

REGULAR MEETING OF THE
SAN GORGONIO MEMORIAL HOSPITAL
BOARD OF DIRECTORS

HUMAN RESOURCES COMMITTEE
February 25, 2021

The regular meeting of the San Gorgonio Memorial Hospital Board of Directors Human Resources Committee was held on Thursday, February 25, 2021. In an effort to prevent the spread of COVID-19 (coronavirus), and in accordance with the Governor’s Executive Order N-29-20, there was no public location for attending this board meeting in person. Committee members and members of the public participated via WebEx.

Members Present: Susan DiBiasi, Joel Labha, Ron Rader (C), Steve Rutledge

Absent: None

Staff Present: Steve Barron (CEO), Annah Karam (CHRO), Pat Brown (CNO), Ariel Whitley (Executive Assistant), Holly Yonemoto (CFO)

| AGENDA ITEM | DISCUSSION | ACTION / FOLLOW-UP |
|--|---|--|
| Call To Order | Chair Ron Rader called the meeting to order at 9:04 am. | |
| Public Comment | Members of the public who wished to comment on any item on the agenda were encouraged to submit comments by emailing publiccomment@sgmh.org prior to this meeting. No public comment emails were received. | |
| OLD BUSINESS | | |
| Proposed Action - Approve Minutes: November 18, 2020 Regular Meeting | Chair Rader asked for any changes or corrections to the minutes of the November 18, 2020 regular meeting. There were none. | The minutes of the November 18, 2020 regular meeting were reviewed and will stand as presented. |
| NEW BUSINESS | | |
| Reports | | |

| AGENDA ITEM | DISCUSSION | ACTION / FOLLOW-UP |
|---|---|--------------------|
| A. Employment Activity/Turnover Reports | | |
| 1. Employee Activity by Job Class/ Turnover Report (11/12/2020 through 2/15/2021) | Annah Karam, Chief Human Resources Officer, reviewed the report “Employee Activity by Job Class/Turnover Report” for the period of 11/12/2020 through 2/15/2021 as included in the Committee packet. | |
| 2. Separation Reasons Analysis All Associates (11/12/2020 through 2/15/2021) | Annah reviewed the “Separation Reason Analysis for All Associates” for the period of 11/12/2020 through 2/15/2021 as included in the Committee packet. For this time period, there were 24 Voluntary Separations and 3 Involuntary Separations for a total of 27. | |
| 3. Separation Reason Analysis Full and Part Time Associates (11/12/2020 through 2/15/2021) | Annah reviewed the “Separation Reason Analysis for Full and Part Time Associates” for the period of 11/12/2020 through 2/15/2021 as included in the Committee packet. For this time period, there were 14 Voluntary Separations and 2 Involuntary Separations for a total of 16. | |
| 4. Separation Reason Analysis Per Diem Associates (11/12/2020 through 2/15/2021) | Annah reviewed the “Separation Reason Analysis for Per Diem Associates” for the period of 11/12/2020 through 2/15/2021 as included in the Committee packet. For this time period, there were 10 Voluntary Separations and 1 Involuntary Separations for a total of 11. | |
| 5. FTE Vacancy Summary (4/30/2020 through 2/15/2021) | Annah reviewed the “FTE Vacancy Summary” for the period of 4/30/2020 through 2/15/2021 as included in the Committee packet. Annah reported that the Facility Wide vacancy rate as of 2/15/2021 was 17.47%. | |

| AGENDA ITEM | DISCUSSION | ACTION / FOLLOW-UP |
|--|---|--------------------|
| 6. RN Vacancy Summary (4/30/2020 through 2/15/2021) | Annah reviewed the “RN Vacancy Summary” for the period of 4/30/2020 through 2/15/2021 as included in the Committee packet. Annah reported that the Overall All RN Vacancy rate as of 2/15/2021 was 20.75%. | |
| B. Workers Compensation Report | | |
| Workers Compensation Report (1/1/2021 through 1/31/2021) | Annah reviewed the Workers Compensation Reports covering the period of 1/1/2021 through 1/31/2021 as included in the Committee packet. | |
| Education – Newsletters: Top Performance, Top Safety, Personal Best, and Top Health | Annah noted that the Top Performance, Top Safety, Personal Best, and Top Health newsletters for December 2020 were included in the Committee packet. | |
| Future Agenda items | None | |
| Next regular meeting | The next regular Human Resources Committee meeting is scheduled for May 19, 2021. | |
| Adjournment | The meeting was adjourned at 9:32 am. | |

In accordance with The Brown Act, *Section 54957.5*, all reports and handouts discussed during this Open Session meeting are public records and are available for public inspection. These reports and/or handouts are available for review at the Hospital Administration office located at 600 N. Highland Springs Avenue, Banning, CA 92220 during regular business hours, Monday through Friday, 8:00 am - 4:30 pm.

Minutes respectfully submitted by Ariel Whitley, Executive Assistant