

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT
HUMAN RESOURCES MEETING MINUTES
41870 Garstin Road Big Bear Lake, Ca. 92315
February 22, 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 Kerri Jex Kathy Gardner

COMMUNITY: Joseph Kelly

OPEN SESSION

1. CALL TO ORDER:

Board Member Roberts called the meeting to order at 12:00 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 February 22, 2017 Agenda as presented. Second by Board Member McCarthy to adopt the February 22, 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 12:00 p.m. Hearing no request to address the Committee, Board Member Roberts closed the Hearing Section at 12:00 p.m.

5. DIRECTORS COMMENTS:

- None

6. APPROVAL OF MINUTES:

A. January 23, 2017

Board Member Roberts called for a motion to approve the January 23, 2017 Human Resource Committee Meeting Minutes as presented. Second by Board Member McCarthy to approve the January 23, 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 Recommendation to the Board of Directors: Legal Counsel for Human Resource (s); Employment and Union Negotiations:

- Mr. Friel stated that legal counsel needs for the HR Department would be for Union Negotiations and employee issues.
- Board Member Roberts stated that he feels there have been some missteps by the current legal counsel and also stated that by no means does he have any issues with the district's current legal counsel and feels that legal counsel is doing a great job; Board Member Roberts did state that there are larger firms that offer a variety of other services within one organization and feels that Administration and the HR Director should obtain information from other legal counsel organizations that offer a broader service. Board Member Roberts stated that there have been two instances in his opinion where legal counsel has provided wrong information and that legal counsel is also unaware of the Skelly process.
- Board Member McCarthy stated that she is not in agreement with Board Member Roberts and feels legal counsel has provided great service to the district.
- Further discussion took place on the current legal counsel firm and Mr. Friel stated that he has had no issues with legal counsel during the seven months since he has been the CEO. Mr. Friel will research additional firms to see what other firms are out there at the request of Board Member Roberts.

Board Member Roberts stated that no action is required.

9. HUMAN RESOURCE REPORT:

A. Human Resource Assessment:

- **Manpower Needs:**
 - Ms. Wilson
 - CalPERS does not require the district to have a health insurance broker.
 - Henahan is paid per employee - per month.

- **Records Needs:**
 - Ms. Wilson reported the following:
 - CPSI is currently used for reporting.
 - ADP is currently used for payroll.
 - Paylocity program is good for payroll system.
 - Would like to add a unit for electronic files and will be looking into various services / organizations.
 - Record retention is behind and is something that needs to be worked on.
 - Board Member Roberts stated that he is aware that the HR Department is behind on record retention and feels that it is important for HR to be current on record retention to ensure the district is protected.
 - The next HR Meeting an update on record retention and a plan of action (status) of the record retention will be provided to the committee.

- **Training Needs:**
 - Ms. Wilson reported the following:
 - Seminars at the end of March – CHA Conference.
 - Alpha Fund Meeting is at the end of this week and will look at Alpha for incentive injury plans during the conference.

- **Compensation Survey:**
 - Ms. Wilson reported that she is waiting for results from HASC Survey that provides a comparison of twelve hospitals to BVCHD in order to have an accurate compensation survey.
 - The HR Committee Members requested that the compensation survey be provided two weeks in advance so that they have time to review the report and also would like HR to prepare to present to the full Board.

B. Human Resource Risk Assessment:

- **Legal Risk:**
 - Ms. Wilson provided the Hire Checklist, Termination Checklist and Exit Interview documents to the committee and did inform the committee that these documents are not currently used.

- **Workers Comp Risk:**
 - Ms. Wilson provided an update on the current Workers Comp Claims:
 - Two new cases due to slip and fall's.
 - 13 open claims

- **Hiring Risk:**
 - Topic is covered under Termination Risk.

- **Termination Risk:**
 - Ms. Wilson reported that the Skelly Rights Process has been implemented and an outline of a hiring and termination list has been obtained; it is being considered if the Skelly Rights Process should be included in the Employee Handbook and it has been determined that the probation rights should be extended and this should also be in the Union Contracts.
 - Board Member Roberts suggested that a checklist with the full process of hiring and termination be created and implemented.

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

CLOSED SESSION

10. PUBLIC FORUM FOR CLOSED SESSION:

Board Member Roberts opened the Hearing Section for Public Comment at 12:32 p.m. Hearing no request to address the Committee, Board Member Roberts closed the Hearing Section at 12:32 p.m.

11. ADJOURNMENT TO CLOSED SESSION:

Board Member Roberts motioned to adjourn to Closed Session at 12:32. Second by Board Member McCarthy to adjourn to Closed Session. 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

OPEN SESSION

1. CALL TO ORDER

Board Member Roberts called the meeting to order at 12:58 p.m.

2. RESULTS OF CLOSED SESSION

Board Member Roberts stated there was no reportable action taken in Closed Session.

3. ADJOURNMENT:

Board Member McCarthy motioned to adjourn the meeting at 12:58 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