



*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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**HUMAN RESOURCES COMMITTEE MEETING AGENDA**

**MAIN CONFERENCE ROOM**

**MONDAY, SEPTEMBER 24, 2018**

**12:00 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. ROLL CALL** **Shelly Egerer, Executive Assistant**
- 3. ADOPTION OF AGENDA\***
- 4. PUBLIC FORUM FOR OPEN SESSION**  
Opportunity for members of the public to address the Committee on open 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.
- 5. DIRECTORS' COMMENTS**
- 6. APPROVAL OF MINUTES\***
  - A. August 14, 2018**
- 7. OLD BUSINESS\***
  - None
- 8. NEW BUSINESS\***
  - A. Discussion and Potential Recommendation to the Board of Directors: FUNDamental Concept Agreement (Grant Writer)**
  - B. Discussion and Potential Recommendation to the Board of Directors Providing Air Transport Insurance for Employees Through AirMethods**

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

- (1) Meal and Rest Breaks
- (2) Extended Sick Leave
- (3) FMLA/CFRA Leave of Absence
- (4) Corrective Action and Discipline

**9. HUMAN RESOURCES REPORT\***

**Erin Wilson, Director of Human Resources**

**A. Human Resource Assessment:**

- Staffing
- Employee Performance Evaluations
- Workers Comp Claims
- Employee File Audits
- Job Description & Employee Evaluation
- Policies for Review
- Employee Events

**10. ADJOURNMENT\***

**\*Denotes Action Item**