



**HUMAN RESOURCES COMMITTEE MEETING
MINUTES
September 12, 2019**

Meeting Title: Human Resources Committee Meeting	Meeting Facilitator: Joyce Wilson
Date: 9/12/2019	Time: 3:30 PM
Location: One San Jacinto Plaza 201 E Main Suite 600 – Board Room	
Note Taker: Toni Beltran	
Present: Joyce Wilson, Tommy Goldfarb, David Driscoll, Kristi Daugherty, Michael Wyatt, Rene Navarro, Rene Hurtado, Peter Fargo, Ashley Sandoval	
Not Present: Rep. Aleksandra Annello	

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION																				
I.	Approval of Minutes	Committee minutes for July 11, 2019 were reviewed and approved.		Toni Beltran																					
II.	Vacancy Report / Time to Fill	<p>Recruitment</p> <table border="1"> <thead> <tr> <th colspan="2">Vacancy Report</th> </tr> </thead> <tbody> <tr> <td>Originally Budgeted</td> <td>656</td> </tr> <tr> <td>Deleted</td> <td>45</td> </tr> <tr> <td>Positions Added</td> <td>82</td> </tr> <tr> <td>Total Positions</td> <td>693</td> </tr> <tr> <td>Total Vacant Positions</td> <td>95</td> </tr> <tr> <td>Promotion / Transfer</td> <td>60</td> </tr> <tr> <td>Total Filled</td> <td>598</td> </tr> <tr> <td>Total Turnover</td> <td>180</td> </tr> <tr> <td>Turnover %</td> <td>30.10%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Turnover: voluntary increased by 68; involuntary decreased by 16 • 30 staff left CHAMHPS location-change in leadership. Supervisor at COP led to 20 staff leaving-supervisor longer at COP. Improvement in these areas within the last 3 months-increase in productivity, performance and moral. 	Vacancy Report		Originally Budgeted	656	Deleted	45	Positions Added	82	Total Positions	693	Total Vacant Positions	95	Promotion / Transfer	60	Total Filled	598	Total Turnover	180	Turnover %	30.10%	<p>Committee Recommendations:</p> <p>Monitor turnover closely and flag trouble areas</p> <p>Track COP and CHAMHPS to ensure stability</p> <p>Address turnover in a certain area over 20%</p> <p>Communicate pay increase to CWs</p>	Peter Fargo	
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- 14% left due to pay; several came back within 30 days
- Returning staff onboard at same level depending on how long they have been gone and position
- EHN’s turnover is about the same with other sister centers in Texas
- Pay scale is comparable to other centers in Texas
- All disciplinary action is completed by HR to keep constant

Committee Recommendations:

- Monitor turnover closely and flag trouble areas
- Track COP and CHAMHPS to ensure stability
- Address turnover in a certain area over 20%
- Communicate pay increase to CWs

FY19 Turnover						
Month	Total Employees Start	New Hires	Voluntary Separation	Termination Involuntary	Total Employees End	Turnover
Sept	611	13	9	3	612	1.96%
Oct	610	7	8	2	607	3.62%
Nov	613	12	9	0	616	5.03%
Dec	610	9	8	0	611	6.38%
Jan	613	20	13	2	618	8.74%
Feb	618	6	12	3	609	11.33%
Mar	609	12	25	3	593	16.36%
Apr	593	21	17	0	597	19.10%
May	597	12	19	0	590	22.54%
June	591	23	18	0	596	25.34%
July	596	13	17	2	590	28.64%
Aug	590	19	9	2	598	30.10%

Separations		
Reason	July	August
Care for family member	1	
Return to school	2	
Another job	9	2
Without notice or reason	3	2
Personal problem	1	2
Problem with supervisor	1	2
Policy violation	2	2
Relocation		1

- HR will begin asking where staff is going to identify competitors
- Finance-attrition positions not filled
- VOCA positions posted. CIRT works with victims of manmade incidents
- Current cost of 8/3 incident response approx. \$300,000

Time to Fill -53.16 Days

- HR will focus on interviewing/hiring section of time to fill-be more involved in process
- CW hiring process needs to be more efficient
- HR to create eligible list for hiring supervisors
- 6 more NEOs added to year to assist with time to fill
- Kristi continues to provide welcome at NEO and follow up with new hires

Committee Recommendation:

- Deduct notice length of time to report from time to fill

III.	Loss Analysis Report	Total WC Incurred Cost vs. Total Number of Claims					Rene Navarro	
		Fiscal Year	Total Cost		Total Claims			
		FY16	\$182,358		29			
		FY17	\$47,506		30			
		FY18	\$39,053		27			
		FY19	\$24,408		31			
		<ul style="list-style-type: none"> • Goal not met for FY19 of 10% deduction -ended year at 31 claims • No open claims -analysis complete for FY19 • Overall total WC cost \$291.325 with 117 claims over 4-year period 						
		Loss Ratio						
		Fiscal Year	Earned Premium	Incurred Cost	Claims			
		FY16	\$273,956	\$182,357	29			
FY17	\$182,648	\$47,506	30					
FY18	\$196,330	\$35,858	27					
FY19	\$212,747	\$22,408	31					
Total WC Incurred Cost								
Fiscal Year	Paid	Reserved	Incurred Cost	Claims				
FY16	\$182,358	\$0	\$182,358	29				
FY17	\$47,506	\$0	\$47,506	30				
FY18	\$35,860	\$0	\$35,860	27				
FY19	\$20,687	\$1,721	\$22,408	31				
Total WC Incurred Cost Actual FY19 vs. FY18								
Month	FY19 Cost	FY19 Claims	FY18 Cost	FY18 Claims				
September	\$2,754	2	\$1,821	3				
October	\$1,529	3	\$2,447	2				
November	\$3,729	2	\$13,408	4				
December	\$0	0	\$1,342	2				
January	\$2,507	1	\$0	0				

February	\$0	1	\$576	1
March	\$2,058	2	\$2,811	3
April	\$1,762	3	\$2,031	3
May	\$2,718	6	\$893	2
June	\$1,670	3	\$2,783	2
July	\$3,677	5	\$1,519	2
August	\$0	3	\$6,228	3

Total WC by Program FY19		
Program	Cost	Claims
Casa Promesa	\$0	1
NEOP	\$0	1
CLS Yes Waiver	\$351	1
\$	\$507	1
DMC	\$579	1
Casa Norton	\$599	1
IDD CS	\$642	2
Alternatives PHP	\$676	1
WS Clinic	\$771	2
COP	\$861	2
ACT	\$1,013	2
TCOOMI	\$1,076	2
Facilities	\$1,091	2
Crisis	\$1,525	4
IDD Waiver	\$2,114	1
Dayhab	\$2,200	2
OSAR	\$2,507	1
CIT	\$2,665	3

Causes of Injuries FY19		
Injury Type	Cost	Claims
Strain by holding	\$0	1
Possible exposure to chemicals	\$207	1

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IV.	CCBHC Update	<ul style="list-style-type: none"> Second set of scores under 60%-need 90% for onsite visit Working with Texas Council to be certified by October Electronic records-difficulty finding documents Other centers have had the same response with HHS regarding lack of response and difficulty locating documents HHS is scoring EHN low on needs assessment EHN following up on weekly basis 			Ashley Sandoval																																								
V.	Crisis Response Update	<ul style="list-style-type: none"> Clinic open at IDD location-walk-in basis Branded recovery community center-to decrease stigma with seeking help. CIRT will be housed at that location-currently staffed by EHN and other centers 		Committee Recommendations: Sponsor series with PBS about MH signs and	Kristi Daugherty																																								

		<ul style="list-style-type: none"> • Kristi chair workgroup for office of emergency management regarding community mental health needs and response • Chrystal Davis holds seat on First Responder workgroup • EHN met with consumer-focused organizations such as ISDs, faith based, red cross, united way and YWCA to get information out to people who might need services. Need for more information/education on signs and symptoms. • EHN collaborating with OEM to make EIPasoStrong.org website the central location for everything related to 8/3 event. • EHN in communication with Walmart HR to help position their staff including training for when location reopens. EHN will also focus on senior citizen population. • Once gaps are identified EHN will reach out to provider groups to determine availability. • EHN still working with first responder needs/peer support coming in from other areas to assist. <p>Committee Recommendations:</p> <ul style="list-style-type: none"> • Sponsor series with PBS about MH signs and symptoms and digitize the series to post on website. Partner with first responders to get the message out. • Follow up with 211 to develop module for MH and BH-work with state for grant opportunities 	<p>symptoms and digitize the series to post on website. Partner with first responders to get the message out.</p> <p>Follow up with 211 to develop module for MH and BH-work with state for grant</p>		
VI.	Employee Forum	<p>August 7, 2019 Forum focused on trauma informed care/selfcare Presentations provided by Dr. Rodriguez and Celeste Nevarez Approx. 543 staff attended Overall rating from survey-90.35%</p>		Rene Hurtado	
VII.	Employee Handbook	<p>Handbook has been distributed to all employees for acknowledgement by way of Policy Tech.</p>		Rene Hurtado Peter Fargo	

<p>VIII.</p>	<p>FY18-19 Strategic Plan Update</p>	<p>Kristi provided of overview of FY19 year-2 carryover initiatives of strategic plan highlighting employee engagement and townhall meeting. Action plan for employee satisfaction will be presented at next HR committee meeting.</p> <p>Kristi provided overview of FY 19 fourth quarter goals which included the following areas:</p> <ul style="list-style-type: none"> • Compensation study-inventory checklist complete • MAG policies will continue in FY30 • Share employment opportunities to Veteran, IDD and LGTBQ community • Employee training -Focusing on TIC and person-centered recovery • NEO specialized tracks <p>Board flash drives have all attachments related to FY19 strategic plan.</p>	<p>Pending item: Action plan for employee satisfaction will be presented at next HR committee meeting.</p>	<p>Kristi Daugherty Rene Hurtado</p>	
<p>IX.</p>	<p>FY20 Strategic Plan Update</p>	<p>FY20 plan sent to Board 8/20 requesting feedback by last Friday Ms. Wilson provided feedback regarding compensation study Kristi provided overview of FY20 initiatives and goals. Committee recommendation: Add FY20 strategic plan to October Board meeting for approval and resend strategic plan to Board for review and feedback. Any first quarter goal can be modified to be completed in another quarter.</p>	<p>Committee recommendation: Add FY20 strategic plan to October Board meeting for approval and resend strategic plan to Board for review and feedback. Any first quarter goal can be modified to be completed in another quarter.</p>	<p>Kristi Daugherty</p>	
<p>X.</p>	<p>Adjournment</p>	<p>4:37 PM</p>			

Name - Chair