

REGULAR MEETING OF THE
SAN GORGONIO MEMORIAL HOSPITAL
BOARD OF DIRECTORS

HUMAN RESOURCES COMMITTEE
May 18, 2022

The regular meeting of the San Gorgonio Memorial Hospital Board of Directors Human Resources Committee was held on Wednesday, May 18, 2022. In an effort to prevent the spread of COVID-19 (coronavirus), 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, Ron Rader (C), Steve Rutledge, Siri Welch

Excused Absence: Joel Labha

Staff Present: Steve Barron (CEO), Pat Brown (CNO/COO), Annah Karam (CHRO), Ariel Whitley (Executive Assistant)

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
Call To Order	Chair Ron Rader called the meeting to order at 9:07 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: March 17, 2022, Regular Meeting	Chair Rader asked for any changes or corrections to the minutes of the March 17, 2022, regular meeting. There were none.	The minutes of the March 17, 2022, regular meeting was reviewed and will stand as presented.
NEW BUSINESS		
Reports		
A. Employment Activity/Turnover Reports		
1. Employee	Annah Karam, Chief Human Resources Officer, reviewed	

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
Activity by Job Class/ Turnover Report (03/13/2022 through 05/10/2022)	the report “Employee Activity by Job Class/Turnover Report” for the period of 03/13/2022 through 05/10/2022 as included in the Committee packet.	
2. Separation Reasons Analysis All Associates (03/13/2022 through 05/10/2022)	Annah reviewed the “Separation Reason Analysis for All Associates” for the period of 03/13/2022 through 05/10/2022 as included in the Committee packet. For this period, there were 19 Voluntary Separations and 2 Involuntary Separations for a total of 21.	
3. Separation Reason Analysis Full and Part Time Associates (03/13/2022 through 05/10/2022)	Annah reviewed the “Separation Reason Analysis for Full and Part Time Associates” for the period of 03/13/2022 through 05/10/2022 as included in the Committee packet. For this period, there were 10 Voluntary Separations and 2 Involuntary Separations for a total of 12.	
4. Separation Reason Analysis Per Diem Associates (03/13/2022 through 05/10/2022)	Annah reviewed the “Separation Reason Analysis for Per Diem Associates” for the period of 03/13/2022 through 05/10/2022 as included in the Committee packet. For this period, there were 9 Voluntary Separations and 0 Involuntary Separations for a total of 9.	
5. FTE Vacancy Summary (03/13/2022 through 05/10/2022)	Annah reviewed the “FTE Vacancy Summary” for the period of 03/13/2022 through 05/10/2022 as included in the Committee packet. Annah reported that the Facility Wide vacancy rate as of 05/10/2022 was 10.25%.	
6. RN Vacancy Summary (03/13/2022)	Annah reviewed the “RN Vacancy Summary” for the period of 03/13/2022 through 05/10/2022 as included in the Committee packet.	

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
through 05/10/2022)	Annah reported that the Overall All RN Vacancy rate as of 05/10/2022 was 13.17%.	
B. Workers Compensation Report		
Workers Compensation Report (04/01/2022 through 04/30/2022)	Annah reviewed the Workers Compensation Reports covering the period of 04/01/2022 through 04/30/2022 as included in the Committee packet.	
Education	<p>Annah reviewed each education article as included in the committee packets:</p> <ul style="list-style-type: none"> • 10 Things you Might Not Know about Sexual Harassment: What You Don't Know Can Hurt You • You Are Not Alone – Mental Health Awareness in the Workplace • Workplace Mental Health – Resilience: A Strong Workforce Needs It 	
Future Agenda items	<ul style="list-style-type: none"> • Benefits • Transition from Principal to VOYA • SCORE Survey Results 	
Next regular meeting	The next regular Human Resources Committee meeting is scheduled for August 17, 2022.	
Adjournment	The meeting was adjourned at 9:43 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