



*MISSION*

*It is our mission to deliver quality healthcare to the residents of and visitors to Big Bear Valley through the most effective use of available resources.*

*VISION*

*To be the premier provider of emergency medical and healthcare services in our Big Bear Valley.*

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**NOTICE AND CALL OF A  
SPECIAL MEETING OF THE  
HUMAN RESOURCE COMMITTEE  
WEDNESDAY, JUNE 20, 2018  
CLOSED SESSION @ 12:00 PM – HOSPITAL CONFERENCE ROOM  
OPEN SESSION @ 12:30 PM – HOSPITAL CONFERENCE ROOM  
41870 GARSTIN DR., BIG BEAR LAKE, CALIFORNIA 92315**

NOTICE IS HEREBY GIVEN that a Special Meeting of the Human Resource Committee for the Bear Valley Community Healthcare District will be held on Wednesday, June 20, 2018 in the Hospital Conference Room. Closed Session will begin at 12:00 PM and Open Session will begin at 12:30 PM.  
A copy of the agenda is attached hereto.

Dated: June 19, 2018

  
John Friel  
CEO



**MISSION**

*To deliver the standards of quality healthcare to the residents of and visitors to Big Bear Valley through the most effective use of available resources.*

**VISION**

*To be the premier provider of emergency medical and healthcare services in our Big Bear Valley.*

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*The Human Resources Committee shall be responsible for reviewing and recommending personnel policies and salary and benefit packages prior to development of the annual operating budget*

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**SPECIAL HUMAN RESOURCES COMMITTEE MEETING AGENDA  
HOSPITAL CONFERENCE ROOM  
WEDNESDAY, JUNE 20, 2018  
12:00 PM CLOSED SESSION  
12:30 PM OPEN SESSION  
41870 Garstin Dr., Big Bear Lake, California, 92315**

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Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Chief Executive Officer's Office and are available for public inspection or purchase at 10 cents per page with advance written notice. In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in a District meeting or other services offered by the District, please contact Administration (909) 878-8214. Notification at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. **DOCUMENTS RELATED TO OPEN SESSION AGENDAS (SB 343)** -- Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the public counter located in the Administration Office, located at 41870 Garstin Drive, Big Bear Lake, CA 92315. For questions regarding any agenda item, contact Administration at (909) 878-8214.

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**OPEN SESSION**

- 1. CALL TO ORDER** **Gail McCarthy, 1<sup>st</sup> Vice President**
  
- 2. PUBLIC FORUM FOR CLOSED SESSION**  
Opportunity for members of the public to address the Board on closed session items (Government Code Section 54954.3). There will be a three (3) minute limit per speaker. Any report or data required at this time must be requested in writing, signed, and turned in to Administration. Please state your name and city of residence.
  
- 3. ADJOURN TO CLOSED SESSION**

**CLOSED SESSION**

- 1. TRADE SECRETS: Pursuant to Health and Safety Code Section 32106, and Civil Code Section 3426.1**  
**(A) Draft Wage & Salary Report Completed by Integrated Resource Network (IRN)**  
(Disclosure Date 7/11/18)

**OPEN SESSION**

- 1. CALL TO ORDER** **Gail McCarthy, 1<sup>st</sup> Vice President**
  
- 2. ROLL CALL** **Shelly Egerer, Executive Assistant**
  
- 3. ADOPTION OF AGENDA\***

**\*Denotes Action Item**

**4. RESULTS OF CLOSED SESSION**

**5. PUBLIC FORUM FOR OPEN SESSION**

Opportunity for members of the public to address the Board on items not on the agenda (Government Code Section 54954.3). There will be a three (3) minute limit per speaker on items not scheduled for action on this agenda. Any report or data required at this time must be requested in writing, signed, and turned in to Administration. Please state your name and city of residence.

**6. DIRECTORS' COMMENTS**

**7. APPROVAL OF MINUTES\***

A. May 29, 2018

**8. OLD BUSINESS\***

- None

**9. NEW BUSINESS\***

- None

**10. ADJOURNMENT\***

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT  
SPECIAL HUMAN RESOURCES MEETING MINUTES  
41870 Garstin Road Big Bear Lake, Ca. 92315  
May 29, 2018**

**MEMBERS PRESENT:** Gail McCarthy, 1<sup>st</sup> Vice President                      Erin Wilson, HR Director  
Rob Robbins, President    Shelly Egerer, Exec. Asst.  
John Friel, CEO

**MEMBERS ABSENT:** None

**STAFF:**    None

**OTHER:**    Cindy Henry

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**OPEN SESSION**

**1. CALL TO ORDER:**

Board Member McCarthy called the meeting to order at 12:30 p.m.

**CLOSED SESSION**

**2. PUBLIC FORUM FOR CLOSED SESSION:**

President Robbins opened the Hearing Section for Public Comment at 12:30 p.m. Hearing no request to address the Committee, President Robbins closed the Hearing Section at 12:30 p.m.

**3. ADJOURN TO CLOSED SESSION:**

**President Robbins motioned to adjourn to Closed Session. Second by Board Member McCarthy to adjourn to Closed Session. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.**

- President Robbins - yes
- Board Member McCarthy - yes

**OPEN SESSION**

**1. CALL TO ORDER:**

Board Member McCarthy called the meeting order at 1:50 p.m.

**2. ROLL CALL:**

Gail McCarthy and Rob Robbins were present. Also, present were John Friel, CEO, Erin Wilson, Human Resource Director, and Shelly Egerer, Executive Asst.

**3. ADOPTION OF AGENDA:**

**President Robbins motioned to adopt the May 29, 2018 Human Resource Committee Agenda as presented. Second by Board Member McCarthy adopt the May 29, 2018 Human Resource Committee Agenda as presented. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.**

- President Robbins - yes
- Board Member McCarthy- yes

**4. RESULTS OF CLOSED SESSION:**

- Board Member McCarthy stated there was no reportable action.

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

President Robbins opened the Hearing Section for Public Comment at 1:51 p.m. Hearing no request to address the Committee, President Robbins closed the Hearing Section at 1:51 p.m.

**6. DIRECTORS COMMENTS:**

- None

**7. APPROVAL OF MINUTES:**

**A. February 13, 2018**

**Board Member Robbins motioned to approve the February 13, 2018 Human Resource Committee Meeting Minutes as presented. Second by Board Member McCarthy to approve the February 13, 2018 Human Resource Committee Meeting Minutes as presented. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.**

- President Robbins- yes
- Board Member McCarthy- yes

**8. OLD BUSINESS:**

- None

**9. NEW BUSINESS\***

**A. Discussion and Potential Recommendation to the Board of Directors of the Following Policies & Procedures:**

(1) Meal and Rest Breaks

- Ms. Wilson stated that the Meal & Rest Breaks is a new policy and that we need to be in compliance with this policy.

(2) Leave of Absence

- Ms. Wilson reported this is a new policy that discusses leave of absence. The policy is in line with the current law.

(3) Paid Time Off

- Ms. Wilson reported this is an existing policy and had changes due to the completion of the Union Negotiations.
- President Robbins asked if the HR policies & procedures are reviewed by Mike Sarrao, legal counsel and feels that when there are HR policies this would be a best practice to implement.

**President Robbins motioned to table the HR Policies and Procedures until legal counsel has reviewed the Policies & Procedures. Second by Board Member McCarthy to table the HR Policies and Procedures until legal counsel has reviewed the Policies & Procedures. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.**

- President Robbins- yes
- Board Member McCarthy- yes

## **10. HUMAN RESOURCE REPORT\*:**

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

- **Staffing**
  - Ms. Wilson reported the following information
    - One new hire
    - 2 voluntary terms
    - 13 open positions
- **Employee Performance Evaluations:**
  - Ms. Wilson reported a monitoring report is maintained on employee's evaluations; an update on the evaluations has been provided.
- **Workers Comp Claims**
  - Ms. Wilson reported that there are currently twelve cases open.
- **Employee File Audit:**
  - Ms. Wilson reported that the files continue to be monitored.
- **Employee Job Description & Employee Evaluation Revisions (Update):**
  - Ms. Wilson stated that she provided a job description template; her goal is to get these items electronic. Physical requirement description has remained the same. The HR Department is working on the job descriptions and these will be sent to the manager for return by the end of June. Our current ADP system has the capability to track and maintain the employee evaluations.
- **CalPERS Insurance**
  - Mr. Wilson reported that we have 60 days after rates come out. The HR Department is reviewing information as it is released.

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

- President Robbins - yes
- Board Member McCarthy- yes

## **11. ADJOURNMENT\*:**

**President Robbins motioned to adjourn the meeting at 2:15 p.m. Second by Board Member McCarthy to adjourn the meeting. Board Member McCarthy called for the vote. A vote in favor of the motion was unanimously approved.**

- President Robbins - yes
- Board Member McCarthy- yes