

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT  
HUMAN RESOURCES MEETING MINUTES  
41870 Garstin Road Big Bear Lake, Ca. 92315  
April 24, 2017**

**MEMBERS PRESENT:** Jack Roberts, 2nd Vice President  
Gail McCarthy, Secretary  
John Friel, CEO  
Erin Wilson, Human Resource Director  
Shelly Egerer, Admin. Asst.

**MEMBERS ABSENT:** None

**STAFF:** Mary Norman

**COMMUNITY:** None

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**OPEN SESSION**

**1. CALL TO ORDER:**

Board Member Roberts called the meeting to order at 12:05 p.m.

**2. ROLL CALL:**

Jack Roberts and Gail McCarthy were present. Also, present were John Friel, CEO, Erin Wilson, Human Resource Director, and Shelly Egerer, Admin. Asst.

**3. ADOPTION OF AGENDA:**

**Board Member Roberts motioned to adopt the April 24, 2017 Agenda as presented. Second by Board Member McCarthy to adopt the April 24, 2017 Agenda as presented. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.**

- Board Member Roberts - yes
- Board Member McCarthy- yes

**4. PUBLIC FORUM FOR OPEN SESSION:**

Board Member Roberts opened the Hearing Section for Public Comment at 12:05 p.m. Hearing no request to address the Committee, Board Member Roberts closed the Hearing Section at 12:06 p.m.

**5. DIRECTORS COMMENTS:**

- Board Member McCarthy stated that she would like to provide a list of items that should be on the Human Resource Committee Agenda and that the committee should be focusing on Personnel Policies, Salary & Benefit Packages, HR Record Retention and Employee Recognition, Monitory Report (i.e. Employee Evaluations) and Union Negotiations. Board Member McCarthy expressed her concerns that the current items on the last few agendas seem to be out of the committees focus.

- Board Member Roberts stated that the HR Committee has only had three meetings and the agenda items on the last few meetings are to ensure that HR has the appropriate needs to succeed and to also ensure risk issues are decreasing in the HR Department; these issues will help the HR Department and the Committee to focus on the items that Board Member McCarthy brought up.

## **6. APPROVAL OF MINUTES:**

### **A. February 22, 2017**

**Board Member McCarthy motioned to approve the February 22, 2017 Human Resource Committee Meeting Minutes as presented. Second by Board Member Roberts to approve the February 22, 2017 Human Resource Committee Meeting Minutes as presented. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.**

- Board Member Roberts - yes
- Board Member McCarthy- yes

## **7. OLD BUSINESS:**

- None

## **8. NEW BUSINESS\***

### **A. Discussion and Potential Approval of the Human Resource Committee Meeting Calendar:**

- Board Member Roberts stated that this item was placed on the agenda to see if the HR Committee required meeting monthly or if there were any suggestions on the HR Committee Meeting calendar.
- Mr. Friel feels that conducting the HR Committee every other month is appropriate at this time and if there is an issue that arises we can schedule a Special HR Meeting.

**Board Member Roberts reported no action required.**

## **9. HUMAN RESOURCE REPORT:**

### **A. Human Resource Assessment:**

- **Records Needs:**
  - Ms. Wilson reported the following:
    - Will continue to work with ADP and there are additional programs available and the HR Department will be scheduling training. There is a lot that ADP can do and will further research what is available.
    - ADP has options that will assist the department with proper training.
    - Recruiting module was purchased.
    - Record Retention will begin at the new fiscal year and will ensure CMS Record Retention is followed.
- **Employee Performance Evaluation – Six Month Trend:**
  - Ms. Wilson reported that she provided a graph that shows we are on a trend that is increasing. The managers were informed and some departments are completing the evaluations since the Manager Meeting. This trend report will be provided monthly.

- Mr. Friel reminded the committee that this was also discussed at the Board Meeting and the evaluations will be caught up and reported to the Board on a monthly basis.

**B. Human Resource Risk Assessment:**

- **Legal Risk:**

- Ms. Wilson reported that there is manager training to take place.
- Board Members Roberts asked that Ms. Wilson look into a new Senate Bill that has to do with training for staff; there was a change in one of the mandatory trainings.
- Ms. Norman informed the committee that the Culture of Safety requires to see all HR policies and this will assist the HR Director in getting the HR policies updated. Ms. Norman will provide the list to Ms. Wilson.

- **Workers Comp Risk:**

- Ms. Wilson reported 10 open claims at this time.

- **Hiring Risk:**

- Ms. Wilson reported the following:
  - Offer letter reviewed by legal and changes implemented.
  - Skelly hearing took place and implemented the Skelly process; two cases have had hearings and no other issues arose out of the hearings.

- **Termination Risk:**

- Ms. Wilson reported the following information:
  - Progressive discipline is being followed according to the MOU.
  - Looking into new brokers for Health Benefits.
- Discussion took place on Health Benefit Packages and the committee wanted to ensure that the HR Department is looking into other agencies beside CalPers. The Medical Benefit Package is continuing to increase for employees.
- Ms. Wilson informed the Committee that the Union Leadership cancelled the first meeting that was scheduled for this week. Union negotiations should be presented to the full Board and if necessary, we can conduct a Special HR Committee Meeting.
- **Mr. Friel excused himself from that meeting at 12:43 p.m. in order to attend another meeting.**
- Board Member McCarthy asked that the June HR Agenda have Policies and Procedures, Workers Comp Policy and provide policies with redline version to the committee, Employee Recognition Program, and Health Benefit update.
- Board Member Roberts asked if Mrs. Wilson can provide any information on Health Benefits and to make sure that the information is brought to the full Board.

**Board Member Roberts motioned to approve the HR Report as presented. Second by Board Member McCarthy to approve the HR Report as presented. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.**

- Board Member Roberts - yes
- Board Member McCarthy- yes

**10. ADJOURNMENT:**

**Board Member McCarthy motioned to adjourn the meeting at 1:03 p.m. Second by Board Member Roberts to adjourn the meeting. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.**

- Board Member Roberts - yes
- Board Member McCarthy- yes