

Board Member Roberts motioned to approve the April 24, 2017 Human Resource Committee Meeting Minutes as presented. Second by Board Member Robbins to approve the April 24, 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 Robbins- yes

7. OLD BUSINESS:

- None

8. NEW BUSINESS*

A. Discussion of the Following Job Descriptions:

- (1) Human Resource Director
- (2) Human Resource Specialist
- (3) Human Resource Employee Labor Relations Specialist

- Board Member Roberts suggests having the same job title as Human Resource Specialist with different responsibilities, this generic job description may benefit the District.
- Ms. Wilson stated that Administration is working with the HR Director to ensure that the staff can assist in both position and cross training; cross training is very important in small facilities such as ours. The job descriptions will be provided to the HR Committee for a recommendation to the Board.

Board Member Roberts stated no action required; this was discussion only.

**B. Discussion of the Human Resource Department Policies & Procedures
Revise/Review Plan:**

- Ms. Wilson stated that there are approximately fifty Human Resource Policies that need to be reviewed and potentially revised or archived. The majority of staff has access to Policy Tech and each department has hard copies of their policies.
- The HR Committee feels that some of these policies can be combined; employee handbook can have the information or MOU verbiage can cover some of the policies, seems the HR Department may have duplicate policies that can be archived. The committee asked that Ms. Wilson provide a plan on updating/consolidating all HR Policies and Procedures at the next Human Resource Committee Meeting.

Board Member Roberts stated no action required, this was discussion only.

9. HUMAN RESOURCE REPORT*:

A. Human Resource Assessment:

- **Employee Evaluation Update:**
 - Ms. Wilson reported that the employee evaluations are back on track and managers stepped up and completed past due evaluations.

- **Human Resource Staffing Update and Execution Plan:**
 - Ms. Wilson reported that there is discussion regarding the new FTE position for the Human Resource Department. Ms. Wilson would also like the new position to assist the HR Specialist on some of the work duties. Additional discussion took place New Business, item A.
 - Mr. Friel believes the new position is needed and justified; the Finance Committee approved this position, which was in the FY 2017/18 Budget.

- **Union Negotiations Update/Status Report:**
 - Ms. Wilson reported that there is a 90 day extension agreed to on the negotiations:
 - Extended 90 day negotiations; existing contract is to stay in place at this time
 - New UNAC Representative that is trying to obtain information from the District. Administration is trying to get the Union Meeting scheduled. There are a number of items that the District will be asking to be removed from the MOU.
 - District feels that the House Supervisors should not be involved in the negotiations; feels that this is a conflict of interest.

- **Employee Recognition Implementation:**
 - Ms. Wilson reported the following:
 - Employee recognition; 5, 10, 15 year, BBQ on patio, date is to be determined.
 - Ms. Meador has been making sure monthly departments are recognized and pictures are in the paper and posted in the Hospital.
 - Annual event outside the Hospital and provide dinner to the employees for years of service. In & Out Burger is cost efficient and employees would love In & Out.

Board Member Roberts motioned to approve the HR Report as presented. Second by Board Member Robbins 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 Robbins- yes

10. ADJOURNMENT:

Board Member Robbins motioned to adjourn the meeting at 12:53 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 Robbins- yes