The regular meeting of the San Gorgonio Memorial Hospital Board of Directors Human Resources Committee was held on Wednesday, February 19, 2020 in the Administration Boardroom, 600 N. Highland Springs Avenue, Banning, California.

Members Present: Steve Cooley, Estelle Lewis (C), Ron Rader, Georgia Sobiech

Absent: Olivia Hershey

Staff Present: Steve Barron (CEO), Annah Karam (CHRO), Bobbi Duffy (Executive Assistant), Ariel Whitley (Administrative Assistant)

**AGENDA ITEM** | **DISCUSSION** | **ACTION / FOLLOW-UP**
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Call To Order | Chair Estelle Lewis called the meeting to order at 9:00 am. |  
Public Comment | No public was present at this meeting. |  

**OLD BUSINESS**

**Proposed Action - Approve Minutes:**

August 21, 2019 regular meeting and September 24, 2019 special meeting

Chair Lewis asked for any changes or corrections to the minutes of the August 21, 2019 regular meeting or the September 24, 2019 special meeting. There were none.

The minutes of the August 21, 2019 regular meeting and the September 24, 2019 special meeting were reviewed and will stand as presented.

**NEW BUSINESS**

Reports

A. Employment Activity/Turnover Reports

1. Employee | Annah Karam, Chief Human Resources Officer, reviewed |  

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
<th>ACTION / FOLLOW-UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity by Job Class/Turnover Report (8/1/2019 through 1/31/2020)</td>
<td>the report “Employee Activity by Job Class/Turnover Report” for the period of 8/1/2019 through 1/31/2020 as included on the meeting tablet.</td>
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<tr>
<td>Separation Reasons Analysis All Associates (8/1/2019 through 1/31/2020)</td>
<td>Annah reviewed the “Separation Reason Analysis for All Associates” for the period of 8/1/2019 through 1/31/2020 as included on the meeting tablet. For this time period, there were 75 Voluntary Separations and 28 Involuntary Separations for a total of 103.</td>
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<tr>
<td>Separation Reason Analysis Full and Part Time Associates (8/1/2019 through 1/31/2020)</td>
<td>Annah reviewed the “Separation Reason Analysis for Full and Part Time Associates” for the period of 8/1/2019 through 1/31/2020 as included on the meeting tablet. For this time period, there were 52 Voluntary Separations and 23 Involuntary Separations for a total of 75</td>
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<tr>
<td>Separation Reason Analysis Per Diem Associates (8/1/2019 through 1/31/2020)</td>
<td>Annah reviewed the “Separation Reason Analysis for Per Diem Associates” for the period of 8/1/19 through 1/31/2020 as included on the meeting tablet. For this time period, there were 23 Voluntary Separations and 5 Involuntary Separations for a total of 28.</td>
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<tr>
<td>2. FTE Vacancy Summary (1/31/2019 through 1/31/2020)</td>
<td>Annah reviewed the “FTE Vacancy Summary” for the period of 1/31/2019 through 1/31/2020 as included on the meeting tablet. Annah reported that the Facility Wide vacancy rate as of 1/31/2020 was 23.59%.</td>
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<td>3. RN Vacancy Summary (1/31/2019 through</td>
<td>Annah reviewed the “RN Vacancy Summary” for the period of 1/31/2019 through 1/31/2020 as included on the meeting tablet.</td>
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<td>1/31/2020)</td>
<td>Annah reported that the Overall All RN Vacancy rate as of 1/31/2020 was 18.22%.</td>
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**B. Workers Compensation Report**

**Workers Compensation Report (1/1/2020 through 1/31/2020)** Annah reviewed the Workers Compensation Reports covering the period of 1/1/2020 through 1/31/2020 as included on the meeting tablet.

Annah reported that the number of claims has improved greatly since 2016. She noted that we play an active role in WC loss prevention to find strategies, and continue with education and prevention of injuries in the work place. This past year was our lowest year.

**Education: Top Health newsletter Interviewer Boot Camp, and Annual Labor & Employment Update**

Annah noted that the Top Health newsletter for February 2020, the Interviewer Boot Camp slides and Annual Labor & Employment Update slides were included on the meeting tablets.

“Interviewer Boot Camp” was a new class that we presented to Director/Managers that perform interviews for new associates.

“Annual Labor & Employment Update” was a handout from a seminar that Annah attended presented by Best, Best & Krieger. It reinforces some of the new laws.

**Future Agenda items**

None

**Next regular meeting**

The next regular Human Resources Committee meeting is scheduled for May 20, 2020.

**Adjournment**

The meeting was adjourned at 9:45 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