

HUMAN RESOURCES COMMITTEE MEETING

**MINUTES**

**July 11, 2019**

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| **Meeting Title**: Human Resources Committee Meeting  | **Meeting Facilitator**: Joyce Wilson |
| **Date**: 7/11/2019 | **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, Rep. Alexsandra Annello, Michael Wyatt, Rene Navarro, Rene Hurtado, Peter Fargo, Ashley Sandoval**Not Present**: Kristi Daugherty, David Driscoll |

| **ITEM** | **TOPIC** | **DESCRIPTION/CONCLUSION** | **REQUIRED ACTIONS** | **ASSIGNMENT OF RESPONSIBILITY** | **DATE FOR COMPLETION** |
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|  | **Approval of Minutes** | Committee minutes for June 10, 2019 were reviewed and approved.  |  | Toni Beltran  |  |
|  | **Vacancy Report / Time to Fill**  | **Recruitment**

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| **Vacancy Report**  |
| Originally Budgeted  | 656 |
| Deleted  | 34 |
| Positions Added | 76 |
| Total Positions | 698 |
| Total Vacant Positions  | 100 |
| Promotion / Transfer | 52 |
| Total Filled | 598 |
| Total Turnover | 151 |
| Turnover % | 25.25% |

* CW turnover trend continues due to pay
* Some CWs returned to the center within 4 weeks
* HR needs to educate staff before separation
* Budget recommendation for CW salary has been submitted for review. First phase would begin in December CW 10% increase $300,000 and phase two for compression $50,000.
* Job families have been added to year 3 strategic plan
* EHN offering part-time positions for peer specialists-fully staffed
* Currently rehires are losing seniority-Committee recommendation to allow rehires to keep previous status. If employee leaves for a second time they would not be eligible for rehire.
* HR working with legal and Associate CEO to develop compensation policy which would include reinstatement policy.

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| **FY19 Turnover** |
| Month | Total Employees Start  | New Hires | Voluntary Separation | Termination Involuntary  | Total Employees End | Turnover |
| Sept | 611 | 13 | 9 | 3 | 612 | 1.96% |
| Oct | 610 | 7 | 8 | 2 | 607 | 3.62% |
| Nov | 613 | 12 | 9 | 0 | 616 | 5.03% |
| Dec | 610 | 9 | 8 | 0 | 611 | 6.38% |
| Jan | 613 | 20 | 13 | 2 | 618 | 8.74% |
| Feb | 618 | 6 | 12 | 3 | 609 | 11.33% |
| Mar | 609 | 12 | 25 | 3 | 593 | 16.36% |
| Apr | 593 | 21 | 17 | 0 | 597 | 19.10% |
| May | 597 | 12 | 19 | 0 | 590 | 22.54% |
| June | 591 | 23 | 18 | 0 | 596 | 25.34% |

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| **Separations** |
| Reason | May | June  |
| Didn’t like work environment | 2 |  |
| Another Job | 14 | 8 |
| Personal Problem | 1 | 5 |
| Without Notice or Reason  | 1 |  |
| Return to School  | 1 | 4 |
| Illness |  | 1 |

* HR will begin asking where staff is going to help identify competitors and compare benefit package

**Time to Fill -50.47 Days** * Low volume of applicants increased time to fill
* Other positions purposely delayed for different reasons
* Constant interviews are being held for Therapists to meet the need of growing census. Recent influx of out of town therapist interviews-unable to start for few months, candidates on hold
* HR moving toward having an eligible list for hiring supervisors
* Committee recommendation to move to open recruitment
 | Committee recommendation to allow rehires to keep previous status. If employee leaves for a second time they would not be eligible for rehire. Committee recommendation to move to open recruitment to decrease time to fill | Peter Fargo  |  |
|  | **Loss Analysis Report**  |

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| **Total WC Incurred Cost vs. Total Number of Claims** |
| **Fiscal Year** | **Total Cost** | **Total Claims** |
| FY16 | $182,033 | 29 |
| FY17 | $47,417 | 30 |
| FY18 | $39,053 | 27 |
| FY19 | $24,900 | 23 |

Goal for FY19 is 10% reduction not to exceed $33,697

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| **Loss Ratio** |
| **Fiscal Year** | **Earned Premium** | **Incurred Cost** | **Claims**  |
| FY16 | $273,956 | $182,033 | 29 |
| FY17 | $182,648 | $47,410 | 30 |
| FY18 | $196,330 | $35,626 | 27 |
| FY19 | $174,861 | $24,900 | 23 |

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| **Total WC Incurred Cost** |
| **Fiscal Year** | **Paid** | **Reserved** | **Incurred Cost** | **Claims**  |
| FY16 | $182,033 | $0 | $182,033 | 29 |
| FY17 | $47,506 | $0 | $47,506 | 30 |
| FY18 | $35,624 | $0 | $35,624 | 27 |
| FY19 | $15,600 | $9,300 | $24,900 | 23 |

* EHN received dividend check for $184,724 from Texas Mutual

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| **Total WC Incurred Cost Actual FY19 vs. FY18** |
| **Month** | **FY19 Cost** | **FY19 Claims** | **FY18 Cost** | **FY18 Claims**  |
| September | $2,754 | 2 | $1,821 | 3 |
| October  | $1,529 | 3 | $2,447 | 2 |
| November | $3,729 | 2 | $13,267 | 4 |
| December | $0 | 0 | $1,342 | 2 |
| January | $2,506 | 1 | $0 | 0 |
| February | $0 | 1 | $576 | 1 |
| March | $1,310 | 2 | $2,811 | 3 |
| April | $1,762 | 3 | $2,030 | 3 |
| May | $2,009 | 6 | $893 | 2 |
| June | $9,300 | 3 | $2,636 | 2 |

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| **Total WC by Program FY18** |
| **Program** | **Cost** | **Claims** |
| NEOP | $0 | 1 |
| CLS Yes Waiver | $350 | 1 |
| DMC | $579 | 1 |
| Casa Norton | $599 | 1 |
| WS Clinic | $649 | 2 |
| Alternatives PHP | $676 | 1 |
| COP | $858 | 2 |
| ACT | $1,011 | 2 |
| TCOOMMI | $1,076 | 2 |
| OSAR | $2,506 | 1 |
| Sunnyside | $3,229 | 1 |
| IDD | $3,262 | 3 |
| CIT Program  | $10,103 | 5 |

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| **Causes of Injuries FY18** |
| **Injury Type** | **Cost** | **Claims** |
| Insect Bite | $354 | 1 |
| Striking Against Stat Object | $501 | 1 |
| Struck by Consumer  | $507 | 1 |
| Caught In-between  | $579 | 1 |
| Struck by Falling Object | $599 | 1 |
| Motor Vehicle Accident | $1,795 | 3 |
| Strain by Lifting | $2,506 | 1 |
| Slip, Trip or Fall | $6,595 | 5 |
| Possible Exposure  | $11,464 | 9 |

* High exposure incident occurred during training of reverse opioid narcotic spray. Item was labeled as tester but contained the medication.
* Second exposure to TB-3 staff tested all came back negative
* Compliance is being proactive with educating and following through with infection control protocol.

**OSHA Total Incident Rate Calculation** National average rate = 3.9EHN rate for FY19 = 5.07 |  | Rene Navarro  |  |
|  | **CCBHC Update** | * All components have been submitted for certification
* Pending site visit from state
 |  | Ashley Sandoval |  |
|  | **Employee Handbook** | * Discussion at Texas Council to standardize language regarding consumer and client. Consumer is primarily used.
* Reinstatement policy does not need to be in handbook
* Handbook was approved to move to Board agenda for approval
 | Move item to Board agenda | Rene Hurtado Peter Fargo |  |
|  | **Discuss FY19 Strategic Plan Reporting** | * First, second and third quarter goals are complete
* NEO specialized tracks and documentation training pending completion for FY19.
* One item is incomplete but will be completed once all documentation has been gathered. Volar website is under construction. Pending linkages from LGTBQ and veteran organizations.
* Committee recommendation to post jobs on Texas Workforce website, attend hiring fairs and to arrange activities at Ft. Bliss to aid in recruitment.
* Committee concern regarding task 2A- compensation and classification study policy adoption. Compensation study policies have been added to FY20 year 3 strategic plan.
 | Committee recommendation to post jobs on Texas Workforce website, attend hiring fairs and to arrange activities at Ft. Bliss to aid in recruitment. | Kristi DaughertyRene Hurtado |  |
|  | **Strategic Plan Year 2 Update** | * Year 2 of FY18 goals were reviewed by committee which include employee engagement meetings, CEO updates and townhall meetings.
* Supervisory 101 will begin July 19, which is a month-long training for new leadership within the agency highlighting HR basics, budget and effective leadership.
 |  | Peter FargoRene Hurtado |  |
|  | **Year 3 Strategic Plan** | * Staff is currently finalizing tasks for year 3 strategic plan for committee approval.
 |  | Rene Hurtado  |  |
|  | **Adjournment** | 4:11 PM |  |  |  |

 Name - Chair