



**HUMAN RESOURCES COMMITTEE
MINUTES**

Meeting Title: Human Resources Committee		Meeting Facilitator: Commissioner David Stout	
Date: June 18, 2020	Time: 4:00 PM	Location: Microsoft Teams	
Note Taker: Toni Beltran			
Present: Commissioner David Stout, Joyce Wilson, Rep. Aleksandra Anello, Tommy Goldfarb, Anthony Martinez, Kristen Daugherty, Rene Hurtado, Rene Navarro, Peter Fargo, Ashley Sandoval, Chrystal Davis, Carlos Ortiz, Jessika Franco, Stephen Ellsesser			
Not Present:			

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION																								
	Approval of Minutes	Committee minutes for May 21, 2020 were reviewed and approved to send to Board.		Toni Beltran																									
I.	MAG Recommendations and Policies	<p>Committee reviewed the following MAG recommendations:</p> <table border="1"> <thead> <tr> <th>Policy</th> <th>Full Year Budget Impact</th> <th>Full Year Compression</th> </tr> </thead> <tbody> <tr> <td>Mileage</td> <td>(\$17,314.25)</td> <td></td> </tr> <tr> <td>Shift Differentials</td> <td>\$58,808.98</td> <td></td> </tr> <tr> <td>Classification</td> <td>\$220,922.61</td> <td>\$110,527.64</td> </tr> <tr> <td>Payscale Adjustment</td> <td>\$339,147.01</td> <td>\$451,800.85</td> </tr> <tr> <td>Tuition Reimbursement</td> <td></td> <td></td> </tr> <tr> <td>Certification Special Pay</td> <td></td> <td></td> </tr> <tr> <td>Paid Time off</td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> CEO proposed modified implementation of MAG recommendations based on current operations and FY21 budget; quarter 1 of FY21 will be conservative. Dayhab may 	Policy	Full Year Budget Impact	Full Year Compression	Mileage	(\$17,314.25)		Shift Differentials	\$58,808.98		Classification	\$220,922.61	\$110,527.64	Payscale Adjustment	\$339,147.01	\$451,800.85	Tuition Reimbursement			Certification Special Pay			Paid Time off			<p>Committee Recommendations:</p> <ul style="list-style-type: none"> Living wage \$12.30/HR- determine how many employees are currently at lowest wage and analyze budget impact to include benefit package Complete Classification adjustment in phases in FY21 to stay competitive in the 	<p>Carlos Ortiz Kristi Daugherty</p>	
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		<p>not reopen. Not a fiscally sound decision to implement all polices at this time.</p> <ul style="list-style-type: none"> • Payscale Adjustment-All employees including those on reclassification would receive 2.9% pay adjustment • MAG Study-Classification adjustment for certain positions would receive 5% increase-All selected clinical positions • Ifayscale adjustment went into effect minimum salary would be about \$11/HR • EHN recommendation to carve out the following positions in the classification adjustment to help with retention and recruitment: LPCI, Therapist, Lead Therapist, Psychiatric Nurse Practitioner, Lead Social Support Supervisor (new position) and Lead Clinic Manager (new position)-all licensed positions-start date January 1-Budget impact \$166,000 with compression • PTO implemented in phases-no financial impact in FY21 and will continue to be studied • Mileage-cost savings • Shift Differential -would impact EOU, Jail and 24HR facilities-item will be added to budget • EHN can revisit compensation increases midyear based on operating year and evaluated on quarterly basis • EHN budget is based on census expectations, rates and funding cuts • Preliminary bottom line will be available next week and EHN can revisit classification to add more positions and revisit the compression • EHN will maximize the most positions as possible <p>Committee Recommendations:</p> <ul style="list-style-type: none"> • Living wage \$12.30/HR-determine how many employees are currently at lowest wage and analyze budget impact to include benefit package 	<p>market to include compression-Start date January 1 for the selected positions</p> <ul style="list-style-type: none"> • Add reclassification to EHN strategic plan/address certain groups each year <p>Provide financial plan and final recommendations on the following:</p> <ul style="list-style-type: none"> • 5% for most important positions-January • other positions may be implemented in June to keep range competitive at 2.5% • Include all reclassification positions in financial report to at least acknowledge they need to be reclassified • Determine whether or not EHN will provide COLA/Merits • Adjust compression over time 		
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<p>II.</p>	<p>HR Procedures Manual</p>	<p>Committee recommended edits/clarification on the following:</p> <p>Pg 6 These rules may be changed or amended by action of the CEO.</p> <ul style="list-style-type: none"> • Legal will review <p>Pg 13 The CEO and the General Counsel report directly to and are supervised by the Board of Trustees. The Board of Trustees is responsible for making all decisions pertaining to the hiring, supervision, performance appraisal and termination of these positions.</p> <ul style="list-style-type: none"> • CEO and Board Chair participated in selection of EHN legal counsel. • Get clarification from County Attorney on whether or not it should be the full Board. • Legal will review and clarify reporting structure 	<p>Redline edits will be provided to HR committee at next meeting</p>	<p>Peter Fargo</p>	

		<ul style="list-style-type: none">• Who will conduct performance evaluation of legal counsel? <p>Pg 13 The Director of Human Resources shall establish procedures necessary for the administration of these Policies.</p> <ul style="list-style-type: none">• Policies require Board approval• Procedure changes do not require Board approval.• Need clarification <p>Pg 27 Pay for Performance Increases</p> <ul style="list-style-type: none">• Standard is not defined• Board approves along with budget/HR and CEO to inform Board• Make sure tool is fair and understandable <p>Pg 50 PTO/Leave</p> <ul style="list-style-type: none">• MAG recommendation- will take time to plan• This would allow CEO to initiate PTO <p>Pg 51 New Employee Orientation Training requirements are detailed on each job description</p> <p>Pg 51 Mileage Reimbursement is vague Certain staff are required to use a fleet vehicle Others will receive a stipend to use personal vehicle</p> <p>Pg 58 Performance Appraisal</p>			
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		<ul style="list-style-type: none"> • Place affirmative duties on supervisors to conduct appraisals once every fiscal year • Hold accountability • Language will be modified <p>Pg 59 Employees who are experiencing a work-related conflict or have a complaint are encouraged to resolve it through discussions with their supervisor whenever possible. All requests for conflict resolution, complaints and appeals shall be fully investigated and addressed as quickly as possible.</p> <ul style="list-style-type: none"> • Clarify by whom -place affirmative duty on supervisors to report to HR • Legal will follow up <p>Pg 60 The supervisor will consult with a Human Resources representative and other relevant individuals, if necessary.</p> <ul style="list-style-type: none"> • Supervisor would determine if it is necessary to contact HR. • HR does not need to be involved in everything even if in a written formal complaint • Complaint is conveyed to HR at time of closure or escalation • No change needed <p>Pg 62 Written Verbal Notice</p> <ul style="list-style-type: none"> • Notation employee was given verbal warning • No change needed <p>Redline edits will be provided to HR committee at next meeting.</p>			
III.	Adjournment	5:06 PM			