reason Analysis for Per Diem Associates (6/14/17 – 8/1/17)</td>
<td>Annah briefly reviewed the “Separation Reason Analysis for Per Diem Associates” for the period of 6/14/17 through 8/1/17 as included in the packet. Annah noted that there were 2 Voluntary Separations and 1 Involuntary Separations for a total of 3 separations for the period.</td>
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<td>4. FTE Vacancy Summary (2/8/17 – 8/1/17)</td>
<td>Annah reviewed the “FTE Vacancy Summary” for the period of 2/8/16 through 8/1/17. Annah noted the vacancy rates (by FTE count) as follows: • RN – 12.1 (7.17%) • LVN – 1.8 (5.88%) • Other Nursing – 8.0 (12.00%) • Lab Scientist – 1.6 (15.38%) • Physical Therapist – 0.0 (1.00%) • Respiratory Therapist – 0.6 (8.70%) • DI Tech – 0.6 (6.06%) • Other Ancillary – 1.5 (3.03%) • Admin/Clerical – 1.3 (1.75%) • Support Services – 3.7 (4.81%)</td>
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Human Resources Committee  
Regular Open Session Meeting  
August 16, 2017

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| • Director/Manager – 1.0 (2.94%)  
Facility Wide openings of 32.2 (6.23%). | | |

5. **RN Vacancy overview (2/8/17 – 8/1/17)**  
Annah reviewed the “RN Vacancy Rate Overview” for the period of 2/8/17 through 8/1/17 broken down as follows:

- All RN – 12.1 FTE (7.17%)
- ICU – 0.0 FTE (0.00%)
- Med/Surg – 0.9 FTE (1.75%)
- DOU – 0.00 FTE (0.0%)
- ED – 7.2 FTE (15.09%)
- OR/PACU – 1.0 FTE (6.25%)
- RN Admin – 0 FTE (0.00%)
- OB – 3.0 FTE (24.00%)

| | | |

B. **Workers’ Compensation Report**

**Workers Compensation Report**  
Annah briefly reviewed the Workers Compensation Report as of June 30, 2017 as included in the packet. She noted that there were a total of 25 claims, 15 of which are still open for the fiscal year 2016 – 2017.

Annah also included additional information regarding the “Top Ten Claims”, “Frequency by Department”, “Severity by Department”, “Frequency by Cause”, and “Severity by Cause”.

**Education: Article – “From Boomers to Millennials”**  
Annah noted that an article titled “From Boomers to Millennials” was included on the tablets.

**Future Agenda items**  
**Next regular meeting**  
The next regular Human Resources Committee regular meeting is scheduled for October 18, 2017.

**Adjournment**  
The meeting was adjourned at 9:40 am.

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