



**HUMAN RESOURCES COMMITTEE MEETING
MINUTES
January 9, 2020**

Meeting Title: Human Resources Committee Meeting	Meeting Facilitator: Joyce Wilson
Date: 1/9/2020	Time: 3:30 PM
Location: One San Jacinto Plaza 201 E Main Suite 600 – Board Room	
Note Taker: Toni Beltran	
Present: Joyce Wilson, Rep. Alexandra Annelo, David Driscoll, Kristi Daugherty, Michael Wyatt, Rene Navarro, Rene Hurtado, Peter Fargo, Ashley Sandoval	
Not Present: Tommy Goldfarb	

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION																						
	Approval of Minutes	Committee minutes for November 14, 2019 were reviewed and approved.		Toni Beltran																							
I.	Vacancy Report / Time to Fill	<p>Recruitment</p> <table border="1"> <thead> <tr> <th colspan="2">Vacancy Report FY20</th> </tr> </thead> <tbody> <tr> <td>Originally Budgeted</td> <td>672</td> </tr> <tr> <td>Deleted</td> <td>13</td> </tr> <tr> <td>Positions Added</td> <td>26</td> </tr> <tr> <td>Total Positions</td> <td>685</td> </tr> <tr> <td>Total Vacant Positions</td> <td>71</td> </tr> <tr> <td>Promotion</td> <td>9</td> </tr> <tr> <td>Transfer</td> <td>9</td> </tr> <tr> <td>Total Filled</td> <td>614</td> </tr> <tr> <td>Total Turnover</td> <td>33</td> </tr> <tr> <td>Turnover %</td> <td>5.37%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> MH caseworker turnover-0 Therapist turnover-1 Turnover on downward trend CIT and CIRT positions are part of VOCA funding 	Vacancy Report FY20		Originally Budgeted	672	Deleted	13	Positions Added	26	Total Positions	685	Total Vacant Positions	71	Promotion	9	Transfer	9	Total Filled	614	Total Turnover	33	Turnover %	5.37%		Peter Fargo	
Vacancy Report FY20																											
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FY20 Turnover						
Month	Total Employees Start	New Hires	Voluntary Separation	Termination Involuntary	Total Employees End	Turnover
SEPT	598	16	5	1	608	0.99%
OCT	607	12	17	0	602	3.82%
NOV	602	10	3	1	608	4.44%
DEC	608	12	5	1	614	5.37%

FY20 Separations		
Reason	NOV	OCT
Another Job	2	3
Policy Violation	1	1
Did Not Like Work Environment	1	
Without Notice or Reason		2

- HR tracking where employees are seeking other employment which will help evaluate the market
- Terminations due to policy violation have supporting documents

Time to Fill FY20	
Average time to hire (call made to make offer)	29 Days
Average time to fill (start date with EHN)	44 Days

- Time to fill report allows to identify problem areas
- Highlighted blue indicates November and December reporting period

<p>II.</p>	<p>Loss Analysis Report</p>	<p>Total WC Incurred Cost vs. Total Number of Claims</p>				
		<p>Fiscal Year</p>	<p>Total Cost</p>	<p>Total Claims</p>		
		<p>FY16</p>	<p>\$182,358</p>	<p>29</p>		
		<p>FY17</p>	<p>\$47,506</p>	<p>30</p>		
		<p>FY18</p>	<p>\$36,208</p>	<p>27</p>		
		<p>FY19</p>	<p>\$23,522</p>	<p>31</p>		
		<p>FY20</p>	<p>\$16,155</p>	<p>4</p>		
		<ul style="list-style-type: none"> • Goal for FY20-15% Goal reduction from FY19 \$19,008/26 claims • This time last FY EHN was at 7 claims 				
		<p>Total WC Incurred Cost</p>				
		<p>Fiscal Year</p>	<p>Paid</p>	<p>Reserved</p>	<p>Incurred Cost</p>	<p>Claims</p>
<p>FY16</p>	<p>\$182,358</p>	<p>\$0</p>	<p>\$182,358</p>	<p>29</p>		
<p>FY17</p>	<p>\$47,506</p>	<p>\$0</p>	<p>\$47,506</p>	<p>30</p>		
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<p>FY19</p>	<p>\$23,522</p>	<p>\$0</p>	<p>\$23,522</p>	<p>31</p>		
<p>FY20</p>	<p>\$6,885</p>	<p>\$9,270</p>	<p>\$16,155</p>	<p>4</p>		
<p>Total WC Incurred Cost Actual FY20 vs. FY19</p>						
<p>Month</p>	<p>FY20 Cost</p>	<p>FY20 Claims</p>	<p>FY19 Cost</p>	<p>FY19 Claims</p>		
<p>September</p>	<p>\$15,287</p>	<p>2</p>	<p>\$2,757</p>	<p>2</p>		
<p>October</p>	<p>\$0</p>	<p>0</p>	<p>\$1,529</p>	<p>3</p>		
<p>November</p>	<p>\$868</p>	<p>2</p>	<p>\$3,729</p>	<p>2</p>		
<p>December</p>	<p>\$0</p>	<p>0</p>	<p>\$0</p>	<p>0</p>		
<p>Total WC by Program FY19</p>						
<p>Program</p>	<p>Cost</p>	<p>Claims</p>				
<p>ChAMHPs</p>	<p>\$0</p>	<p>1</p>				
<p>IDD Community Support</p>	<p>\$868</p>	<p>1</p>				
<p>Alternatives/OP</p>	<p>\$836</p>	<p>1</p>				
<p>Jail Services</p>	<p>\$14,451</p>	<p>1</p>				

Rene Navarro

		<table border="1" data-bbox="411 240 1119 427"> <thead> <tr> <th colspan="3" style="background-color: yellow;">Causes of Injuries FY19</th> </tr> <tr> <th>Injury Type</th> <th>Cost</th> <th>Claims</th> </tr> </thead> <tbody> <tr> <td>Struck by</td> <td>\$868</td> <td>1</td> </tr> <tr> <td>MVA</td> <td>\$836</td> <td>1</td> </tr> <tr> <td>Strain from pulling or pushing</td> <td>\$14,451</td> <td>1</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Jail services claim currently open; employee is scheduled to return to work Monday. Incurred cost of \$14,451 includes reserve. • Compliance is working with fleet and clinic managers to improve communication to correct behavior to help reduce claims due to motor vehicle accidents. • Daily speeding report is monitored by Compliance department. Report monitors several areas such as hard breaking, speed and idle time. • Focusing on behavior modification • Management working to create recognition for safe drivers <p>OSHA Total Incident Rate Calculation National average rate = 3.9 EHN rate for FY20 = 2.31</p> <ul style="list-style-type: none"> • Currently not meeting national average based on the number of claims but favorable in total incident rate of 2.31. 	Causes of Injuries FY19			Injury Type	Cost	Claims	Struck by	\$868	1	MVA	\$836	1	Strain from pulling or pushing	\$14,451	1			
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<p>III.</p>	<p>CCBHC Update</p>	<p>Standard has been increased to 90% from 70%; EHN has submitted all correspondents. EHN is in constant communication with state. 2 policies on Board agenda for approval for CCBHC certification. Committee recommendation: Label policies requiring Board approval on agenda with corresponding certification/accreditation.</p>	<p>Committee recommendation: Label policies requiring Board approval on agenda with corresponding certification/ accreditation.</p>	<p>Ashley Sandoval</p>																

HR Committee Meeting

Date: 1/9/2020

IV.	Open Enrollment Update	Open enrollment complete. There was an increase in enrollment in medical and dental plan which leads to a healthier plan.		Rene Hurtado Peter Fargo	
V.	Vision Plan Update	EHN added true vision plan which covers eye exams with \$10 copay, \$150 for frames and unlimited lenses. Pending items requested by committee: What is EHN's contribution to vision plan? What is employee rate?	Pending items requested by committee: What is EHN's contribution to vision plan? What is employee rate?		
VI.	CW Pay Increase	Approximately 200 caseworkers received pay increase in December; 40 will receive increase in March. Committee recommendation: Keep CW/Therapist pay increase in mind during budget planning. Update compensation study after year three.	Committee recommendation: Keep CW/Therapist pay increase in mind during budget planning. Update compensation study after year three.	Peter Fargo	
VII.	FY20 Strategic Plan Update	Overview of FY20 strategic plan was presented highlighting internal self-care campaign, MAG study policies, total compensation package, CEO for a day, and community collaboration. HR is on track to complete quarter 1 and 2 goals.		Rene Hurtado	
VIII.	Adjournment	4:05 PM			

Name - Chair