



**AGENDA**

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

**REGULAR MEETING  
Wednesday, May 19, 2021 - 9:00 AM**

**IN AN EFFORT TO PREVENT THE SPREAD OF COVID-19 (CORONAVIRUS), AND IN ACCORDANCE WITH THE GOVERNOR’S EXECUTIVE ORDER N-29-20, THERE WILL BE NO PUBLIC LOCATION FOR ATTENDING THIS BOARD/COMMITTEE MEETING IN PERSON. MEMBERS OF THE PUBLIC MAY LISTEN TELEPHONICALLY BY CALLING THE FOLLOWING NUMBER:**

**Meeting Link:** <https://sangorgoniomemorialhospital-ajd.my.webex.com/sangorgoniomemorialhospital-ajd.my/j.php?MTID=m4636b6c027a7a4c0e4fe2a8aed2a8373>

**Call in number:** 1-510-338-9438

**Access Code:** 182 702 1613

**Password:** 1234

**THE TELEPHONES OF ALL MEMBERS OF THE PUBLIC LISTENING IN ON THIS MEETING MUST BE “MUTED”.**

TAB

I. Call to Order

R. Rader

II. Public Comment

Members of the public who wish to comment on any item on the agenda may speak during public comment or submit comments by emailing [publiccomment@sgmh.org](mailto:publiccomment@sgmh.org) on or before 5:00 PM on Tuesday, May 18, 2021 which will become part of the committee meeting record.

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.

- III. **\*Proposed Action - Approve Minutes** R. Rader A
- February 25, 2021 Regular meeting

**NEW BUSINESS**

- IV. Change in Retirement Plan Provider (VOYA 403b Plan) - Overview K. Posvistak
- V. A. Employment Activity/Turnover Reports A. Karam B
1. Employee Activity by Job Class/Turnover Report (2/16/2021 – 5/13/2021)
  2. Separation Reason Analysis – All Associates (2/16/2021 – 5/13/2021)
  3. Separation Reason Analysis – Full and Part Time Associates (2/16/2021 – 5/13/2021)
  4. Separation Reason Analysis – Per Diem Associates (2/16/2021 – 5/13/2021)
  5. FTE Vacancy Summary (2/16/2021 – 5/13/2021)
  6. RN Vacancy Summary (2/16/2021 – 5/13/2021)
- B. Workers Compensation report (4/1/2021 – 4/30/2021) C
- VI. Education: A. Karam D
- Top Performance Newsletter – May 2021
  - Personal Best Newsletter – May 2021

**\*\*\* ITEMS FOR DISCUSSION/APPROVAL IN CLOSED SESSION**

R. Rader

- Telephone conference with legal counsel regarding potential and pending litigation  
*Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (one potential case, two pending cases)*

**VII. ADJOURN TO CLOSED SESSION**

**RECONVENE TO OPEN SESSION**

**\*\*\* REPORT ON ACTIONS TAKEN DURING CLOSED SESSION**

R. Rader

- VIII. Future Agenda Items R. Rader
- IX. Next Meeting: August 18, 2021
- X. Adjourn R. Rader

**\* 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.

SGMH Board of Directors  
Human Resources Committee  
May 19, 2021 Regular Meeting

\*\*\*\*\*

**Certification of Posting**

I certify that on May 14, 2021, 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 May 14, 2021



Ariel Whitley, Executive Assistant

**TAB A**

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

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
<b>A. Employment Activity/Turnover Reports</b>		
<b>1. Employee Activity by Job Class/ Turnover Report (11/12/2020 through 2/15/2021)</b>	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.	
<b>2. Separation Reasons Analysis All Associates (11/12/2020 through 2/15/2021)</b>	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.	
<b>3. Separation Reason Analysis Full and Part Time Associates (11/12/2020 through 2/15/2021)</b>	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.	
<b>4. Separation Reason Analysis Per Diem Associates (11/12/2020 through 2/15/2021)</b>	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.	
<b>5. FTE Vacancy Summary (4/30/2020 through 2/15/2021)</b>	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
<b>6. RN Vacancy Summary (4/30/2020 through 2/15/2021)</b>	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>B. Workers Compensation Report</b>		
<b>Workers Compensation Report (1/1/2021 through 1/31/2021)</b>	Annah reviewed the Workers Compensation Reports covering the period of 1/1/2021 through 1/31/2021 as included in the Committee packet.	
<b>Education – Newsletters: Top Performance, Top Safety, Personal Best, and Top Health</b>	Annah noted that the Top Performance, Top Safety, Personal Best, and Top Health newsletters for December 2020 were included in the Committee packet.	
<b>Future Agenda items</b>	None	
<b>Next regular meeting</b>	The next regular Human Resources Committee meeting is scheduled for May 19, 2021.	
<b>Adjournment</b>	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

**TAB B**



A B C D E F G H I J K

**EMPLOYEE ACTIVITY BY JOB CLASS / TURN OVER REPORT**

02/16/2021 THROUGH 05/13/2021

JOB CLASS/FAMILY	CURRENT NEW HIRES	2020 NEW HIRES	YTD NEW HIRES	CURRENT SEPARATIONS	2020 SEPARATIONS	YTD TERMS	ACTIVE ASSOCIATE COUNT	LOA ASSOCIATE COUNT	CURRENT TURNOVER	ANNUALIZED TURNOVER	
	02/16/2021 THROUGH 05/13/2021		01/01/2021 THROUGH 05/13/2021	02/16/2021 THROUGH 05/13/2021		01/01/2021 THROUGH 05/13/2021	AS OF 05/13/2021	AS OF 05/13/2021	AS OF 05/13/2021		
ADMIN/CLERICAL	1	6	1	4	14	5	75	6	5.33%	6.67%	1
ANCILLARY	8	9	11	5	15	7	61	4	8.20%	11.48%	2
CLS	2	5	2	2	5	2	21	0	9.52%	9.52%	3
DIRECTORS/MGRS	1	1	1	1	5	2	27	0	3.70%	7.41%	4
LVN	2	6	3	4	6	6	25	0	16.00%	24.00%	5
OTHER NURSING	7	23	12	9	35	14	70	5	12.86%	20.00%	6
PT	0	1	0	1	2	1	11	0	9.09%	9.09%	7
RAD TECH	2	6	3	2	5	3	32	3	6.25%	9.38%	8
RN	14	47	21	13	58	23	156	11	8.33%	14.74%	9
RT	3	5	3	0	7	1	23	0	0.00%	4.35%	10
SUPPORT SERVICES	9	41	16	7	38	11	84	3	8.33%	13.10%	11
<b>FACILITY TOTAL</b>	<b>49</b>	<b>150</b>	<b>73</b>	<b>48</b>	<b>190</b>	<b>75</b>	<b>585</b>	<b>32</b>	<b>8.21%</b>	<b>12.82%</b>	12
<i>Full Time</i>	27	82	37	29	84	43	379	25	7.65%	11.35%	13
<i>Part Time</i>	2	3	6	4	22	6	49	3	8.16%	12.24%	14
<i>Per Diem</i>	20	65	30	15	84	26	157	4	9.55%	16.56%	15
<b>TOTAL</b>	<b>49</b>	<b>150</b>	<b>73</b>	<b>48</b>	<b>190</b>	<b>75</b>	<b>585</b>	<b>32</b>	<b>8.21%</b>		16

Current Turnover: J22

Annualized Turnover: K22

Southern California Hospital Association (HASC) Benchmark:

Turnover for all Associates

=

2.80%

Turnover for all RNs

=

3.30%

**SEPARATION ANALYSIS**  
**ALL ASSOCIATES**  
02/16/2021 THROUGH 05/13/2021

REASON	Current Qtr % by Category	Length Of Service						Total Separations
		Less than 90 days	90 days - 1 year	1-2 years	2-5 years	5-10 years	10+ years	
<b>Voluntary Separations</b>								
Full-Time	58.3%	8	6	4	5	3	2	28
Part-Time	4.2%	1		1				2
Per Diem	31.3%	5	4	3	1	2	0	15
<b>Subtotal, Voluntary Separations</b>	<b>93.8%</b>	<b>14</b>	<b>10</b>	<b>8</b>	<b>6</b>	<b>5</b>	<b>2</b>	<b>45</b>
<b>Involuntary Separations</b>								
Full-Time	2.1%			1				1
Part-Time	4.2%					2		2
Per Diem	4.2%							0
<b>Subtotal, Involuntary Separations</b>	<b>6.3%</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>
<b>Total Separations</b>	<b>100.0%</b>	<b>14</b>	<b>10</b>	<b>9</b>	<b>6</b>	<b>7</b>	<b>2</b>	<b>48</b>

**Separation Reason Analysis**  
**FULL AND PART TIME ASSOCIATES**  
**02/16/2021 THROUGH 05/13/2021**

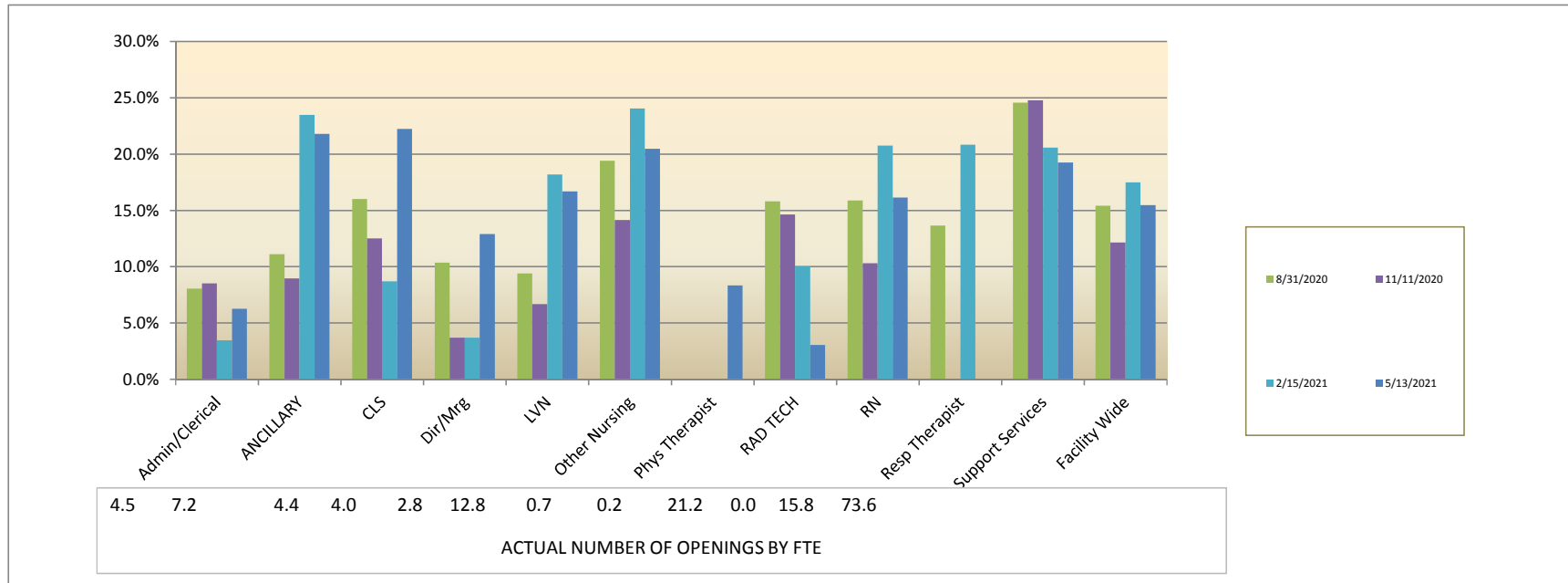
REASON	Current Qtr % by Category	Length Of Service						Total Separations
		Less than 90 days	90 days - 1 year	1-2 years	2-5 years	5-10 years	10+ years	
<b>Voluntary Separations</b>								
Family/Personal Reasons	18.2%	3	1		1		1	6
New Job Opportunity	51.5%	4	4	4	3	2		17
Job Dissatisfaction	0.0%							0
Relocation	0.0%							0
Medical Reasons	0.0%							0
Did not Return from LOA	9.1%			1	1	1		3
Job Abandonment	6.1%	1	1					2
Return to School	0.0%							0
Pay	0.0%							0
Employee Death	0.0%							0
Not Available to Work	6.1%	1					1	2
Unknown	0.0%							0
Retirement	0.0%							0
<b>Subtotal, Voluntary Separations</b>	<b>90.9%</b>	<b>9</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>30</b>
<b>Involuntary Separations</b>								
Attendance/Tardiness	0.0%							0
Didn't meet certification deadline	0.0%							0
Didn't meet scheduling needs	0.0%							0
Conduct	0.0%							0
Poor Performance	9.1%			1		2		3
Temporary Position	0.0%							0
Position Eliminations	0.0%							0
<b>Subtotal, Involuntary Separations</b>	<b>9.1%</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>
<b>Total Separations</b>	<b>100.0%</b>	<b>9</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>33</b>

**Separation Reason Analysis**  
*Per Diem Associates Only*  
02/16/2021 THROUGH 05/13/2021

REASON	Current Qtr % by Category	Length Of Service						Total Separations
		Less than 90 days - 90 days	1 year	1-2 years	2-5 years	5-10 years	10+ years	
<b>Voluntary Separations</b>								
Family/Personal Reasons	6.7%			1				1
New Job Opportunity	33.3%	1	1		1	2		5
Job Dissatisfaction	0.0%							0
Relocation	6.7%	1						1
Medical Reasons	0.0%							0
Did not Return from LOA	6.7%			1				1
Job Abandonment	26.7%	1	2	1				4
Return to School	0.0%							0
Pay	0.0%							0
Employee Death	0.0%							0
Not Available to Work	20.0%	2	1					3
Unknown	0.0%							0
Retirement	0.0%							0
<b>Subtotal, Voluntary Separations</b>	<b>100.0%</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>15</b>
<b>Involuntary Separations</b>								
Attendance/Tardiness	0.0%							0
Didn't meet certification deadline	0.0%							0
Didn't meet scheduling needs	0.0%							0
Conduct	0.0%							0
Poor Performance	0.0%							0
Temporary Position	0.0%							0
Position Eliminations	0.0%							0
<b>Subtotal, Involuntary Separations</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Separations</b>	<b>100.0%</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>15</b>

**FTE Vacancy Summary: 02/16/2021 THROUGH 05/13/2021**

	<u>Admin/Clerical</u>	<u>ANCILLARY</u>	<u>CLS</u>	<u>Dir/Mrg</u>	<u>LVN</u>	<u>Other Nursing</u>	<u>Phys Therapist</u>	<u>RAD TECH</u>	<u>RN</u>	<u>Resp Therapist</u>	<u>Support Services</u>	<u>Facility Wide</u>
8/31/2020	8.05%	11.11%	16.00%	10.34%	9.38%	19.39%	0.00%	15.79%	15.87%	13.64%	24.55%	15.40%
11/11/2020	8.51%	8.96%	12.50%	3.70%	6.67%	14.13%	0.00%	14.63%	10.31%	0.00%	24.77%	12.13%
2/15/2021	3.45%	23.46%	8.70%	3.70%	18.18%	24.04%	0.00%	10.00%	20.75%	20.83%	20.56%	17.47%
5/13/2021	6.25%	21.79%	22.22%	12.90%	16.67%	20.45%	8.33%	3.03%	16.13%	0.00%	19.23%	15.46%



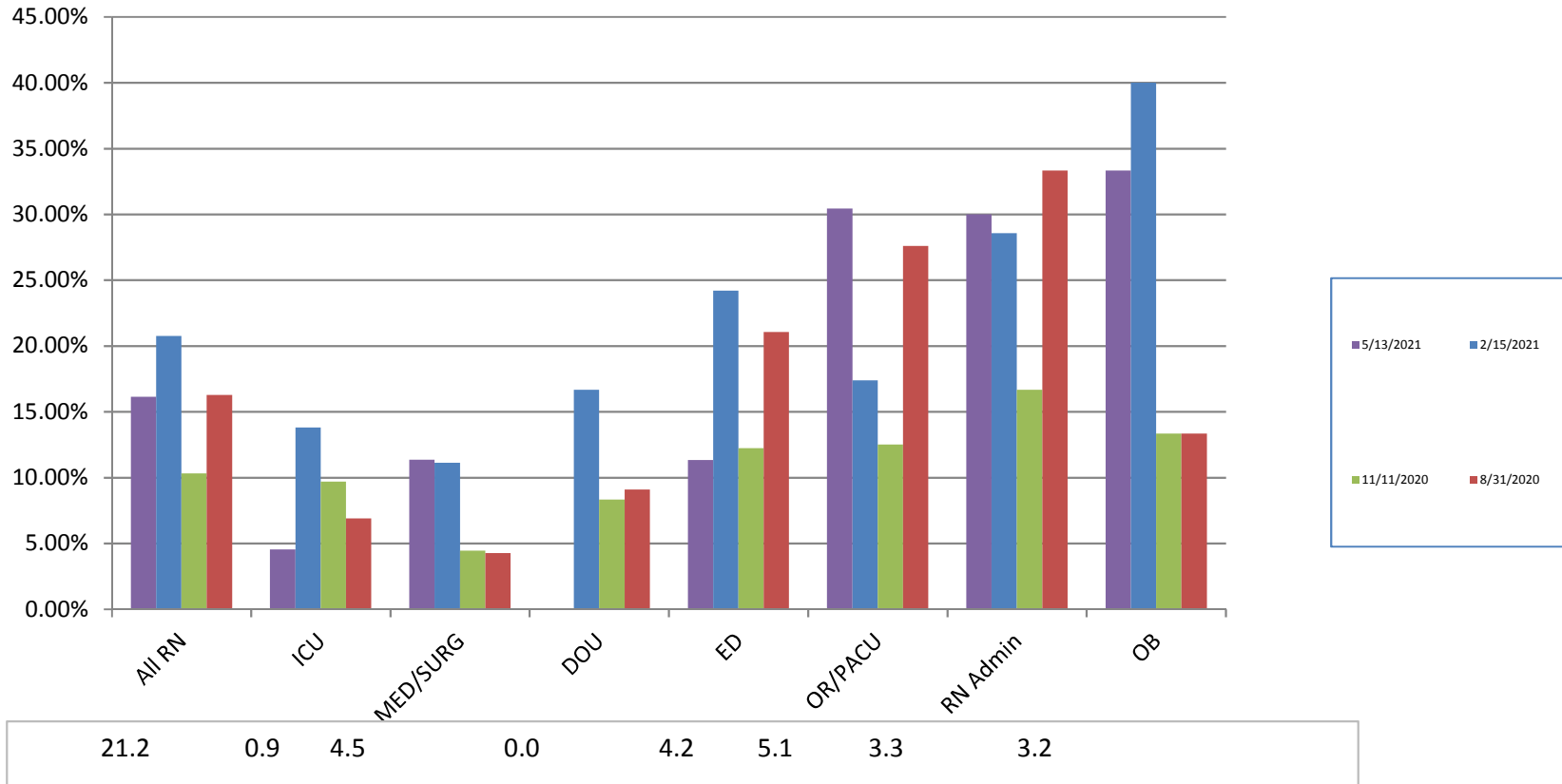
JOB CLASS	OPEN POSITIONS	ACTIVE	VACANCY RATE	FTE
ADMIN	5	75	6.25%	4.5
ANCILLARY	17	61	21.79%	7.2
CLS	6	21	22.22%	4.4
DIRECTOR	4	27	12.90%	4
LVN	5	25	16.67%	2.8
OTHER NURSING	18	70	20.45%	12.8
PT	1	11	8.33%	0.7
RAD TECH	1	32	3.03%	0.2
RN	30	156	16.13%	21.2
RT	0	23	0.00%	0
SUPPORT SERVICE	20	84	19.23%	15.8
Grand Total	107	585	15.46%	73.6

**RN FTE Vacancy Summary: 02/16/2021 THROUGH 05/13/2021**

**VACANCY RATE = Number of openings/(total staff + openings)**

	5/13/2021	2/15/2021	11/11/2020	8/31/2020
All RN	16.13%	20.75%	10.31%	16.27%
ICU	4.55%	13.79%	9.68%	6.90%
MED/SURG	11.36%	11.11%	4.44%	4.26%
DOU	0.00%	16.67%	8.33%	9.09%
ED	11.32%	24.19%	12.24%	21.05%
OR/PACU	30.43%	17.39%	12.50%	27.59%
RN Admin	30.00%	28.57%	16.67%	33.33%
OB	33.33%	40.00%	13.33%	13.33%

	OPEN POSITIONS	TOTAL STAFF
All RN	30	156
ICU	1	21
Med Surg	5	39
DOU	0	9
ER	6	47
OR/PACU	7	16
RN Adm.	6	14
OB	5	10



**TAB C**

**DASHBOARD REPORT**

Fiscal Year Basis: July

**SUMMARY DATA**

FiscalYear	ValuationDate	Values				
		Total Paid	Total Reserves	Total Incurred	Count	Open Count
2015-2016	2021-04-30	802,123	54,719	856,842	40	4
2016-2017	2021-04-30	205,546	-	205,546	27	-
2017-2018	2021-04-30	72,312	7,414	79,726	18	1
2018-2019	2021-04-30	85,804	13,013	98,817	15	1
2019-2020	2021-04-30	65,837	12,084	77,920	15	2
2020-2021	2021-04-30	29,723	26,964	56,686	17	5
<b>Grand Total</b>		<b>1,261,345</b>	<b>114,193</b>	<b>1,375,538</b>	<b>132</b>	<b>13</b>

**TOP TEN CLAIMS**

Claim Number	Claimant	Department	Cause	DOI	Status	Total Paid	Total Reserves	Total Incurred
16000811		Environmental Services	Fall, Slip or Trip Injury	2016-05-31	Open	164,174	27,742	191,915
16000026		Obstetrics	Fall, Slip or Trip Injury	2016-01-05	Open	114,226	12,002	126,228
16001005		Medical Surgical	Burn or Scald - Heat or Cold Exposures - Cor	2016-07-21	Closed	98,814	-	98,814
16000233		Environmental Services	Strain or Injury By	2016-02-20	Closed	93,934	-	93,934
16000357		Medical Surgical	Struck or Injured By	2016-03-16	Open	76,637	10,912	87,549
16000185		Medical Surgical	Fall, Slip or Trip Injury	2016-02-13	Closed	77,289	-	77,289
15000959		Environmental Services	Miscellaneous Causes	2015-07-06	Closed	61,315	-	61,315
15001966		Emergency Department	Cut, Puncture, Scrape Injured by	2015-12-05	Closed	55,952	-	55,952
17000724		Security Department	Struck or Injured By	2017-06-14	Closed	46,504	-	46,504
19000630		Environmental Services	Strain or Injury By	2019-04-10	Closed	41,266	-	41,266

**FREQUENCY BY DEPARTMENT**

Department	Claim Count	% of Claims	Total Incurred	% of Total Incurred
Environmental Services	28	21.21%	519,779	37.79%
Medical Surgical	27	20.45%	356,859	25.94%
Dietary	16	12.12%	12,822	0.93%
Emergency Department	13	9.85%	69,052	5.02%
Surgical Services	7	5.30%	75,974	5.52%
Obstetrics	5	3.79%	183,526	13.34%
Laboratory	5	3.79%	5,076	0.37%
Intensive Care Unit (ICU)	4	3.03%	2,675	0.19%
Business Office	3	2.27%	756	0.05%
Medical Staff	3	2.27%	14,424	1.05%

**SEVERITY BY DEPARTMENT**

Department	Claim Count	% of Claims	Total Incurred	% of Total Incurred
Environmental Services	28	21.21%	519,779	37.79%
Medical Surgical	27	20.45%	356,859	25.94%
Obstetrics	5	3.79%	183,526	13.34%
Surgical Services	7	5.30%	75,974	5.52%
Emergency Department	13	9.85%	69,052	5.02%
Security Department	3	2.27%	47,323	3.44%
Nursing Administration	2	1.52%	40,666	2.96%
CT/Echotechnology	1	0.76%	27,000	1.96%
Medical Staff	3	2.27%	14,424	1.05%
Dietary	16	12.12%	12,822	0.93%

**FREQUENCY BY CAUSE**

Cause	Claim Count	% of Claims	Total Incurred	% of Total Incurred
Strain or Injury By	36	27.27%	304,628	22.15%
Fall, Slip or Trip Injury	24	18.18%	577,815	42.01%
Struck or Injured By	18	13.64%	164,701	11.97%
Burn or Scald - Heat or Cold Exposures - Contact With	14	10.61%	108,685	7.90%
Cut, Puncture, Scrape Injured by	13	9.85%	73,001	5.31%
Caught In, Under or Between	8	6.06%	4,164	0.30%
Rubbed or Abraded By	7	5.30%	41,369	3.01%
Exposure	6	4.55%	10,785	0.78%
Miscellaneous Causes	6	4.55%	90,392	6.57%

**SEVERITY BY CAUSE**

Cause	Claim Count	% of Claims	Total Incurred	% of Total Incurred
Fall, Slip or Trip Injury	24	18.18%	577,815	42.01%
Strain or Injury By	36	27.27%	304,628	22.15%
Struck or Injured By	18	13.64%	164,701	11.97%
Burn or Scald - Heat or Cold Exposures - C	14	10.61%	108,685	7.90%
Miscellaneous Causes	6	4.55%	90,392	6.57%
Cut, Puncture, Scrape Injured by	13	9.85%	73,001	5.31%
Rubbed or Abraded By	7	5.30%	41,369	3.01%
Exposure	6	4.55%	10,785	0.78%
Caught In, Under or Between	8	6.06%	4,164	0.30%



**TAB D**

# TP TOP PERFORMANCE®

Helping You Be Your Best. ....

5.2021



## Bounce Back from Setbacks

**We all experience negative events.** Why do some people seem to recover from them more easily than others? The key is **resilience**. You can learn to better endure hard times:

**Accept change.** It's a part of life.

**Look ahead.** Your current situation might be difficult, but it won't last. Meanwhile, try to adapt and see beyond the present to better times.

**Connect with others.** Forge strong relationships you can count on in tough times.

**Recognize your self-worth.** You can bounce back. No matter how bad you feel today, always believe in yourself.

**Reduce stress.** Life is generally easier with regular exercise, rest, a healthy diet and daily relaxation.

**Set a goal and work to achieve it.** Moving in the right direction and seeing progress can help you see your way to better circumstances.



**We all experience setbacks.** Being resilient comes with practice: Try to develop a positive attitude that helps you accept circumstances and move beyond them.

## Online Classes 101

**Many study programs are accessible online.** You can earn an advanced degree or specialty certification, or pursue continuing education or job training at your computer.

**Online learning is flexible,** so you can take classes, study and fulfill assignments on your schedule from the comfort of your home. But be prepared for some challenges. Use these tips to help you succeed in the online learning environment:

**Before you start the class,** make sure you have the right digital setup with the required software and hardware. Get accessories you need, such as headphones or a flash drive.

**Avoid the easy trap.** Sometimes people take classes online because they think they will be easier than traditional classroom learning. Remember, the same amount of work is required to succeed in an online class as in a traditional setting.

**Set a schedule for studying,** completing assignments and taking tests. Unlike in a traditional classroom, there are no instructors or fellow students nearby to help you stay on track.

**Take the initiative.** It is up to you as an online learner to take charge of your comprehension and progress.

**Engage with others.**

Use online forums, email or instant messaging to interact with the instructor and fellow students, if available. Asking questions, participating in discussions and exchanging ideas and insights will deepen your online learning experience.



## Cultivating POSITIVITY



**When you maintain a positive mindset, life seems easier.** You get more done, feel more motivated, take setbacks in stride and have more energy and focus. Your positivity can also motivate others in the workplace — while being negative can have an opposite, toxic effect. To cultivate positivity, and enjoy your life and work more, practice these three habits:

**1. Rely on your own abilities to get you through the day,** rather than being at the mercy of your surroundings; don't rely on external sources for direction.

**2. Learn to control your feelings.** You can't control what others do or what happens in life. You can, however, manage how you react. Choose consciously to react positively instead of getting angry or depressed.

**3. Avoid negativity.** Whenever possible, avoid people who often complain or point out problems with no solution. Avoid reading and listening to negative news. Instead, be with people who make you feel happy and upbeat. Read or listen to something inspiring each day.



# How to Put Off Procrastinating

If you're reading this to put off something you should be doing, you're in luck. Following are some procrastination profiles. If any of them seem familiar, here's what you can do to get back on track:

**Are you seeking perfection?** You find it hard to let go of tasks until they are done to your high standards, so you put off finishing them.

**Solution:** Tell yourself that **good enough** is okay. Praise yourself and allow yourself to feel a sense of accomplishment for making progress.

**Are you avoiding unpleasant tasks?** If you don't like what you are working on or feel unsure of yourself or how to complete it, you might keep putting it off.

**Solution:** Choose a manageable schedule and concrete goals for the work you are avoiding. Tackle one task at a time within the project rather than focusing on the whole matter, which may be intimidating you. Reward yourself with a more pleasant task for each milestone you reach.

**Are you prone to distraction?** You check social media, take a phone call, get a drink of water and a snack, or read every email right when it arrives. You have the best intentions to get work done, but it is far too easy to do what feels more urgent or pleasurable than to focus on the long-term project at hand.

**Solution:** Choose a specific time to work on a single task free of distractions. Turn off your email and social media alerts and stow away your mobile device. Then you can get to work.



# Make the Most of Your Vacation

Summer vacation season is nearly here. Get the most from that precious time off with these tips:

- 1 **Although you're likely staying home, make some plans.** Structure will help you avoid feeling like you wasted vacation time.
- 2 **Leave some breathing room.** While planning is good, leave enough free, unscheduled time to rest, recharge and be spontaneous.
- 3 **Let go of pressure.** Take the vacation that feels right for you. Resist pressure from family or friends to use your time off in ways that may become stressful for you.
- 4 **Disconnect.** Unplug from work, devices, news feeds and other distractions.
- 5 **Don't skimp on sleep.** You need seven to nine hours of sleep all the time, not just when you're working, even if you work from home.

**Did you know?** Among American employees surveyed by the U.S. Travel Association in 2019, 55% of those who earned paid vacation days didn't take all of them. They didn't use 768 million days of paid time off.



## On the Job with Your Phone

**Your smartphone is a powerful tool, often smarter than a traditional computer.** Turn your mobile device into a productivity booster at work with these strategies:

**First, be aware of security and privacy rules.** Know and follow your employer's policies for using mobile devices. You may be able to **bring your own device (BYOD)**, or you may need to use a designated phone to access company information.



**If you do BYOD,** know that your employer may need to access it or even wipe your data if you leave your job or a privacy concern arises.

**Other options:** Consider using separate phones for work and personal tasks, or store and access work and personal files in separate accounts. Also, make sure all files you create or store on your smartphone are backed up to a cloud or hard drive, or using another storage method.

**Next, find the right tools to enhance mobile productivity.** Many apps are available to help you schedule and organize large projects, videoconference, collaborate on documents, take notes, voice record and even create presentations. Research apps, especially before you buy, and look for those that will help you save time and increase flexibility in your work.

**Note:** Due to production lead time, this issue may not reflect the current COVID-19 situation in some or all regions of the U.S. For the most up-to-date information visit [coronavirus.gov](https://www.coronavirus.gov).

The **Smart Moves Toolkit**, including this issue's printable download, **Q&A: How to stop worrying?**, is at [personalbest.com/extras/21V5tools](https://personalbest.com/extras/21V5tools).



5.2021



# Deciphering Medical Studies

Nearly every day we read or hear about the results of new medical studies. The amount of information is overwhelming and coverage varies among news outlets. Some research is groundbreaking, while other studies add to many years of scientific inquiry. A few, such as the Framingham Heart Study, encompass several generations of participants.



**Medical research** evaluates health and illness. Scientists explore the causes of disease or symptoms; test if treatments help with a condition; and learn how certain behaviors affect one's health.

**The goal is to help health care providers** find new and better ways to understand, detect, control and treat illness, and to help patients determine their own personal health risks, especially when they are diagnosed with or are at risk for a medical disorder.

**When you read or hear about medical studies,** consider these key factors:

- How many people participated and who were they (gender, occupation, health status)?
- Was it a randomized controlled clinical trial? (Participants are randomly assigned to a treatment group or a control group. COVID-19 vaccine trials are an example.)
- Where was the research done and who paid for it?
- For new treatments being tested, were there side effects?



**A good way to explore a study is to read its abstract** — a summary that can help you quickly learn the important aspects of the data. Abstracts generally include the study's purpose, size, methods used, participants, and a summary of results.

**To access clinical abstracts online,** start with PubMed (U.S. National Library of Medicine), which includes more than 18 million citations from a wide variety of science and medical journals, at [pubmed.ncbi.nlm.nih.gov](http://pubmed.ncbi.nlm.nih.gov).



## BEST bits



■ **One in five Americans will get skin cancer,** most often caused by overexposure to the sun's ultraviolet rays. Every year, nearly five million are treated for skin cancer; of these, 10,000 die. **May 28 is Don't Fry Day,** sponsored by the National Council on Skin Cancer Prevention — a good reminder to "Be Safe in the Sun." Learn more at [cancer.org/healthy/be-safe-in-sun.html](http://cancer.org/healthy/be-safe-in-sun.html).



■ **HIV Vaccine Awareness Day is recognized globally on May 18.** The aim is to encourage the need for AIDS vaccines and to educate people about how to prevent HIV infection. No vaccine is available to prevent the virus or treat those infected. Learn more about HIV services in your area at [locator.hiv.gov](http://locator.hiv.gov). Good news: Early diagnosis, treatment and preventive measures are reducing infection; deaths related to HIV fell by nearly half between 2010 and 2017.

■ **Topical (diclofenac gel, liquid or skin patch) pain-relieving nonsteroidal anti-inflammatory drugs (NSAIDs)** are now recommended for everyday aches and pains by the American College of Physicians and the American Academy of Family Physicians. Their advice is based on a review of more than 200 studies with 33,000 patients with short-term injury (e.g., back, neck or knee, lasting fewer than four weeks). **Benefit:** They may have fewer side effects than frequent use of oral NSAIDs, which are linked to stomach ulcers, high blood pressure, kidney damage and heart attack.

**Note:** Due to production lead time, this issue may not reflect the current COVID-19 situation in some or all regions of the U.S. For the most up-to-date pandemic information visit [coronavirus.gov](http://coronavirus.gov).

“You will never win if you never begin.” — Helen Rowland

# Digital Addiction

By Eric Endlich, PhD



**Technology addiction** is defined as the frequent and obsessive use of technology resulting in negative consequences for the user. While experts still debate whether excessive digital use constitutes a true addiction, unchecked use of electronic devices can definitely be detrimental. Symptoms include:

- Impaired focus and increased distraction.
- Caring more about virtual relationships than actual ones.
- Compulsive gaming, shopping, gambling or stock trading.
- FOMO (fear of missing out) on the latest trending topics.
- Concealing internet use.
- Withdrawal symptoms (e.g., anxiety, restlessness) when offline.
- Deteriorating performance at school or work.
- Worsening communication and recognition of facial or nonverbal cues.
- Impulsivity or problems regulating emotions.
- Diminished time spent on other activities.
- Feeling isolated, lonely or stressed.
- Using the internet to escape from negative emotions (e.g., anxiety, depression).
- Phubbing (snubbing) others by using a smartphone during social occasions, such as meals.
- Decreased attention to basic needs, such as sleep, exercise or a healthy diet.

**If these symptoms seem familiar to you, consider how your internet and smart device use is affecting you.** Smartphones can be particularly tricky because of their easy accessibility; here are strategies to reduce the undesirable effects:

- **Try a digital detox:** Reduce or eliminate use of electronics for a specified period of time.
- **Delete social media apps** from your phone so you can only access them on your computer.
- **Leave your device** outside the bedroom at bedtime.
- **Curtail checking habits** by only using devices at designated, limited time slots.
- **Use cognitive behavioral therapy** to address resistant internet habits.
- **Designate digital-free times** and areas, such as the dinner table and while driving.
- **Set goals**, such as allowing yourself a certain amount of internet use once you have completed a chore.
- **Monitor your digital use** by keeping a log of time spent online for non-essential activities.
- **Use offline time** for enjoyable or productive activities. Rekindle an old interest, go outside or play with children or pets.
- **Recognize what triggers your online use.** If it's negative feelings, is there a better way to manage them, such as relaxation techniques or offline activities?



## Balancing Act: Work and Family

**We've all heard it's important to have a work-life balance.**

But figuring out how to achieve it isn't always easy.

**Tips for bringing your work and family into more harmony:**

- **Commit to a healthy lifestyle.** A healthy diet, daily physical activity, adequate sleep and finding activities you can share with a partner, family or friends are essential to a balanced life, according to the Mayo Clinic.
- **Set limits for working from home.** Whether you telecommute or spend time occasionally working from home, set up a dedicated office space and make it clear to family and friends when you are at work. But also have a routine — such as shutting down your computer or going for a walk — which signals your workday has ended and you're ready for family time.
- **Develop a support system.** Enlist family members and trusted friends to help with childcare or pet care if you have to work late. Likewise, build relationships with coworkers who can cover for you (and vice versa) if a family matter arises.



Stewart Friedman, PhD, director of the University of Pennsylvania Wharton Work/Life Integration Project, says the goal is to “integrate these areas harmoniously instead of thinking only in terms of trade-offs (between work and family).”

## What About Kids?

**Watch out for these red flags for digital addiction in children:**

- Declining grades.
- Poor concentration and drowsiness during school.
- Extensive late-night device use.
- Diminished interest in friends or activities.
- Substantial bills for online activities.
- Withdrawal symptoms (pacing, irritability).

Seek professional help if your child persistently resists efforts to manage device usage.



Top Dollar Tip:  
Watch Out for Brushing

**Brushing** is an illegal scam in which people receive unsolicited items from a third-party seller (on an e-commerce site) who then posts false customer reviews to boost sales. Unsolicited packages can have anything from a Bluetooth speaker to a humidifier. The scammer uses your personal information to order the product. The seller can then pose as you and post a positive review of their product to boost their ratings on the e-commerce site where it was sold.

If you receive a package that you did not order, contact the e-tailer that hosts the seller. It means the scammer likely has your name, shipping address and possibly other information. Use a credit-monitoring service and change your password for the e-commerce site.

— Jamie Lynn Byram, PhD, AFC



TIP of the MONTH

Mediterranean Diet



May is International Mediterranean Diet Month.

You can adopt this traditional eating style in Mediterranean countries by including more vegetables, fruit, whole grains, beans, fish, olive oil and fresh herbs in your diet, while reducing highly processed foods, sweets and red meat. This eating plan has been linked with a lower risk of high blood pressure, heart disease and some types of cancer, and is filled with a colorful variety of delicious dishes. No deprivation — just enjoyment.

By Cara Rosenbloom, RD



Rethink Kid Food

Check any restaurant children’s menu and the selection will look much the same: burgers, pizza and chicken fingers. While familiar and delicious, these foods offer little nutritional value. They provide more salt and fat than children require, and rarely contain enough fiber or vegetables.

Of course, it’s fine for children to eat these fun foods on occasion. Unfortunately, these foods have become the norm. Studies show that among average children in the U.S.: (1) ultra-processed foods comprise 65% of calories and (2) a third of a child’s daily food intake comes from products prepared outside their home (e.g., restaurants).

This is concerning because diets high in ultra-processed foods are linked with an increased risk of conditions, including heart disease, type 2 diabetes, some cancers and obesity.

How can parents and caregivers help children make better choices? Start by making it a priority, eating meals together and being a good role model. Kids are often interested in what’s on an adult’s plate, so let them try it. If they watch you eat vegetables regularly, they are likely to follow suit.

Involve kids with food in pleasant, fun and exciting ways: Go to a farmer’s market, visit a pick-your-own farm, grocery shop together, watch a cooking show and try new recipes. Children will learn about variety and be more likely to try new things. And, give your children some control: Offer meals family style on the table and let kids help themselves (instead of plating meals for them). You may be surprised to see which foods they choose.

Remember that *kid food* is merely a marketing term. Children can and should eat a variety of nutritious foods daily, including vegetables, fruit, fish, dairy, eggs, poultry, beans, nuts and whole grains. Don’t make any food off limits, but offer a variety of nutritious foods every day.



Mediterranean White Bean Salad

EASY recipe

- 2 cans (15-oz.) unsalted white beans, drained and rinsed
- 1 cup fresh chopped parsley
- 1 large tomato, diced
- ¼ cup fresh chopped mint
- 1 English cucumber diced
- 2 tbsp extra-virgin olive oil
- 1 red pepper, seeded and diced
- 1 lemon, zest and juice
- 2 green onions, minced
- 2 tsp za’atar spice blend
- ¼ tsp salt



In a large bowl, mix beans, tomato, cucumber, pepper, green onions, parsley and mint. In a small bowl, stir together oil, lemon zest, lemon juice, za’atar and salt. Pour dressing over salad and toss to coat. Add salt to taste. Optional: Serve topped with crumbled feta cheese and crispy pita chips.

Makes 6 servings. Per serving: 210 calories | 11g protein | 6g total fat | 1g saturated fat | 4g mono fat | 1g poly fat | 38g carbohydrate | 3g sugar | 11g fiber | 145mg sodium

## Stay in Touch

Keep those questions and suggestions coming!

**Phone:** 800-871-9525

**Fax:** 205-437-3084

**Email:** [PBeditor@ebix.com](mailto:PBeditor@ebix.com)

**Website:** [www.personalbest.com](http://www.personalbest.com)

Executive Editor: Susan Cottman • Advisers: Patricia C. Buchsel, RN, MSN, FAAN; Jamie Lynn Byram, MBA, AFC, MS; Eric Endlich, PhD; Mary P. Hollins, MS, JD, CSHM; Kenneth Holtyn, MS; Reed Humphrey, PhD; Gary B. Kushner, SPHR, CBP; Diane McReynolds, Executive Editor Emeritus; Zorba Paster, MD; Charles Stuart Platkin, PhD; Cara Rosenbloom, RD; Elizabeth Smoots, MD, FAAFP; Margaret Spencer, MD • Editor: Aimie Miller • Designer: Heather Burke

The content herein is in no way intended to serve as a substitute for professional advice. Sources available on request. © 2021 Ebix Inc. All rights reserved. Unauthorized reproduction in any form of any part of this publication is a violation of federal copyright law and is strictly prohibited.

Personal Best® Two Perimeter Park South, Suite 160 East, Birmingham, AL 35243 • 800-871-9525 • fax 205-437-3084.

## EXPERT advice — Elizabeth Smoots, MD

### Q: When to go to the ER?

**A:** You need to go to the emergency room for health conditions that risk death or permanent disability. Call 911 for emergencies, such as choking, difficulty breathing, chest pain, head or spine injuries, electric shock or severe burns. Emergency room treatment is also warranted for passing out, severe or unusual headache, sudden slurred speech or weakness on one side, poisoning, overdose, severe allergic reactions, suicidal thoughts, seizures, deep wounds, heavy bleeding, broken bones or other emergency conditions.

**Go to an urgent care clinic** if your problem is not life-threatening and does not risk disability, but you cannot see your primary health care provider soon enough. Common illnesses and minor injuries can be treated at urgent care clinics.

**See your health care provider** whenever possible for non-emergency health conditions. You will generally get the best continuity of care from providers who know you and have access to your medical records.



May is Bike Safety Month.



## Choose the Right Helmet



Bicycle helmets have come a long way in protecting your head against severe head injury, including the 2007 introduction of the Multi-directional Impact Protection System (MIPS), for helmets. The MIPS is a thin liner inside the helmet that allows the outer shell to slide a few millimeters across the skull on impact. This reduces the rotational force and energy transferred to the head, protecting further against concussions.



### When choosing the correct helmet, here are some guidelines:

**Check the labels.** Make sure it is U.S. Consumer Product Safety Commission certified, meaning that it was tested for safety, and meets the federal safety standard. You can also check for labels that state the helmet is ASTM, Snell or ANSI certified. **Note:** MIPS adds an extra level of protection.

**Get the right fit.** Helmets should be snug but not too tight. It should sit level on your head and no more than an inch above your eyebrows. Test the fit by pushing the helmet side to side and front to back and give it a twist. The helmet should only move a little. Adjust straps or knob to loosen or tighten.

**Take proper care of your helmet.** Store it away from direct sunlight and in a room that doesn't get too hot or cold. Clean your helmet by wiping it with a cloth. You can use warm water and a mild soap but never soak your helmet.

**Replace your helmet.** Helmets should be replaced after one impact — even if you don't see any damage. Also replace your helmet if it has any cracks, deterioration or any other damage. **Note:** The Consumer Product Safety Commission recommends replacing your helmet five to ten years after you buy it, based on amount of use and condition.

**Working from home?** Use these tips to avoid distractions. Temporarily turn off phone and email alerts when you need to concentrate. Although these notifications may be brief, a Florida State University study found they prompt mind-wandering. Taking regular breaks may seem like a distraction, but research shows you'll likely be more focused afterwards. Stop checking social media throughout your workday. Avoid the temptation by promising yourself you'll only visit social media once your work is finished.