



*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.*

---

*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*

---

---

**HUMAN RESOURCES COMMITTEE AGENDA  
HOSPITAL CONFERENCE ROOM  
MONDAY, JUNE 26, 2017  
12:00 PM OPEN SESSION  
41870 Garstin Dr., Big Bear Lake, California, 92315**

---

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.

---

**OPEN SESSION**

- 1. CALL TO ORDER** **Jack Roberts, 2<sup>nd</sup> Vice President**
- 2. ROLL CALL** **Shelly Egerer, Admin. 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. April 24, 2017**
- 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

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

**9. HUMAN RESOURCES REPORT\***

**Erin Wilson, Director of Human Resources**

**A.** Human Resource Assessment:

- Employee Evaluation Update
- Human Resource Staffing Update and Execution Plan
- Union Negotiation Update/Status Report
- Employee Recognition Implementation

**10. ADJOURNMENT\***

**\*Denotes Action Item**

**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

---

**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



## HR Committee Report

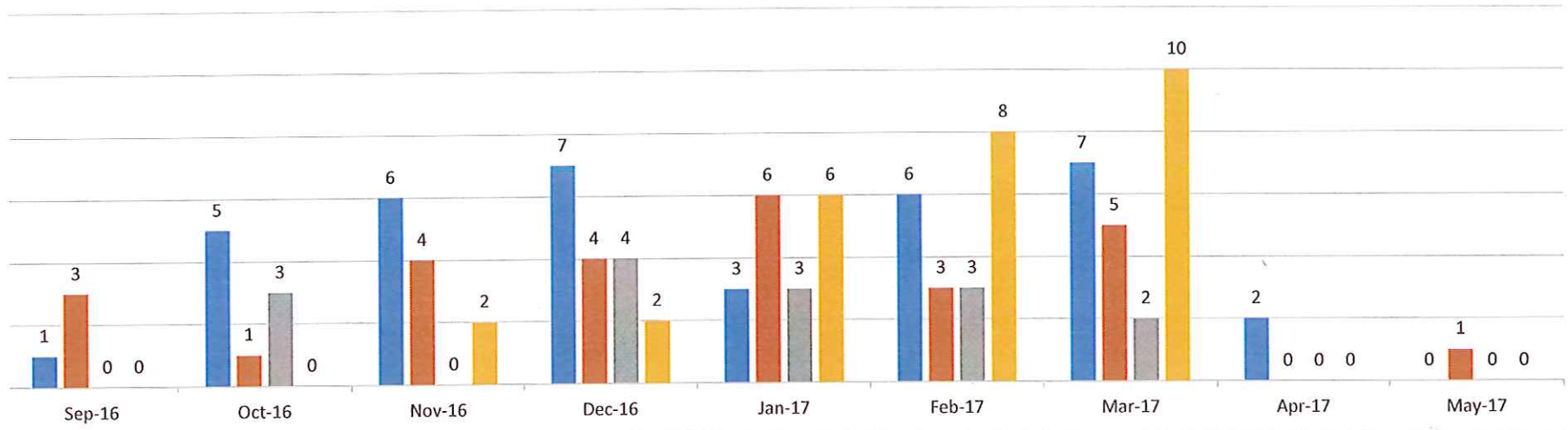
June 2017

<b>Union Negotiations</b>	<p><b>Update:</b> UNAC has suggested that the parties enter into a 90 day extension to the current MOU and sent the attached extension letter. Our labor attorney recommendation is to enter into the 90 day extension.</p>
<b>HR Department Staffing Update</b>	<p><b>New HR Position Discussion</b></p> <p><b>HR Director:</b></p> <ul style="list-style-type: none"> <li>• Set and enforce HR policies and procedures</li> <li>• Recruiting</li> <li>• Compensation analyst</li> <li>• HRIS function</li> <li>• Analyze employee benefit package</li> <li>• Employee Safety</li> <li>• Back to work initiatives</li> <li>• Leave administration</li> <li>• Management training</li> <li>• Employee engagement</li> <li>• Staff annual reviews</li> <li>• Staff surveys</li> <li>• Culture</li> <li>• Budget</li> <li>• Orientation/Reorientation</li> <li>• Prepares handbooks/manuals</li> <li>• Participates in Admin/Committee meetings</li> <li>• Oversee Labor and HR Specialists</li> <li>• Job Description administration</li> </ul> <p><b>Employee/Labor Relations Specialist:</b></p> <ul style="list-style-type: none"> <li>• Union Negotiations</li> <li>• Labor relations</li> <li>• Coordinate Skelly Meetings</li> <li>• Provide advice to management regarding corrective issues</li> <li>• Disciplinary investigations</li> <li>• Help implement "Just Culture"</li> <li>• Investigates internal complaints/presents recommendations</li> <li>• Responds to EEOC complaints</li> <li>• Employee Wellness</li> </ul>

	<p><b>HR Specialist</b></p> <ul style="list-style-type: none"> <li>• Conduct pre-hire activities</li> <li>• New hire on boarding</li> <li>• Work with TPA coordination of benefits</li> <li>• Administration of transfers, promotions, classification transfers</li> <li>• Work Comp Administration</li> <li>• Personnel file organization</li> <li>• Post open positions</li> <li>• Distribute applications/resumes to managers</li> <li>• Track licenses and certifications</li> <li>• Track 90 day and annual performance reviews</li> <li>• Prepare HR mandatory reporting items</li> <li>• Process termination paperwork</li> <li>• Respond to EDD claims</li> <li>• Work with payroll to ensure timeliness and accuracy of paychecks</li> <li>• Leave of absence administration</li> <li>• Administer accommodation offers</li> <li>• Assists with HR policy revisions</li> </ul>
<p><b>Employee Performance Evaluations</b></p>	<p><b>See Attachment</b></p>
<p><b>Policy and Procedure</b></p>	<p><b>See Attachment for List of all HR Policies (Approved/Draft/In Process)</b></p> <ul style="list-style-type: none"> <li>• Suggest any missing or unnecessary policies</li> <li>• Next meeting review 5 – 10 policies</li> </ul>
<p><b>Employee Recognition</b></p>	<ul style="list-style-type: none"> <li>• Years of Service Recognition Dinner - July</li> <li>• BBQ on the patio – August</li> <li>• Open to suggestions (O.C Tanner?)</li> </ul>



### Past Due Evaluations



	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17
■ 30	1	5	6	7	3	6	7	2	0
■ 60	3	1	4	4	6	3	5	0	1
■ 90	0	3	0	4	3	3	2	0	0
■ 90+	0	0	2	2	6	8	10	0	0

■ 30 ■ 60 ■ 90 ■ 90+

## HR Approved Policies with Review Dates

Title	Ver #	Status	Last Reviewed Date	Next Review Date
Absence/Excessive Absenteeism	2	Approved	11/05/2015	12/30/2016
Advertising/External Recruitment	1	Approved	03/19/2014	12/30/2014
Americans with Disabilities Act	1	Approved	01/13/2014	12/30/2014
Anniversary Date (Seniority)	1	Approved	10/09/2014	12/30/2015
Applications and Resumes	1	Approved	11/28/2014	12/30/2015
Benefits While In Non-Pay Status	1	Approved	11/05/2015	10/20/2017
Bereavement Leave	2	Approved	05/15/2014	05/15/2015
Call In/Standby	2	Approved	11/05/2015	12/30/2016
Code of Ethics	1	Approved	03/19/2014	12/30/2014
Compensation for Exempt Employees	1	Approved	01/13/2014	12/30/2014
Computer Use	1	Approved	03/19/2014	12/30/2014
Confidential Information	1	Approved	01/13/2014	12/30/2014
Conflict of Interest/Outside Employment	1	Approved	10/17/2016	12/30/2017
Delinquent Performance Evaluations	1	Approved	03/19/2014	12/30/2014
Departure Gift Policy	2	Approved	06/06/2016	10/20/2016
District Parking Policy	2	Approved	01/13/2014	12/30/2014
Dress Code	1	Approved	01/13/2014	12/30/2014
Drug and Alcohol Policy	2	Approved	03/18/2014	03/18/2015
Education Assistance	1	Approved	03/12/2014	12/20/2014
Employee Assistance Program (EAP)	2	Approved	03/18/2014	03/18/2015
Employee Handbook	1	Approved	08/23/2016	12/30/2016
Employee Recruitment & Selection	1	Approved	01/13/2014	12/30/2014
Employment of a Minor	1	Approved	11/28/2014	11/15/2015
Employment of a Relative	1	Approved	11/28/2014	12/30/2015
Employment Reference Checks	1	Approved	01/13/2014	12/30/2014
Employment Status	2	Approved	09/26/2016	12/30/2016
Equal Employment Opportunity	1	Approved	10/17/2016	12/30/2017
Extended Sick Leave	2	Approved	09/26/2016	12/30/2016
Fair Treatment of Employees	2	Approved	11/28/2014	11/27/2015
Garnishment of Wages	1	Approved	11/05/2015	10/20/2016
Gratuities	1	Approved	10/18/2016	12/30/2017
Holidays	1	Approved	08/19/2014	11/15/2015
Hours of Work, Scheduling	1	Approved	11/28/2014	12/30/2015
Incentive Pay	2	Approved	11/05/2015	12/30/2016
Job Descriptions	1	Approved	11/10/2014	12/30/2015

## HR Approved Policies with Review Dates

Job Posting/Internal Recruitment	1	Approved	09/03/2013	12/30/2013
Jury Duty	1	Approved	08/19/2014	11/15/2015
Keys	1	Approved	01/13/2014	12/30/2014
Legal Matters Concerning Employees	1	Approved	01/13/2014	12/30/2014
License, Certification and Mandatory Training Requirements	2	Approved	10/08/2014	12/30/2015
Mandatory Employment Requirements	1	Approved	11/05/2015	11/05/2016
Non-Smoking Campus	1	Approved	11/28/2014	12/30/2015
Orientation	1	Approved	03/18/2014	03/18/2015
Paid Sick Leave	1	Approved	07/13/2016	07/13/2017
Paid Time Off	2	Approved	01/13/2014	12/30/2014
Parking Facilities	1	Approved	11/10/2014	12/30/2015
Performance Evaluations	1	Approved	11/28/2014	12/30/2015
Personal Telephone Calls	2	Approved	07/22/2016	03/30/2017
Personnel Records	1	Approved	03/18/2014	03/18/2015
Post Job-Offer Physical Assessment	2	Approved	03/12/2014	12/30/2014
Pre-Employment Inquiry	1	Approved	11/10/2014	12/30/2015
Probationary Period	3	Approved	11/05/2015	11/05/2016
Reimbursement for Cell Phone Usage	1	Approved	12/16/2014	12/16/2015
Standards of Conduct	1	Approved	05/15/2014	05/15/2015
Transfers	1	Approved	11/28/2014	12/30/2015
Union Relations	1	Approved	11/28/2014	12/30/2015
Unlawful Harassment, Discrimination and Retaliation Prevention and Complaint Policy	1	Approved	07/12/2016	04/01/2017
Use of Personal Electronic Devices	1	Approved	11/10/2014	12/30/2015
Use of Social Networks	1	Approved	11/28/2014	11/15/2015
Verification of Licensure/Registration/Certification	1	Approved	11/10/2014	12/30/2015
Verification Procedures for Immigration Reform ACT 1986	1	Approved	10/18/2014	12/30/2015

## HR Draft Policies

Title	Ver #	Status	Last Reviewed Date	Next Review Date
Absence/Excessive Absenteeism	3	Draft	Not Approved Yet	No Review Date
Alternative Workweek	1	Draft	Not Approved Yet	No Review Date
Basic Life Support (BLS)	3	Draft	Not Approved Yet	No Review Date
Code of Ethics	2	Draft	Not Approved Yet	No Review Date
Dress Code	2	Draft	Not Approved Yet	No Review Date
Drug and Alcohol Policy	3	Draft	Not Approved Yet	No Review Date
Education	1	Draft	Not Approved Yet	No Review Date
Education Assistance	2	Draft	Not Approved Yet	No Review Date
Garnishment of Wages	2	Draft	Not Approved Yet	No Review Date
Keys	2	Draft	Not Approved Yet	No Review Date
License, Certification and Mandatory Training Requirements	3	Draft	Not Approved Yet	No Review Date
Meal and Rest Breaks	1	Draft	Not Approved Yet	No Review Date
Post Job-Offer Physical Assessment	3	Draft	Not Approved Yet	No Review Date
Standards of Conduct	2	Draft	Not Approved Yet	No Review Date
Verification of Licensure/Registration/Certification	2	Draft	Not Approved Yet	No Review Date

## HR Policies In Review

Title	Ver #	Status	Last Reviewed Date	Next Review Date
Americans with Disabilities Act	2	In Review	Not Approved Yet	No Review Date
Compensation for Exempt Employees	2	In Review	Not Approved Yet	No Review Date
Computer Use	2	In Review	Not Approved Yet	No Review Date
Confidential Information	2	In Review	Not Approved Yet	No Review Date
District Parking Policy	3	In Review	Not Approved Yet	No Review Date
Employee Recruitment & Selection	2	In Review	Not Approved Yet	No Review Date
Employment Reference Checks	2	In Review	Not Approved Yet	No Review Date
Job Posting/Internal Recruitment	2	In Review	Not Approved Yet	No Review Date
Legal Matters Concerning Employees	2	In Review	Not Approved Yet	No Review Date
Paid Time Off	3	In Review	Not Approved Yet	No Review Date



<b>DEPARTMENT:</b> Administration	<b>CATEGORY:</b> Policies, Procedures
<b>SUBJECT:</b> Policy Review and Approval Process	

**POLICY:**

Policies and procedures are reviewed on an ongoing basis to ensure adherence to Federal and States regulations and current standards of practice.

**PROCEDURE:**

1. Policies affecting patient care will be developed, reviewed or revised annually by the Department Manager, reviewed by Policy and Procedure Committee and forwarded to:
  - 1.1. Appropriate Medical Staff Committees' (i.e. Pharmacy = P&T Committee)
  - 1.2. Medical Staff Executive Committee for review and approval
2. Non-clinical policies shall be developed, reviewed or revised by the Department Manager on a regular basis but not less than every three years. Policies shall be forwarded to:
  - 2.1. Administrative Team Committee for review
3. All Policies (Patient Care and Non-clinical) are required to be approved by the Board of Directors.
  - 3.1. A summary will be provided to the Board stating which policies have been changed since the last approval.

<b>Prepared By:</b> Friel, John	<b>Reference:</b> CMS CoP 485.635(a)
<b>Reviewed By:</b> Admin Team	<b>Revised Date:</b> 01/08/2016
<b>Approved By:</b> Board Directors	<b>Date Approved:</b> 01/08/2016



# UNAC/UHCP

United Nurses Associations of California/Union of Health Care Professionals  
UNAC/UHCP is affiliated with NUHHCE, AFSCME and the AFL-CIO

955 Overland Court, Suite 150, San Dimas, CA 91773-1718  
Telephone: (909) 599-8622  
Fax: (909) 599-8655  
Website: www.unacuhcp.org


## UNAC/UHCP EXTENSION AGREEMENT

The parties agree to extend the Bear Valley Community Health Care District and United Nurses Associations of California/Union of Health Care Professionals, NUHHCE, AFSCME, AFL-CIO Memorandum of Understanding, dated July 1, 2014 to June 30, 2017 and all current Side Letters of Agreement until September 30, 2017.

This extension is a mutual agreement of the parties.

\_\_\_\_\_  
For UNAC/UHCP

Date: \_\_\_\_\_

  
\_\_\_\_\_  
For Bear Valley Community Health Care District

Date: June 21, 2017