



**HUMAN RESOURCES COMMITTEE  
MINUTES**

<b>Meeting Title:</b> Human Resources Committee		<b>Meeting Facilitator:</b> Commissioner David Stout
<b>Date:</b> September 17, 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, Michael Wyatt, Anthony Martinez, Rene Hurtado, Rene Navarro, Ashley Sandoval, Carlos Ortiz, Chrystal Davis, Peter Fargo, Jessika Franco		
<b>Not Present:</b> Joyce Wilson, Rep. Aleksandra Anello, Kristi Daugherty		

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION																																				
	<b>Approval of Minutes</b>	Committee minutes for June 18, 2020 were reviewed and approved to send to Board.		Toni Beltran																																					
I.	<b>Vacancy Report / Time to Fill</b>	<table border="1"> <thead> <tr> <th colspan="3">Time to Fill FY20</th> </tr> </thead> <tbody> <tr> <td>Average time to hire (call made to make offer)</td> <td colspan="2">24 Days</td> </tr> <tr> <td>Average time to fill (start date with EHN)</td> <td colspan="2">43 Days</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Last FY time to fill was at 53 days</li> </ul> <table border="1"> <thead> <tr> <th colspan="3">FY20 Separations</th> </tr> <tr> <th></th> <th>JUL</th> <th>AUG</th> </tr> </thead> <tbody> <tr> <td>Relocation</td> <td>1</td> <td></td> </tr> <tr> <td>Another Job</td> <td>6</td> <td>4</td> </tr> <tr> <td>Personal Problem</td> <td>1</td> <td></td> </tr> <tr> <td>Work Environment</td> <td>1</td> <td></td> </tr> <tr> <td>Care for Family Member</td> <td>1</td> <td></td> </tr> <tr> <td>Return to School</td> <td>1</td> <td>1</td> </tr> <tr> <td>Policy Violation</td> <td></td> <td>4</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>40% decrease in CW turnover compared to last year</li> <li>CW pay increase helped decrease turnover</li> </ul>	Time to Fill FY20			Average time to hire (call made to make offer)	24 Days		Average time to fill (start date with EHN)	43 Days		FY20 Separations				JUL	AUG	Relocation	1		Another Job	6	4	Personal Problem	1		Work Environment	1		Care for Family Member	1		Return to School	1	1	Policy Violation		4		Peter Fargo	
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II.	Loss Analysis Report	<b>Total WC Incurred Cost vs. Total Number of Claims</b>			Rene Navarro	
		<b>Fiscal Year</b>	<b>Total Cost</b>	<b>Total Claims</b>		
		FY16	\$188,096	29		
		FY17	\$47,506	30		
		FY18	\$36,210	27		
		FY19	\$23,523	31		
		FY20	\$29,000	12		
		<ul style="list-style-type: none"> <li>• Goal for FY20-15% Goal reduction from FY19 \$19,008/26 claims</li> <li>• 59% decrease in claims since FY16</li> <li>• EHN met goal in total number of claims by 61% deduction from previous year</li> <li>• EHN did not meet total incurred cost goal 35% above intended target</li> </ul>				
		<b>Total WC Incurred Cost</b>				
		<b>Fiscal Year</b>	<b>Paid</b>	<b>Reserved</b>		<b>Incurred Cost</b>
FY16	\$188,096	\$0	\$188,096	29		
FY17	\$47,506	\$0	\$47,506	30		
FY18	\$36,210	\$0	\$36,210	27		
FY19	\$23,523	\$0	\$23,523	31		
FY20	\$23,739	\$10,930	\$34,669	12		
<ul style="list-style-type: none"> <li>• EHN has 1 open claim-Process for closing last claim is underway</li> </ul>						
<b>Total WC by Program FY20</b>						
<b>Program</b>	<b>Cost</b>	<b>Claims</b>				
Casa Promesa	\$257	2				
COP	\$534	1				
CHAMHPS	\$546	1				
Alternatives/OP	\$821	1				
Dayhab	\$1,759	2				
IDD Community Support	\$4,216	3				
EOU	\$12,397	1				
Jail Services	\$14,137	1				

		<ul style="list-style-type: none"> <li>EOU and Jail Services 24-hour facilities</li> </ul> <table border="1" data-bbox="411 272 1119 532"> <thead> <tr> <th colspan="3">Causes of Injuries FY20</th> </tr> <tr> <th>Injury Type</th> <th>Cost</th> <th>Claims</th> </tr> </thead> <tbody> <tr> <td>Struck by client</td> <td>\$322</td> <td>2</td> </tr> <tr> <td>Struck by</td> <td>\$878</td> <td>1</td> </tr> <tr> <td>MVA</td> <td>\$3,433</td> <td>4</td> </tr> <tr> <td>Strain from pulling or pushing</td> <td>\$14,394</td> <td>2</td> </tr> <tr> <td>Slip, trip or fall</td> <td>\$15,638</td> <td>3</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Largest number of claims resulted in lower incurred cost</li> <li>More care/rehab was required for injuries caused by strain from pulling or pushing. Employee injured at Jail location due to opening of heavy doors.</li> <li>All claims are investigated by Texas Mutual attorneys and/or investigators</li> <li>Fraudulent claims have been filed and investigated</li> </ul> <p><b>OSHA Total Incident Rate Calculation</b> National average rate = 3.5 EHN rate for FY20 = 2.18</p> <ul style="list-style-type: none"> <li>Currently below the national average-Overall before COVID EHN was doing well</li> </ul>	Causes of Injuries FY20			Injury Type	Cost	Claims	Struck by client	\$322	2	Struck by	\$878	1	MVA	\$3,433	4	Strain from pulling or pushing	\$14,394	2	Slip, trip or fall	\$15,638	3			
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III.	HR Procedures Manual	<ul style="list-style-type: none"> <li>HR procedures manual was provided to HR committee for initial review for feedback.</li> <li>Committee recommendations were provided, and edits were made. Manual was resent to committee for review prior to September HR committee meeting.</li> <li>CEO has authority to change compensation policies to meet changes in the federal law compensation plans and will be addressed at Board meeting.</li> <li>Policy changes are taken to the Board for approval. Procedure changes do not require Board approval.</li> </ul>	Committee recommendations: Discuss general counsel annual evaluation with Board. HR procedures manual moved by committee to Board regular agenda.	Peter Fargo Michael Wyatt																						

		<ul style="list-style-type: none"> <li>• CEO and general counsel report to Board of Trustees. CEO and County Attorney select EHN general counsel which is then approved by the Board. Manual does state the Board has authority over selection and supervision of general counsel. The Board may change the interlocal agreement or request for County Attorney to send another counsel for the organization. EHN general counsel is subject to Board review. General counsel suggested survey for Board to evaluate service provided.</li> <li>• Spouse is defined and outlined in health plan, other related policies and are uniform throughout; changes were made along with Affordable Care Act.</li> <li>• Manual is a living document and can be modified as needed.</li> </ul> <p>Committee recommendations:          Discuss general counsel annual evaluation with Board.          HR procedures manual moved by committee to Board regular agenda.</p>			
<p><b>IV.</b></p>	<p><b>COVID-19 Employee Testing Update</b></p>	<ul style="list-style-type: none"> <li>• EHN continues testing and monitoring employees who are working on site.</li> <li>• It has been one month since EHN has had an employee test positive.</li> <li>• COVID-19 taskforce continues to meet to review the need for additional testing and possible exposures.</li> <li>• EHN has been successful at minimizing exposures and employee positives.</li> <li>• EHN continues use of PPE and training.</li> <li>• EHN does not have any documented workplace exposures</li> <li>• Tracking exposures from employees working from home</li> </ul>		<p>Rene Hurtado</p>	
<p><b>V.</b></p>	<p><b>Immunizations Update</b></p>	<ul style="list-style-type: none"> <li>• EHN has launched employee flu immunization campaign.</li> <li>• Drive-thru location set up at 1600 Montana for two weeks.</li> <li>• 150 employees have received flu immunization</li> <li>• Extended hours are available</li> <li>• Messaging continues</li> <li>• Immunization is also available to employee family members</li> </ul>		<p>Rene Hurtado</p>	

<p><b>VI.</b></p>	<p><b>FY21 Strategic Plan Update</b></p>	<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> </ul>		<p>Rene Hurtado</p>	
<p><b>VII.</b></p>	<p><b>Adjournment</b></p>	<p>4:14 PM</p>			