



**HUMAN RESOURCES COMMITTEE MEETING
MINUTES
November 14, 2019**

Meeting Title: Human Resources Committee Meeting		Meeting Facilitator: Joyce Wilson
Date: 11/14/2019	Time: 3:30 PM	Location: One San Jacinto Plaza 201 E Main Suite 600 – Board Room
Note Taker: Toni Beltran		
Present: Joyce Wilson, Tommy Goldfarb, David Driscoll, Kristi Daugherty, Michael Wyatt, Rene Navarro, Rene Hurtado, Peter Fargo, Ashley Sandoval		
Not Present: Rep. Aleksandra Anello		

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION																				
	Approval of Minutes	Committee minutes for September 12, 2019 were reviewed and approved.		Toni Beltran																					
I.	Vacancy Report / Time to Fill	<p>Recruitment</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: yellow;"> <th colspan="2" style="text-align: left;">Vacancy Report FY20</th> </tr> </thead> <tbody> <tr> <td style="width: 80%;">Originally Budgeted</td> <td style="text-align: center;">690</td> </tr> <tr> <td>Deleted</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Positions Added</td> <td style="text-align: center;">13</td> </tr> <tr> <td>Total Positions</td> <td style="text-align: center;">701</td> </tr> <tr> <td>Total Vacant Positions</td> <td style="text-align: center;">74</td> </tr> <tr> <td>Promotion / Transfer</td> <td style="text-align: center;">13</td> </tr> <tr> <td>Total Filled</td> <td style="text-align: center;">627</td> </tr> <tr> <td>Total Turnover</td> <td style="text-align: center;">23</td> </tr> <tr> <td>Turnover %</td> <td style="text-align: center;">3.67%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Beginning of the new FY No outliers to report at this time Currently recruiting 24 full-time and 3 part-time employees 	Vacancy Report FY20		Originally Budgeted	690	Deleted	2	Positions Added	13	Total Positions	701	Total Vacant Positions	74	Promotion / Transfer	13	Total Filled	627	Total Turnover	23	Turnover %	3.67%		Peter Fargo	
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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%

FY20 Separations		
Reason	SEPT	OCT
Without Notice or Reason	1	2
Policy Violation	1	
Enlisted in Armed Forces	1	
Problem with Supervisor	1	1
Lack of Career Advancement Opportunity		1
Another Job	1	10
Work Environment		1
LOA Did not return		1
Relocation		1
Retired	1	

- HR tracking where employees are seeking other employment which will help evaluate the market
- HR Director attended training to reduce turn-over by 40%; on 12/6 training will be provided to deputy chiefs and executive staff to focus on turnover

Time to Fill FY20	
Average time to hire (call made to make offer)	27 Days
Average time to fill (start date with EHN)	41 Days

		<ul style="list-style-type: none"> If start date is longer than 30 days position to be cancelled until recruitment is ready to start to keep from impacting time to fill 																																																																																											
<p>II.</p>	<p>Loss Analysis Report</p>	<table border="1" data-bbox="411 326 1171 586"> <thead> <tr> <th colspan="3">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>\$182,358</td> <td>29</td> </tr> <tr> <td>FY17</td> <td>\$47,506</td> <td>30</td> </tr> <tr> <td>FY18</td> <td>\$36,189</td> <td>27</td> </tr> <tr> <td>FY19</td> <td>\$23,334</td> <td>31</td> </tr> <tr> <td>FY20</td> <td>\$1,300</td> <td>2</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Goal for FY20-15% Goal reduction from FY19 \$19,008/26 claims Overall total WC cost \$290,687 with 119 claims as of FY16 <table border="1" data-bbox="411 699 1171 959"> <thead> <tr> <th colspan="5">Total WC Incurred Cost</th> </tr> <tr> <th>Fiscal Year</th> <th>Paid</th> <th>Reserved</th> <th>Incurred Cost</th> <th>Claims</th> </tr> </thead> <tbody> <tr> <td>FY16</td> <td>\$182,358</td> <td>\$0</td> <td>\$182,358</td> <td>29</td> </tr> <tr> <td>FY17</td> <td>\$47,506</td> <td>\$0</td> <td>\$47,506</td> <td>30</td> </tr> <tr> <td>FY18</td> <td>\$36,189</td> <td>\$0</td> <td>\$36,189</td> <td>27</td> </tr> <tr> <td>FY19</td> <td>\$23,334</td> <td>\$0</td> <td>\$23,334</td> <td>31</td> </tr> <tr> <td>FY20</td> <td>\$720</td> <td>\$580</td> <td>\$1,300</td> <td>2</td> </tr> </tbody> </table> <table border="1" data-bbox="411 1000 1249 1154"> <thead> <tr> <th colspan="5">Total WC Incurred Cost Actual FY20 vs. FY19</th> </tr> <tr> <th>Month</th> <th>FY20 Cost</th> <th>FY20 Claims</th> <th>FY19 Cost</th> <th>FY19 Claims</th> </tr> </thead> <tbody> <tr> <td>September</td> <td>\$1,300</td> <td>1</td> <td>\$2,757</td> <td>2</td> </tr> <tr> <td>October</td> <td>\$0</td> <td>1</td> <td>\$1,529</td> <td>3</td> </tr> </tbody> </table> <table border="1" data-bbox="411 1195 1094 1341"> <thead> <tr> <th colspan="3">Total WC by Program FY19</th> </tr> <tr> <th>Program</th> <th>Cost</th> <th>Claims</th> </tr> </thead> <tbody> <tr> <td>Jail Services</td> <td>\$0</td> <td>1</td> </tr> <tr> <td>Alternatives Outpatient</td> <td>\$1,300</td> <td>1</td> </tr> </tbody> </table>	Total WC Incurred Cost vs. Total Number of Claims			Fiscal Year	Total Cost	Total Claims	FY16	\$182,358	29	FY17	\$47,506	30	FY18	\$36,189	27	FY19	\$23,334	31	FY20	\$1,300	2	Total WC Incurred Cost					Fiscal Year	Paid	Reserved	Incurred Cost	Claims	FY16	\$182,358	\$0	\$182,358	29	FY17	\$47,506	\$0	\$47,506	30	FY18	\$36,189	\$0	\$36,189	27	FY19	\$23,334	\$0	\$23,334	31	FY20	\$720	\$580	\$1,300	2	Total WC Incurred Cost Actual FY20 vs. FY19					Month	FY20 Cost	FY20 Claims	FY19 Cost	FY19 Claims	September	\$1,300	1	\$2,757	2	October	\$0	1	\$1,529	3	Total WC by Program FY19			Program	Cost	Claims	Jail Services	\$0	1	Alternatives Outpatient	\$1,300	1		<p>Rene Navarro</p>	
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III.	CCBHC Update	EHN should be certified within the next 3 weeks; EHN will continue to follow up. Texas Council concerned with other centers in Texas that have not started the process to become CCBHC certified. Possible mergers with other centers in Texas to help maintain services in those areas. EHN did not receive additional funding.		Kristi Daugherty													
IV.	Crisis Response Update	<ul style="list-style-type: none"> EHN has served 219 individuals since the opening of Recovery Center United Way working on VOCA grant to start up Resiliency Center Informational campaign underway for El Paso Strong/Poder which was developed by the community behavioral health workgroup. Campaign will include testimonials and messaging focusing on strength in healing, strength in outreach and strength in seeking help. Campaign will be in English and Spanish and year-long. Digital format allows for more outreach. Full presentation will be provided at January Board meeting. EHN not on site at reopening 	Provide El Paso Strong/Poder campaign at January Board meeting	Kristi Daugherty													
V.	CEO Forum	November 8, 2019 Forum focused Hope and Healing highlighting August 3 rd crisis response, EHN's role in response, CCBHC, CW pay increases and EHN's purpose. Employee involvement to determine EHN's purpose which is Inspire Change. Disney Institute will present at next employee forum. EHN has launched some initiatives such as internal promotions. Over 500 staff attended		Rene Hurtado													

VI.	Open Enrollment	Open enrollment completed electronically via EHN HRIS system and will begin next week for 2 weeks. EHN adding vision plan to benefits. Employee benefits booklets are being finalized and wizard is currently being tested.		Rene Hurtado Peter Fargo	
VII.	Review and Discuss EHN Policy related to CEO Evaluation Process	Discussed in closed session			
VIII.	FY18-19 Strategic Plan Update	No roll-over initiatives			
IX.	FY20 Strategic Plan Update	Overview of FY20 strategic plan was presented highlighting Relias interactive training system, job families and HIPAA training/poster campaign.		Kristi Daugherty	
X.	Adjournment	4:47 PM			

Name - Chair