



**HUMAN RESOURCES COMMITTEE
MINUTES**

Meeting Title: Human Resources Committee		Meeting Facilitator: Commissioner David Stout
Date: May 12, 2021	Time: 1 PM	Location: Microsoft Teams
Note Taker: Toni Beltran		
Present: Commissioner David Stout, Rep. Aleksandra Anello, Joyce Wilson, Kristi Daugherty, Michael Wyatt, Anthony Martinez, Ashley Sandoval, Rene Hurtado, Rene Navarro, Carlos Ortiz, Tewiana Norris, Chrystal Davis, Peter Fargo, Jessika Franco		
Not Present: Dr. Peter Thompson		

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION																		
	Approval of Minutes	Committee minutes for March 10, 2021 were reviewed and approved to move 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" style="text-align: center;">HR Scorecard FY21</th> </tr> </thead> <tbody> <tr> <td>Authorized FTE</td> <td style="text-align: center;">717</td> </tr> <tr> <td>Filled FTE</td> <td style="text-align: center;">640</td> </tr> <tr> <td>Vacant Positions</td> <td style="text-align: center;">77</td> </tr> <tr> <td>Filled Positions</td> <td style="text-align: center;">130</td> </tr> <tr> <td>Percent Filled</td> <td style="text-align: center;">89.3%</td> </tr> <tr> <td>Time to Fill</td> <td style="text-align: center;">35</td> </tr> <tr> <td>Year to Date Turnover</td> <td style="text-align: center;">74</td> </tr> <tr> <td>Year to Date Turnover Percent</td> <td style="text-align: center;">11.56%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Turnover rated trending up • Last 2 months have been challenging for turnover • 25 staff have left with a majority leaving EHN to work for Ft. Bliss DHS immigrant population shelters majority are caseworkers • DHS work is not permanent but does offer benefits • Staff who left on good terms with EHN will be allowed to return 	HR Scorecard FY21		Authorized FTE	717	Filled FTE	640	Vacant Positions	77	Filled Positions	130	Percent Filled	89.3%	Time to Fill	35	Year to Date Turnover	74	Year to Date Turnover Percent	11.56%	<p>Committee Recommendation:</p> <p>Find average tenure for staff who left EHN</p> <p>Create longevity policy and consider longevity pay or benefits</p>	Peter Fargo	
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		<ul style="list-style-type: none"> • Majority of staff that left had been employed with EHN for less than 2 years • HR taking proactive steps to recruit by subscribing to Indeed, Craigslist, Career Builder, LinkedIn, Zip Recruiter and UTEP Goldmine • HR continues to work on schedule stability for 24-hour units. HR also conducted a focus group which might result in leadership change, new positions and alternative shifts to help decrease turnover in this area. • HR is considering sign-on, retention and referral bonus for certain positions <p>Committee Feedback:</p> <ul style="list-style-type: none"> • DHS is looking to have 1:1 staffing ratio for immigrant children facilities. <p>Committee Recommendation:</p> <ul style="list-style-type: none"> • Find average tenure for staff who left EHN • Create longevity policy and consider longevity pay or benefits 			
<p>II.</p>	<p>Statewide Turnover Percentage Update</p>	<ul style="list-style-type: none"> • Based on the Texas Council report for turnover, in FY19 EHN ranked 20th and in FY20 ranked 2nd in turnover rate out of 39 centers in Texas. • The positive change was a result of 10% salary increase for caseworkers in March of 2020. • MH Bachelor level prepared caseworker turnover decreased from 44% to 13%. • The most recent turnover due to DHS will affect number on FY21 report. 		<p>Rene Hurtado</p>	

		<ul style="list-style-type: none"> Health of oil and gas prices also influence MH center turnover rates 																											
<p>III.</p>	<p>Compensation Study</p>	<ul style="list-style-type: none"> All JAQ-Job Analysis Questionnaires have been completed by staff which includes 154 positions 17 comparatives will include local public sector and government agencies MAG will have report soon HR will have recommendations ready for FY22 budget consideration All previous pay adjustments have been implemented Living wage is still being considered-minimum at EHN went from \$10.77 to \$11.31 Changes in EHN funding sources and compression will also be taken into consideration Federal minimum wage is \$7.75 <p>Committee Recommendation:</p> <ul style="list-style-type: none"> Increase minimum wage to El Paso living wage of \$12.30 as recommended by Texas Workforce 	<p>Committee Recommendation: Increase minimum wage to El Paso living wage of \$12.30 as recommended by Texas Workforce</p>	<p>Peter Fargo Rene Hurtado</p>																									
<p>IV.</p>	<p>Loss Analysis Report</p>	<table border="1" data-bbox="411 1036 1171 1331"> <thead> <tr> <th colspan="3" style="background-color: yellow;">Total WC Incurred Cost vs. Total Number of Claims</th> </tr> <tr> <th>Fiscal Year</th> <th>Total Cost</th> <th>Total Claims</th> </tr> </thead> <tbody> <tr> <td>FY16</td> <td>\$188,096</td> <td>29</td> </tr> <tr> <td>FY17</td> <td>\$47,506</td> <td>30</td> </tr> <tr> <td>FY18</td> <td>\$36,210</td> <td>27</td> </tr> <tr> <td>FY19</td> <td>\$22,654</td> <td>31</td> </tr> <tr> <td>FY20</td> <td>\$23,203</td> <td>12</td> </tr> <tr> <td>FY21</td> <td>\$3,730</td> <td>5</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Goal for FY21-Goal reduction based on average from FY18-20 \$29,686/23 claims-EHN on track to be under 	Total WC Incurred Cost vs. Total Number of Claims			Fiscal Year	Total Cost	Total Claims	FY16	\$188,096	29	FY17	\$47,506	30	FY18	\$36,210	27	FY19	\$22,654	31	FY20	\$23,203	12	FY21	\$3,730	5		<p>Rene Navarro</p>	
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- Continue downward trend
- 5 total claims with 0 open claims for FY21
- \$3,730 is 12% of total incurred cost goal

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	\$22,654	\$0	\$22,654	31
FY20	\$23,203	\$0	\$23,203	12
FY21	\$3,730	\$0	\$3,730	5

Total WC Loss Ratio				
Fiscal Year	Earned Premium	Incurred Cost	%	Claims
FY16	\$273,956	\$188,096	68.66	29
FY17	\$182,098	\$47,506	26.01	30
FY18	\$196,330	\$36,210	18.44	27
FY19	\$192,895	\$22,654	11.74	31
FY20	\$212,301	\$23,203	10.93	12
FY21	\$139,576	\$3,730	2.67	5

Total WC by Program FY21		
Program	Cost	Claims
CIT	\$1,759	2
ACT	\$918	2
OSAR	\$1,053	1

Causes of Injuries FY21		
Cause of Injury	Cost	Claims
Fall	\$1,759	1
Chemical Exposure	\$427	1
MVA	\$492	2

		Strain by twisting	\$1,053	1		
		<ul style="list-style-type: none"> • CIT minor injury due to motor vehicle accident • Texas Mutual Board of Directors declared dividends which are expected to match last year's amount of \$81K • Working remote has helped keep numbers low 				
V.	COVID-19 Update	COVID-19 <ul style="list-style-type: none"> • Return to work rate at 35% capacity • Clinical operations move range to 40-45% capacity • As part of bridgeback plan safety walk-throughs continue to address any safety concerns • EHN is now offering face to face services and Doctors are on a rotating schedule • Support departments are on a rotating schedule • EHN's bridgeback plan has been picked up by Texas Council as a best practice and has been shared with all Texas centers. • EHN vaccination rate is 75% • Inhouse pharmacy received 200 Moderna vaccines which were offered to employees and high-risk clients 				Kristi Daugherty Rene Navarro
VI.	National Mental Health Month Employee Recognition	<p>May is National Mental Health Month as well as EHN's birthday month. EHN celebrating 55 years of service. All employees received an anniversary card with a gift certificate from Nothing Bundt Cakes. Employees also can participate in virtual bingo and trivia games to win prizes such as grill, TV and speaker systems.</p>				Rene Hurtado
VII.	FY21 Strategic Plan Update	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. Task 8 -Identify select staff for a leadership training program as part of EHN's succession planning. Individual development programs may include other components such as attending conferences, tuition reimbursement, special assignments, etc.			Committee Recommendation: Request report from OEM to create after-action report for EHN	Rene Hurtado Kristi Daugherty

		<ul style="list-style-type: none">• Leadership trait survey tool under review to align with supervisor 360 evaluation which is required for CCBHC. Vendor for 360 eval has been selected and will be launched this month. <p>Task 9- Develop new training modules and related content and become an accredited organization that provides Continuing Education Credits (CEUs) for community behavioral health professional licenses.</p> <ul style="list-style-type: none">• Process and policy for external and internal CEU trainings has been developed and pending compliance division review. <p>Task 10- Co-sponsor a minimum of two CEU trainings with community partners by end of FY2021.</p> <p>EHN is certified to provide CEUs for LPCs and teachers and working on becoming certified for nursing and LSWs.</p> <p>Visionary, Advocate, and Community Partner</p> <p>Goal- To develop and implement a formal crisis management training and consultation program for health care providers across the nation.</p> <p>Task 20- Develop a concept framework for mass casualty response efforts</p> <ul style="list-style-type: none">• Outline for mass casualty response has been distributed to all responsible staff to begin developing assigned sections. <p>Task 21- Develop a concept framework for public health crisis response.</p> <ul style="list-style-type: none">• Outline for public health crisis has been drafted and under review.			
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HR Committee Meeting

Date: 05/12/2021

		<p>Comprehensive Public Health and Mass Casualty Response are being developed for program offerings which include educational objectives to be used as teaching tools.</p> <p>EHN participated in Office of Emergency Management after-action report.</p> <p>EHN still collaborating with FRC and still carry a caseload.</p> <p>Dr. Myer provided debriefing for EHN staff.</p> <p>Create after-action report for Board and community to view successes and areas for improvement.</p> <p>Committee Recommendation:</p> <ul style="list-style-type: none"> Request report from OEM to create after-action report for EHN 			
VIII.	CEO Update	Discussed above-no additional updates		Kristi Daugherty	
IX.	Adjournment	1:50 PM			