



**HUMAN RESOURCES COMMITTEE
MINUTES**

Meeting Title: Human Resources Committee		Meeting Facilitator: Commissioner David Stout	
Date: May 21, 2020	Time: 3:30 PM	Location: Microsoft Teams	
Note Taker: Toni Beltran			
Present: Commissioner David Stout, Joyce Wilson, Rep. Aleksandra Annello, Tommy Goldfarb, Michael Wyatt, Kristen Daugherty, Rene Hurtado, Rene Navarro, Peter Fargo, Ashley Sandoval			
Not Present:			

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION
	Approval of Minutes	Committee minutes for March 19, 2020 were reviewed and approved to send to Board.		Toni Beltran	
I.	Vacancy Report / Time to Fill	No discussion/No action taken		Peter Fargo	
II.	Loss Analysis Report	No discussion/No action taken		Rene Navarro	
III.	CCBHC Update	No discussion/No action taken		Ashley Sandoval	
IV.	HR Procedures/ MAG Update	<p>Management Advisory Group provided EHN documents to review. HR and Legal Counsel have reviewed and decided to use the following policies and procedures.</p> <ul style="list-style-type: none"> Mileage-Monthly stipend based on position metrics 70 employees would receive \$300 monthly stipend and remaining staff would continue to use current mileage system-pilot program Yearly Cost \$213,944 / Yearly decrease approx. \$4,380 	<p>Committee Recommendations:</p> <ul style="list-style-type: none"> Schedule special HR Committee meeting in June to review recommended policies with 	Peter Fargo	

		<ul style="list-style-type: none"> • Tuition Reimbursement- \$1500 per employee per fiscal year after review of degree plan and grade submission-no change recommended County \$1000 / City \$2000 • Certification Special Pay-Employee would be eligible for pay increase based on specialized certification. Incentive increase would be 2.5% with max of 5% Increase would be recommended during budget cycle upon CEO approval • Paid Time Off- Transition to PTO in FY22 using FY21 as planning and staff education. Estimated cost \$800,000 Employees will have the opportunity you buy back up to 40 hours Best model for Trauma Informed Care Peter will forward Whitepaper to Kristen and Rene to begin decision making process • Merit/COLA-Transition to pay for performance Suspend Merits/COLA until further notice Annual performance evaluations due September 30 yearly Cost of living increases may be recommended by CEO for Board approval • Shift Differential-Implement shift differential with standardized rates based on % of hourly rate <table border="1" data-bbox="464 1031 953 1141"> <thead> <tr> <th>Shift</th> <th>Current</th> <th>New</th> </tr> </thead> <tbody> <tr> <td>Second</td> <td>\$0.99</td> <td>\$1.88</td> </tr> <tr> <td>Third</td> <td>\$1.30</td> <td>\$2.60</td> </tr> </tbody> </table> • Position Reclassification- Policy defines % limit increases during specific time in FY. HR recommends the pay grade changes of 15 clinical and 7 administrative positions to stay competitive. Classification changes starting September 1, 2020 Cost \$220,922.61 To avoid compression, recommend 5% increase to employees already within the pay range. Classification changes starting December 1, 2020 Cost \$339,147.01 	Shift	Current	New	Second	\$0.99	\$1.88	Third	\$1.30	\$2.60	<p>additional budget detail. Include total budgetary impact and savings. Net budget impact.</p> <ul style="list-style-type: none"> • Regarding mileage-differentiate who are heavy users and who will continue with the current system (include note section on why or why not certain employees were selected for pilot program). • Develop process for certification pay • Send new and previous HR Procedures Manual to committee for review. 		
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		<ul style="list-style-type: none"> • Payscale Adjustment The CEO shall periodically investigate the duties, responsibilities, and qualification requirements of all classified positions. Adjust Payscale by 2.9% starting January 1, 2021 \$339,147.01 Advance Employees in Pay Range by 2.9% starting June 1, 2021 \$451,800.85 <table border="1" data-bbox="411 418 1247 824"> <tr> <th colspan="2">HR Recommended Implementation Dates for Classification work</th> </tr> <tr> <td>\$220,922.61</td> <td>September 1 FY2021</td> </tr> <tr> <td>\$82,895.73</td> <td>December 1 FY2021</td> </tr> <tr> <td>\$303,818.34</td> <td>Total Cost for FY2021</td> </tr> <tr> <td>\$331,450.25</td> <td>Full Year Cost</td> </tr> <tr> <th colspan="2">HR Recommended Implementation Dates for 2.9% Pay Scale Adjustment</th> </tr> <tr> <td>\$226,098.01</td> <td>January 1 FY2021</td> </tr> <tr> <td>\$112,950.21</td> <td>June 1 FY2021</td> </tr> <tr> <td>\$339,048.22</td> <td>Total Cost for FY2021</td> </tr> <tr> <td>\$790,947.87</td> <td>Full Year Cost</td> </tr> </table> <p>Committee Recommendations:</p> <ul style="list-style-type: none"> • Schedule special HR Committee meeting in June to review recommended policies with additional budget detail. Include total budgetary impact and savings. Net budget impact • Regarding mileage-differentiate who are heavy users and who will continue with the current system (include note section on why or why not certain employees were selected for pilot program). • Develop process for certification pay • Send new and previous HR Procedures Manual to committee for review. 	HR Recommended Implementation Dates for Classification work		\$220,922.61	September 1 FY2021	\$82,895.73	December 1 FY2021	\$303,818.34	Total Cost for FY2021	\$331,450.25	Full Year Cost	HR Recommended Implementation Dates for 2.9% Pay Scale Adjustment		\$226,098.01	January 1 FY2021	\$112,950.21	June 1 FY2021	\$339,048.22	Total Cost for FY2021	\$790,947.87	Full Year Cost			
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V.	HR Procedures Manual	Item discussed along with item IV		Peter Fargo																					
VI.	TCDRS Employer Contribution Rate	TCDRS consultant recommends EHN employer contribution stay at current rate of 4.7% of payroll which is above the required rate of 4.03% for a successful pension year.		Rene Hurtado																					

<p>VII.</p>	<p>COVID-19 Update</p>	<ul style="list-style-type: none"> • 12 positive employees out on leave/none hospitalized • 2 have returned to work after testing positive • EHN has processes in place • EHN is finalizing bridge back plan return to clinics/hybrid model- support departments are functioning well remotely. • Texas Council-strong indication codes could be approved through end of June. • IDD services will be determined by EHN • Strong safety plan for staff and clients 		<p>Kristi Daugherty</p>	
<p>VIII.</p>	<p>National Mental Health Month Employee Recognition</p>	<ul style="list-style-type: none"> • May is Mental Health Month • EHN partnered with local restaurants to redeem certificates which were mailed out to all employees. • 190 EHN frontline workers received individually wrapped cakes from Nothing Bundt Cakes. 		<p>Rene Hurtado</p>	
<p>IX.</p>	<p>FY20 Strategic Plan Update</p>	<p>Board will receive full quarterly update at Board meeting.</p> <p>Committee approved to move the following third quarter goals to fourth quarter:</p> <ul style="list-style-type: none"> • Goal 4b Task 3- Produce a training crosswalk that targets training to specific risk groups • Goal 5 Task 2- Leadership series training 	<p>Committee approved to move the following third quarter goals to fourth quarter:</p> <ul style="list-style-type: none"> • Goal 4b Task 3- Produce a training crosswalk that targets training to specific risk groups • Goal 5 Task 2- Leadership series training 	<p>Kristi Daugherty</p>	
<p>X.</p>	<p>Leave Policy</p>	<p>Leave Policy highlights Family & Medical Leave Act (FMLA) and Families First Coronavirus Response Act (FFCRA).</p> <p>Policy authorizes CEO to:</p> <ul style="list-style-type: none"> • Implement provision on FFCRA as required by law ensuring qualifying reasons to do not overlap with FMLA. 	<p>Committee approved to move item to Board agenda as a regular item for discussion.</p>	<p>Rene Navarro</p>	

HR Committee Meeting

Date: 5/21/2020

		<ul style="list-style-type: none">Define the administrative leave categories as needed in order to accommodate the business needs of EHN in emergency situations. <p>Committee approved to move item to Board agenda as a regular item for discussion.</p>			
XI.	Adjournment	4:57 PM			