



AGENDA

**HUMAN RESOURCES COMMITTEE
A COMMITTEE OF THE BOARD OF DIRECTORS**

**REGULAR MEETING
Wednesday, January 17, 2024
9:30 AM
Modular C
600 N. Highland Springs Avenue, Banning, CA 92220**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at (951) 769-2101. **Notification 48 hours prior to the meeting** will enable the Hospital to make reasonable arrangement to ensure accessibility to this meeting. [28 CFR 35.02-35.104 ADA Title II].

Annah Karam will participate in this meeting remotely at 1142 Clark Street, Riverside, CA 92501

TAB

I. Call to Order

S. Rutledge

II. Public Comment

A five-minute limitation shall apply to each member of the public who wishes to address the Human Resources Committee of the Hospital Board of Directors on any matter under the subject jurisdiction of the Committee. A thirty-minute time limit is placed on this section. No member of the public shall be permitted to “share” his/her five minutes with any other member of the public. (Usually, any items received under this heading are referred to staff for future study, research, completion and/or future Committee Action.) (PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD.)

On behalf of the San Gorgonio Memorial Hospital Board of Directors, we want you to know that the Board/Committee acknowledges the comments or concerns that you direct to this Committee. While the Board/Committee may wish to occasionally respond immediately to questions or comments if appropriate, they often will instruct the CEO, or other Administrative Executive personnel, to do further research and report back to the Board/Committee prior to responding to any issues raised. If you have specific questions, you will receive a response either at the meeting or shortly thereafter. The Board/Committee wants to ensure that it is fully informed before responding, and so if your questions are not addressed during the meeting, this does not indicate a lack of interest on the Board/Committee’s part; a response will be forthcoming.

OLD BUSINESS

III. ***Proposed Action - Approve Minutes**

S. Rutledge

- July 19, 2023, Regular Meeting
- September 26, 2023, Special Meeting

A
B

NEW BUSINESS

IV. A. Employment Activity/Turnover Reports

A. Karam

handout

1. Employee Activity by Job Class/Turnover Report (07/01/2023 – 12/31/2023)
2. Separation Reason Analysis – All Associates (07/01/2023 – 12/31/2023)
3. Separation Reason Analysis – Full and Part Time Associates (07/01/2023 – 12/31/2023)
4. Separation Reason Analysis – Per Diem Associates (07/01/2023 – 12/31/2023)

- 5. FTE Vacancy Summary (07/01/2023 – 12/31/2023)
- 6. RN Vacancy Summary (07/01/2023 – 12/31/2023)

- B. Workers Compensation report (07/01/2023 – 12/31/2023) handout

- V. Education A. Karam handout

- VI. Future Agenda Items S. Rutledge

- VII. Next Meeting: April 17, 2024

- VIII. Adjourn S. Rutledge

*** Requires Action**

In accordance with The Brown Act, Section 54957.5, all public records relating to an agenda item on this agenda are available for public inspection at the time the document is distributed to all, or a majority of all, members of the Committee. Such records shall be available at the Hospital office located at 600 N. Highland Springs Avenue, Banning, CA 92220 during regular business hours, Monday through Friday, 8:00 am - 4:30 pm.

Certification of Posting

I certify that on January 12, 2024, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of San Gorgonio Memorial Hospital Human Resources Committee, and on the San Gorgonio Memorial Hospital website, said time being at least 72 hours in advance of the regular meeting of the Human Resources Committee (*Government Code Section 54954.2*).

Executed at Banning, California, on January 12, 2024



Ariel Whitley, Executive Assistant

TAB A

REGULAR MEETING OF THE
SAN GORGONIO MEMORIAL HOSPITAL
BOARD OF DIRECTORS

HUMAN RESOURCES COMMITTEE
July 19, 2023

The regular meeting of the San Gorgonio Memorial Hospital Board of Directors Human Resources Committee was held on Wednesday, July 19, 2023, in the Administration Boardroom, 600 N. Highland Springs Avenue, Banning, California.

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

Excused Absence: Perry Goldstein, Steve Barron (CEO)

Staff Present: Angela Brady (CNE), Annah Karam (CHRO), Daniel Heckathorne (CFO)
Ariel Whitley (Executive Assistant), John Peleuses (VP, Ancillary and Support Services)

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
Call To Order	Chair Steve Rutledge called the meeting to order at 9:02 am.	
Public Comment	No public was present.	
OLD BUSINESS		
Proposed Action - Approve Minutes: April 19, 2023, Regular Meeting	Chair Rutledge asked for any changes or corrections to the minutes of the April 19, 2023, regular meeting. There were none.	The minutes of the April 19, 2023, regular meeting was reviewed and will stand as presented.
NEW BUSINESS		
Reports		
A. Employment Activity/Turnover Reports		
1. Employee Activity by Job Class/Turnover Report (04/01/2023)	Annah Karam, Chief Human Resources Officer, reviewed the report “Employee Activity by Job Class/Turnover Report” for the period of 04/01/2023 through 06/30/2023 as included in the Committee packet.	

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
through 06/30/2023)		
2. Separation Reasons Analysis All Associates (04/01/2023 through 06/30/2023)	<p>Annah reviewed the “Separation Reason Analysis for All Associates” for the period of 04/01/2023 through 06/30/2023 as included in the Committee packet.</p> <p>For this period, there were 35 Voluntary Separations and 3 Involuntary Separations for a total of 38.</p>	
3. Separation Reason Analysis Full and Part Time Associates (04/01/2023 through 06/30/2023)	<p>Annah reviewed the “Separation Reason Analysis for Full and Part Time Associates” for the period of 04/01/2023 through 06/30/2023 as included in the Committee packet.</p> <p>For this period, there were 23 Voluntary Separations and 2 Involuntary Separations for a total of 25.</p>	
4. Separation Reason Analysis Per Diem Associates (04/01/2023 through 06/30/2023)	<p>Annah reviewed the “Separation Reason Analysis for Per Diem Associates” for the period of 04/01/2023 through 06/30/2023 as included in the Committee packet.</p> <p>For this period, there were 12 Voluntary Separations and 1 Involuntary Separations for a total of 13.</p>	
5. FTE Vacancy Summary (04/01/2023 through 06/30/2023)	<p>Annah reviewed the “FTE Vacancy Summary” for the period of 04/01/2023 through 06/30/2023 as included in the Committee packet.</p> <p>Annah reported that the Facility Wide vacancy rate as of 06/30/2023 was 17.79%.</p>	
6. RN Vacancy Summary (04/01/2023 through 06/30/2023)	<p>Annah reviewed the “RN Vacancy Summary” for the period of 04/01/2023 through 06/30/2023 as included in the Committee packet.</p> <p>Annah reported that the Overall All RN Vacancy rate as of 06/30/2023 was 21.54%.</p>	

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP								
B. Workers Compensation Report										
Workers Compensation Report (06/01/2023 through 06/30/2023)	Annah reviewed the Workers Compensation Reports covering the period of 06/01/2023 through 06/30/2023 as included in the Committee packet.									
35 Proposed Action – Recommend Approval to Hospital Board of Associate Holiday Gift Cards	<p>Annah Karam noted that every year we present associates with holiday gift cards. The value of those gift cards will be as follows:</p> <p>Full time - \$100.00 Part Time - \$75.00 Per Diem - \$15.00</p> <p>The total dollar amount is \$49,450.00.</p> <p>ROLL CALL:</p> <table border="1" data-bbox="407 982 1179 1058"> <tr> <td>DiBiasi</td> <td>Yes</td> <td>Goldstein</td> <td>Absent</td> </tr> <tr> <td>Rader</td> <td>Yes</td> <td>Rutledge</td> <td>Yes</td> </tr> </table> <p>Motion carried.</p>	DiBiasi	Yes	Goldstein	Absent	Rader	Yes	Rutledge	Yes	M.S.C., (DiBiasi/Rader), the SGMH Human Resources Committee voted to recommend approval to the Hospital Board of the Associate Holiday Gift Cards.
DiBiasi	Yes	Goldstein	Absent							
Rader	Yes	Rutledge	Yes							
Education	<p>Annah reviewed each education article as included in the committee packets:</p> <ul style="list-style-type: none"> • Know Your Rights: Workplace Discrimination is Illegal • Pregnant Workers Fairness Act (PWFA) <ul style="list-style-type: none"> ○ Infographic ○ What You Should Know 									
Future Agenda items	None.									
Next regular meeting	The next regular Human Resources Committee meeting is scheduled for October 18, 2023, @ 9 am.									
Adjournment	The meeting was adjourned at 9:40 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

TAB B

SPECIAL MEETING OF THE
SAN GORGONIO MEMORIAL HOSPITAL
BOARD OF DIRECTORS

HUMAN RESOURCES COMMITTEE
September 26, 2023

The Special meeting of the San Gorgonio Memorial Hospital Board of Directors Human Resources Committee was held on Tuesday, September 26, 2023, in Classroom C, 600 N. Highland Springs Avenue, Banning, California.

Members Present: Susan DiBiasi, Perry Goldstein, Ron Rader, Steve Rutledge (C)

Excused Absence:

Staff Present: Steve Barron (CEO) Angela Brady (CNE), Annah Karam (CHRO), Daniel Heckathorne (CFO) Karan P. Singh, MD (CMO), Ariel Whitley (Executive Assistant), John Peleuses (VP, Ancillary and Support Services)

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP								
Call To Order	Susan DiBiasi called the meeting to order at 9:01 am.									
Public Comment	No public was present.									
NEW BUSINESS										
Proposed Action – Recommend Approval to the Finance Committee of the FY 23-24 Salary Program	<p>Various staff including Steve Barron, Dan Heckathorne, and Annah Karam discussed the need for the FY 23-24 Salary Program. Steve mentioned that this was not budgeted for, but it is necessary to potentially occur in October which is our regular schedule.</p> <p>ROLL CALL:</p> <table border="1" style="margin-left: 20px;"> <tr> <td>DiBiasi</td> <td>Yes</td> <td>Goldstein</td> <td>Absent</td> </tr> <tr> <td>Rader</td> <td>Yes</td> <td>Rutledge</td> <td>Yes</td> </tr> </table> <p>Motion carried.</p>	DiBiasi	Yes	Goldstein	Absent	Rader	Yes	Rutledge	Yes	M.S.C., (Rader/Rutledge), the SGMH Human Resources Committee voted to recommend approval to the Finance Committee of the FY 23-24 Salary Program.
DiBiasi	Yes	Goldstein	Absent							
Rader	Yes	Rutledge	Yes							
Adjournment	The meeting was adjourned at 9:28 am.									

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Minutes respectfully submitted by Ariel Whitley, Executive Assistant