



**HUMAN RESOURCES COMMITTEE  
MINUTES**

<b>Meeting Title:</b> Human Resources Committee		<b>Meeting Facilitator:</b> Commissioner David Stout
<b>Date:</b> November 19, 2020	<b>Time:</b> 3:30 PM	<b>Location:</b> Microsoft Teams
<b>Note Taker:</b> Toni Beltran		
<b>Present:</b> Commissioner David Stout, Tommy Goldfarb, Joyce Wilson, Kristi Daugherty, Michael Wyatt, Anthony Martinez, Rene Hurtado, Rene Navarro, Ashley Sandoval, Carlos Ortiz, Tewiana Norris, Chrystal Davis, Peter Fargo, Laura Nunez, Jessika Franco		
<b>Not Present:</b> Rep. Aleksandra Anello		

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION																		
	<b>Approval of Minutes</b>	Committee minutes for September 17, 2020 were reviewed and approved to send to Board.		Toni Beltran																			
I.	<b>HR Scorecard</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: yellow;"> <th colspan="2" style="text-align: center;">HR Scorecard FY21</th> </tr> </thead> <tbody> <tr> <td>Authorized FTE</td> <td style="text-align: right;">706</td> </tr> <tr> <td>Filled FTE</td> <td style="text-align: right;">628</td> </tr> <tr> <td>Vacant Positions</td> <td style="text-align: right;">78</td> </tr> <tr> <td>Filled Positions</td> <td style="text-align: right;">28</td> </tr> <tr> <td>Percent of Positions Filled</td> <td style="text-align: right;">89%</td> </tr> <tr> <td>Time to Fill</td> <td style="text-align: right;">43</td> </tr> <tr> <td>Year to Date Turnover</td> <td style="text-align: right;">20</td> </tr> <tr> <td>Year to Date Turnover Percent</td> <td style="text-align: right;">3.18%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• HR report simplified to scorecard format</li> <li>• Next report the time to fill will be reported by division</li> <li>• COVID-19 has helped reduce turnover</li> </ul>	HR Scorecard FY21		Authorized FTE	706	Filled FTE	628	Vacant Positions	78	Filled Positions	28	Percent of Positions Filled	89%	Time to Fill	43	Year to Date Turnover	20	Year to Date Turnover Percent	3.18%		Peter Fargo	
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III.	<b>Open Enrollment</b>	<ul style="list-style-type: none"> <li>Open enrollment is scheduled from 11/23-12/8</li> <li>Employees will use HRIS Benefits Wizard to update their benefits</li> <li>No update needed if there are no changes/rollover</li> <li>EHN continues to work with Broker; no changes will be made to employee contributions or benefit levels</li> <li>\$0.03 increase on vision benefit plan</li> <li>Mr. Goldfarb is assisting with health fund excess</li> </ul>		Rene Hurtado Kristi Daugherty																						
IV.	<b>Fall Employee Events</b>	<p><b>Employee Recognition Events</b></p> <p><b>Case Management Appreciation Week October 18-24</b></p> <ul style="list-style-type: none"> <li>Drive Thru: EVOP/1600 Montana</li> <li>Kristi and Ashley were onsite handing out gifts and thanking employees</li> <li>I Painted That</li> <li>Paint contest-Uber Eats E-Gift Card</li> </ul>	<b>Committee Recommendation:</b> Send Award Ceremony/CEO Forum invite to Board members.	Rene Hurtado																						

		<p><b>Employee Vaccinations/TB Testing -COP November 2-6</b></p> <ul style="list-style-type: none"> <li>• Village Inn Pie Giveaway</li> <li>• Starbucks Gift Card Giveaway</li> <li>• Club EHN Giveaway-Umbrella</li> </ul> <p>Vaccines offered:</p> <ul style="list-style-type: none"> <li>• Shingles</li> <li>• Flu Shot</li> <li>• HVP Shot (Human Papilloma Virus)</li> <li>• Hepatitis B</li> <li>• Tdap: Tetanus, diphtheria and pertussis</li> <li>• Meningitis Shot</li> <li>• Pneumonia Shot</li> </ul> <p><b>National Nurse Practitioner Week November 8-14</b></p> <p><b>Virtual CEO Forum December 10-Intrado</b></p> <ul style="list-style-type: none"> <li>• All employee meeting</li> <li>• Will include prerecorded videos</li> <li>• Meeting platform will be interactive</li> </ul> <p><b>Virtual Award Ceremony</b></p> <ul style="list-style-type: none"> <li>• Snapcomms/Video</li> </ul> <p><b>Committee Recommendation:</b> Send Award Ceremony/CEO Forum invite to Board members.</p> <p>Fun holiday activities are being developed which include events such as a tree decorating contest and trivia games which will run through the month of December.</p>			
<p>V.</p>	<p><b>COVID-19 Employee Testing Update</b></p>	<ul style="list-style-type: none"> <li>• EHN continues to conduct COVID-19 testing inhouse by trained nursing staff to make testing more convenient for staff.</li> <li>• EHN now offering rapid testing for COVID-19 which provides results within 15 minutes.</li> </ul>		<p>Rene Hurtado</p>	

		<ul style="list-style-type: none"> <li>• Testing allows for staff to return to work reducing the stress on the workforce.</li> <li>• Sensitivity rate on antigen/antibody test is 98%</li> <li>• Dr. Thornburg and nursing staff have been trained to conduct both tests</li> </ul>			
<b>VI.</b>	<b>FY21 Strategic Plan Update</b>	<p>Service Excellence                      Goal- To develop a formal EHN 'College of Excellence' for training emerging staff leaders and for community partners in the best practices for clinical and administrative operations</p> <ul style="list-style-type: none"> <li>• Select an initial list of training topics to develop or update formal training materials and determine what distributions mechanisms would work the best.</li> <li>• Identify select staff for a leadership training program as part of EHN's succession planning.</li> <li>• Develop new training modules and related content and become an accredited organization that provides Continuing Education Credits (CEUs) for community behavioral health professional licenses.</li> <li>• Develop a concept framework for mass casualty and public health crisis response efforts. Kristi was part of Texas Council panel focusing mass casualty response along with centers that responded to Sutherland Springs, Odessa and Santa Fe High School. El Paso as a community was more organized to the response of August 3<sup>rd</sup> shooting. The relationships between EHN, OEM and law enforcement were already in place. Information gathered will be very beneficial for other communities.</li> <li>• EHN is on track to meet task deadlines</li> </ul>		Kristi Daugherty	
<b>VII.</b>	<b>Adjournment</b>	4:00 PM			