



**HUMAN RESOURCES COMMITTEE MEETING  
MINUTES**

<b>Meeting Title:</b> Human Resources Committee Meeting		<b>Meeting Facilitator:</b> Commissioner David Stout
<b>Date:</b> 3/19/2020	<b>Time:</b> 3:30 PM	<b>Location:</b> Teleconference
<b>Note Taker:</b> Toni Beltran		
<b>Present:</b> Commissioner David Stout, Joyce Wilson, Rep. Aleksandra Annello, Michael Wyatt, Rene Navarro, Peter Fargo, Ashley Sandoval, Tewiana Norris, Chrystal Davis		
<b>Not Present:</b> Tommy Goldfarb, Kristi Daugherty		

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION																						
	<b>Approval of Minutes</b>	Committee minutes for January 9, 2020 were reviewed and approved to send to Board.		Toni Beltran																							
I.	<b>Vacancy Report / Time to Fill</b>	<p><b>Recruitment</b></p> <table border="1"> <thead> <tr> <th colspan="2"><b>Vacancy Report FY20</b></th> </tr> </thead> <tbody> <tr> <td>Originally Budgeted</td> <td>672</td> </tr> <tr> <td>Deleted</td> <td>14</td> </tr> <tr> <td>Positions Added</td> <td>30</td> </tr> <tr> <td>Total Positions</td> <td>688</td> </tr> <tr> <td>Total Vacant Positions</td> <td>64</td> </tr> <tr> <td>Promotion</td> <td>9</td> </tr> <tr> <td>Transfer</td> <td>9</td> </tr> <tr> <td>Total Filled</td> <td>624</td> </tr> <tr> <td>Total Turnover</td> <td>36</td> </tr> <tr> <td>Turnover %</td> <td>5.77%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• 15% decrease in CW turnover compared to last year</li> <li>• CW pay increase of 5% March 1</li> </ul> <p>Committee recommendation: Schedule meeting with Commissioner Stout to review Vacancy and Time to Fill report in detail.</p>	<b>Vacancy Report FY20</b>		Originally Budgeted	672	Deleted	14	Positions Added	30	Total Positions	688	Total Vacant Positions	64	Promotion	9	Transfer	9	Total Filled	624	Total Turnover	36	Turnover %	5.77%	Committee recommendation: Schedule meeting with Commissioner Stout to review Vacancy and Time to Fill report in detail.	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%
NOV	602	10	3	1	608	4.44%
DEC	608	12	5	1	614	5.37%
JAN	614	12	10	3	613	7.50%
FEB	613	14	5	0	622	8.20%

FY20 Separations		
Reason	JAN	FEB
Another Job	7	2
Policy Violation	3	
Personal Problem	1	
Relocation	1	
Retirement	1	1
Return to School		2

- Smaller departments result in higher turnover percentage
- Organizationally turnover is 8.34 %
- HR tracking where employees are seeking other employment
- Terminations have decreased/turnover is low

Time to Fill FY20	
Average time to hire (call made to make offer)	27 Days
Average time to fill (start date with EHN)	43 Days

- Time to fill report allows to identify problem areas

		<ul style="list-style-type: none"> <li>Highlighted blue indicates January and February reporting period</li> <li>HR taking measures to improve time to fill. If supervisor is unsure requisition is cancelled.</li> <li>Time to fill has decreased as of last year</li> </ul>																																																																																																			
II.	Loss Analysis Report	<table border="1" data-bbox="411 410 1171 669"> <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>\$239,089</td> <td>29</td> </tr> <tr> <td>FY17</td> <td>\$47,506</td> <td>30</td> </tr> <tr> <td>FY18</td> <td>\$36,208</td> <td>27</td> </tr> <tr> <td>FY19</td> <td>\$23,523</td> <td>31</td> </tr> <tr> <td>FY20</td> <td>\$32,458</td> <td>7</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Goal for FY20-15% Goal reduction from FY19 \$19,008/26 claims</li> <li>Compliance division oversees safety</li> </ul> <table border="1" data-bbox="411 781 1171 1044"> <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>\$184,102</td> <td>\$54,987</td> <td>\$239,089</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>\$36,208</td> <td>\$0</td> <td>\$36,208</td> <td>27</td> </tr> <tr> <td>FY19</td> <td>\$23,523</td> <td>\$0</td> <td>\$23,523</td> <td>31</td> </tr> <tr> <td>FY20</td> <td>\$12,455</td> <td>\$20,004</td> <td>\$32,459</td> <td>7</td> </tr> </tbody> </table> <table border="1" data-bbox="411 1081 1249 1393"> <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>\$15,028</td> <td>2</td> <td>\$2,757</td> <td>2</td> </tr> <tr> <td>October</td> <td>\$0</td> <td>0</td> <td>\$1,529</td> <td>3</td> </tr> <tr> <td>November</td> <td>\$1,414</td> <td>2</td> <td>\$3,729</td> <td>2</td> </tr> <tr> <td>December</td> <td>\$15,835</td> <td>1</td> <td>\$0</td> <td>0</td> </tr> <tr> <td>January</td> <td>\$182</td> <td>1</td> <td>\$2,507</td> <td>1</td> </tr> <tr> <td>February</td> <td>\$0</td> <td>0</td> <td>\$4</td> <td>1</td> </tr> </tbody> </table> <p data-bbox="411 1393 1094 1430"><b>Total WC by Program FY19</b></p>	Total WC Incurred Cost vs. Total Number of Claims			Fiscal Year	Total Cost	Total Claims	FY16	\$239,089	29	FY17	\$47,506	30	FY18	\$36,208	27	FY19	\$23,523	31	FY20	\$32,458	7	Total WC Incurred Cost					Fiscal Year	Paid	Reserved	Incurred Cost	Claims	FY16	\$184,102	\$54,987	\$239,089	29	FY17	\$47,506	\$0	\$47,506	30	FY18	\$36,208	\$0	\$36,208	27	FY19	\$23,523	\$0	\$23,523	31	FY20	\$12,455	\$20,004	\$32,459	7	Total WC Incurred Cost Actual FY20 vs. FY19					Month	FY20 Cost	FY20 Claims	FY19 Cost	FY19 Claims	September	\$15,028	2	\$2,757	2	October	\$0	0	\$1,529	3	November	\$1,414	2	\$3,729	2	December	\$15,835	1	\$0	0	January	\$182	1	\$2,507	1	February	\$0	0	\$4	1		Rene Navarro	
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<p>III.</p>	<p><b>CCBHC Update</b></p>	<p>EHN is scheduled for 2 state calls to interview frontline staff, supervisors and executive team to identify how CCBHC has been communicated to the organization. This will conclude final process of certification as EHN passed the quality, policy and procedure process with 90%. EHN hoping to be certified by April.</p>			<p>Ashley Sandoval</p>																																								

<p><b>IV.</b></p>	<p><b>HR Procedures/ MAG Update</b></p>	<p>Management Advisory Group provided EHN documents to review. HR and legal counsel have reviewed and decided to use the following policies and procedures.</p> <ul style="list-style-type: none"> <li>• Mileage-Monthly stipend based on position metrics</li> <li>• Tuition Reimbursement- \$1500 per employee per fiscal year after review of degree plan and grade submission-no change recommended</li> <li>• Certification Special Pay-Employee would be eligible for pay increase based on specialized certification.</li> <li>• Paid Time Off- Transition to PTO in FY22 using FY21 as planning and staff education.</li> <li>• Merit/COLA-Transition to pay for performance</li> <li>• Shift Differential-Implement shift differential with standardized rates based on % of hourly rate</li> <li>• Position Reclassification- Policy defines % limit increases during specific time in FY.</li> </ul> <p>Committee Recommendations:</p> <ul style="list-style-type: none"> <li>• Stout-lowest wage \$12.75/HR to help with cost of living</li> <li>• Joyce-Review budget for next FY to see what numbers will look like including compressions if lowest wage is adjusted to \$12.75/HR</li> <li>• Joyce-Proceed with caution regarding pay for performance; system need to be fair and cannot be complicated</li> <li>• Stout will take the lead on presenting compensation study to budget regarding lowest wage.</li> <li>• Joyce-Finance committee to take a bigger role in reviewing preliminary budget</li> </ul> <p>Compensation study will be updated in FY21 Current lowest wage is \$10.77/HR with fringe \$12.75 HR is reviewing market data provided by MAG on 3 specific positions. HR is reaching out to other centers to request policies regarding pay for performance.</p>	<p>Committee Recommendations:</p> <ul style="list-style-type: none"> <li>• Stout-lowest wage \$12.75/HR to help with cost of living</li> <li>• Joyce-Review budget for next FY to see what numbers will look like including compressions if lowest wage is adjusted to \$12.75/HR</li> <li>• Joyce-Proceed with caution regarding pay for performance; system need to be fair and cannot be complicated</li> <li>• Stout will take the lead on presenting compensation study to budget regarding lowest wage.</li> <li>• Joyce-Finance committee to take a bigger role in reviewing preliminary budget</li> </ul> <p>COVID-19</p>	<p>Peter Fargo</p>	
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HR Committee Meeting

Date: 3/19/2020

		COVID-19 Joyce requested email for Board regarding EHN's efforts regarding COVID-19.	Joyce requested email for Board regarding EHN's efforts regarding COVID-19.		
<b>V.</b>	<b>FY20 Strategic Plan Update</b>	Overview of FY20 strategic plan was presented at February Board meeting. -Item tabled until next HR committee meeting			
<b>VI.</b>	<b>Adjournment</b>	4:27 PM			