



**HUMAN RESOURCES COMMITTEE
MINUTES**

Meeting Title: Human Resources Committee		Meeting Facilitator: Commissioner David Stout
Date: January 21, 2021	Time: 3:30 PM	Location: Microsoft Teams
Note Taker: Toni Beltran		
Present: Commissioner David Stout, Tommy Goldfarb, Joyce Wilson, Rep. Alexandra Anello, Kristi Daugherty, Michael Wyatt, Ashley Sandoval, Rene Hurtado, Rene Navarro, Carlos Ortiz, Tewiana Norris, Chrystal Davis, Peter Fargo, Laura Nunez, Jessika Franco, Carlos Martinez		
Not Present:		

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION																
	Approval of Minutes	Committee minutes for November 19, 2020 were reviewed and approved to send to Board.		Toni Beltran																	
I.	HR Scorecard	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: yellow;"> <th colspan="2">HR Scorecard FY21</th> </tr> </thead> <tbody> <tr> <td>Authorized FTE</td> <td align="right">710</td> </tr> <tr> <td>Filled FTE</td> <td align="right">619</td> </tr> <tr> <td>Vacant Positions</td> <td align="right">91</td> </tr> <tr> <td>Filled Positions</td> <td align="right">55</td> </tr> <tr> <td>Time to Fill</td> <td align="right">27</td> </tr> <tr> <td>Year to Date Turnover</td> <td align="right">33</td> </tr> <tr> <td>Year to Date Turnover Percent</td> <td align="right">5.33%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Diversion vacancies include 7 new positions /currently recruiting 21 • MH vacancies include 27 new positions / 7 positions filled in January • MAG review of 24hr shifts to help stop turnover in these areas • EHN currently does offer shift differential pay • Current schedule is 8hr shifts 	HR Scorecard FY21		Authorized FTE	710	Filled FTE	619	Vacant Positions	91	Filled Positions	55	Time to Fill	27	Year to Date Turnover	33	Year to Date Turnover Percent	5.33%		Peter Fargo	
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		<ul style="list-style-type: none"> EHN has conducted staff surveys to help develop work scheduling <p>Committee recommendation: Look at alternative shift schedules for 24hr units and consider part-time work to help fill any shift gaps.</p> <table border="1" data-bbox="411 418 1253 678"> <thead> <tr> <th colspan="3">FY21 Separations</th> </tr> <tr> <th>Term Reason</th> <th>NOV</th> <th>DEC</th> </tr> </thead> <tbody> <tr> <td>Problem with Supervisor</td> <td>1</td> <td></td> </tr> <tr> <td>Another Job</td> <td>6</td> <td>2</td> </tr> <tr> <td>Personal</td> <td>1</td> <td>1</td> </tr> <tr> <td>Without Reason or Notice</td> <td>1</td> <td></td> </tr> <tr> <td>Relocation</td> <td></td> <td>1</td> </tr> </tbody> </table>	FY21 Separations			Term Reason	NOV	DEC	Problem with Supervisor	1		Another Job	6	2	Personal	1	1	Without Reason or Notice	1		Relocation		1			
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<p>II.</p>	<p>Compensation Study</p>	<ul style="list-style-type: none"> Funds to maintain compensation study were approved in FY21 budget. HR is working quickly to complete necessary documents for MAG and benchmarking positions. JAQ job description questionnaires will need to be completed. MAG recommendations will be presented to HR committee for FY22 budget consideration. <p>Committee comment: It is important to keep compensation study current.</p>	<p>Required: MAG recommendations will be presented to HR committee for FY22 budget consideration.</p>	<p>Peter Fargo</p>																						
<p>III.</p>	<p>Clinical Staff Salary Adjustment</p>	<ul style="list-style-type: none"> Funds for clinical staff adjustment were approved in FY21 budget. CEO has notified staff of salary adjustment via email. Adjustment will be made in January and compression adjustment will be completed in March. These efforts are in hope of retaining clinical staff. 		<p>Peter Fargo Kristi Daugherty</p>																						

IV.	Loss Analysis Report	Total WC Incurred Cost vs. Total Number of Claims			Rene Navarro	
		Fiscal Year	Total Cost	Total Claims		
		FY16	\$188,096	29		
		FY17	\$47,506	30		
		FY18	\$36,210	27		
		FY19	\$23,523	31		
		FY20	\$23,200	12		
		FY21	\$1,544	2		
		<ul style="list-style-type: none"> • Goal for FY21-Goal reduction based on average from FY18-20 \$29,686/23 claims • Zero open claims for FY21 				
		Total WC Incurred Cost				
Fiscal Year	Paid	Reserved	Incurred Cost	Claims		
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	\$23,200	\$5,455	\$23,200	12		
FY21	\$1,544	\$0	\$1,544	2		
Total WC by Program FY21						
Program	Cost	Claims				
ACT	\$492	1				
OSAR	\$1,053	1				
Causes of Injuries FY21						
MVA	\$492	1				
Strain by twisting	\$1,053	1				
<ul style="list-style-type: none"> • MVA was not with a company vehicle 						

		<p>OSHA Total Incident Rate Calculation National average rate = 3.9 EHN rate for FY21 = 1.06</p> <ul style="list-style-type: none"> • Currently below the national average 			
V.	<p>Mask Requirement Policy and Declination Form</p>	<ul style="list-style-type: none"> • Policy in line with infection and COVID-19 control plans • CDC recommendations were considered • Making mask wearing mandatory would create direct management by HR • Mask wearing is a requirement unless it will affect staff ability to complete job such as religious beliefs or medical conditions. • Staff who have received COVID-19 vaccine will still be required to wear a mask until the CDC learns more about the efficacy of vaccine and how often it need to be administered. • If staff are unable to wear a mask a face shield will be required <p>Committee Recommendations:</p> <ul style="list-style-type: none"> • Translate document to Spanish • Clean up language in policy to specify vaccine and mask/separate the two • Treat unable to wear a mask as an accommodation and allow staff to continue to work remotely or move to another area. <p>Redline document will be presented at next Board meeting as a regular agenda item.</p> <p>HR will send additional recommendations before next Board meeting</p>	<p>Committee Recommendations:</p> <ul style="list-style-type: none"> • Translate document to Spanish • Clean up language in policy to specify vaccine and mask/separate the two • Treat unable to wear a mask as an accommodation and allow staff to continue to work remotely or move to another area. 	<p>Rene Navarro Tewiana Norris</p>	
VI.	<p>COVID-19 Update</p>	<ul style="list-style-type: none"> • 421 of out 632 employees have received vaccine=68% vaccination rate • Employees received vaccine at the one of the following locations: UMC, Texas Tech, El Paso Children’s Hospital and Public Health Department. 	<p>Committee Recommendation: Partner with a local pharmacy for vaccine distribution for new staff.</p>	<p>Kristi Daugherty</p>	

		<ul style="list-style-type: none"> • EHN is continuing to communicate with partners to establish monthly vaccine clinic for new employees • EHN conducted all employee survey asking if they would like to receive vaccine. 22% of employees chose not to receive vaccine and EHN cannot ask reason why due to the Genetic Information Nondiscrimination Act (GINA) • EHN considered as essentials • Texas Tech administered vaccine to 16 EHN group home residents • EHN continues to send information to all staff with vaccine information and the importance of PPE via Snapcomms. <p>Committee Recommendation: Partner with a local pharmacy for vaccine distribution for staff.</p>			
<p>VII.</p>	<p>FY21 Strategic Plan Update</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"> • EHN has selected and developed the following internal training topics: PRCP, ANSA and ICAP. Trainings will be delivered to staff via face to face, Relias and virtually. Trainings focus on TAC, CCBHC and Joint Commission standards. There has been movement in 1115 waiver extension which will move into perspective payment for CCBHC and will go live in October. • EHN has developed leadership trait survey tool which will be used to help identify staff for leadership training program for succession planning. CEO is scheduled to meet with Texas Council to strengthen succession planning. • In communication with the National Board of Certified Counselors to submit final documentation for review of application to provide CEUs for ethics course offering. • EHN working on developing a concept framework for mass casualty and public health crisis response efforts. • EHN completed a community needs assessment focusing on education and prevention has been completed and initial analysis has commenced. EHN received feedback from community 		<p>Kristi Daugherty</p>	

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		stakeholders who have taken part in MHLL learning modules. New course offerings will be provided by MHLL to support community needs.			
VIII.	CEO Update	<ul style="list-style-type: none"> • 1115 Waiver extension-working hard to be prepared • EHN will have access to uncompensated care pool for LMHA • Working on outcome piece for CCBHC as 1115 extension will fund payment model • EHN positioned well for 1115 waiver extension 		Kristi Daugherty	
IX.	Adjournment	4:18 PM			