

REGULAR MEETING OF THE
SAN GORGONIO MEMORIAL HOSPITAL
BOARD OF DIRECTORS

HUMAN RESOURCES COMMITTEE
May 19, 2021

The regular meeting of the San Gorgonio Memorial Hospital Board of Directors Human Resources Committee was held on Wednesday, May 19, 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: Joel Labha

Staff Present: Steve Barron (CEO), Annah Karam (CHRO), Pat Brown (CNO), Ariel Whitley (Executive Assistant), Kyle Posvistak (GRP Financial)

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
Call To Order	Chair Ron Rader called the meeting to order at 9:05 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: February 25, 2021 Regular Meeting	Chair Rader asked for any changes or corrections to the minutes of the February 25, 2021 regular meeting. There were none.	The minutes of the February 25, 2021 regular meeting were reviewed and will stand as presented.
NEW BUSINESS		
Change in Retirement	Kyle Posvistak, with GRP Financial, explained the process in choosing VOYA as our 403b Plan Provider. He explained that	

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Plan Provider (VOYA 403b Plan) – Overview	the 403b plans are reviewed tri-annually to document that fees are fair and reasonable. He was present to give a brief overview of the selection process and to answer any questions that the HR Committee Members had.	
Reports		
A. Employment Activity/Turnover Reports		
1. Employee Activity by Job Class/ Turnover Report (2/16/2021 through 5/13/2021)	Annah Karam, Chief Human Resources Officer, reviewed the report “Employee Activity by Job Class/Turnover Report” for the period of 2/16/2021 through 5/13/2021 as included in the Committee packet.	
2. Separation Reasons Analysis All Associates (2/16/2021 through 5/13/2021)	Annah reviewed the “Separation Reason Analysis for All Associates” for the period of 2/16/2021 through 5/13/2021 as included in the Committee packet. For this time period, there were 45 Voluntary Separations and 3 Involuntary Separations for a total of 48.	
3. Separation Reason Analysis Full and Part Time Associates (2/16/2021 through 5/13/2021)	Annah reviewed the “Separation Reason Analysis for Full and Part Time Associates” for the period of 2/16/2021 through 5/13/2021 as included in the Committee packet. For this time period, there were 30 Voluntary Separations and 3 Involuntary Separations for a total of 33.	
4. Separation Reason Analysis Per Diem Associates (2/16/2021 through 5/13/2021)	Annah reviewed the “Separation Reason Analysis for Per Diem Associates” for the period of 2/16/2021 through 5/13/2021 as included in the Committee packet. For this time period, there were 15 Voluntary Separations and 0 Involuntary Separations for a total of 15.	

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5. FTE Vacancy Summary (2/16/2021 through 5/13/2021)	<p>Annah reviewed the “FTE Vacancy Summary” for the period of 2/16/2021 through 5/13/2021 as included in the Committee packet.</p> <p>Annah reported that the Facility Wide vacancy rate as of 5/13/2021 was 15.46%.</p>	
6. RN Vacancy Summary (2/16/2021 through 5/13/2021)	<p>Annah reviewed the “RN Vacancy Summary” for the period of 2/16/2021 through 5/13/2021 as included in the Committee packet.</p> <p>Annah reported that the Overall All RN Vacancy rate as of 5/13/2021 was 16.13%.</p>	
B. Workers Compensation Report		
Workers Compensation Report (4/1/2021 through 4/30/2021)	<p>Annah reviewed the Workers Compensation Reports covering the period of 4/1/2021 through 4/30/2021 as included in the Committee packet.</p>	
Education – Newsletters: Top Performance and Personal Best.	<p>Annah noted that the Top Performance and Personal Best newsletters for May 2021 were included in the Committee packet.</p>	
Adjourn to Closed Session	<p>Ron Rader reported the items to be reviewed and discussed and/or acted upon during Closed Session will be:</p> <ul style="list-style-type: none"> ➤ Telephone conference with legal counsel regarding potential and pending litigation. <p>The meeting adjourned to Closed Session at 9:46 am.</p>	
Reconvene to Open Session	<p>The meeting adjourned from Closed Session at 10:58 am.</p> <p>Ron Rader reported on the actions taken/information received during the Closed Session as follows:</p> <ul style="list-style-type: none"> ➤ Participated in a telephone conference with legal counsel 	

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	regarding potential and pending litigation.	
Future Agenda items	None	
Next regular meeting	The next regular Human Resources Committee meeting is scheduled for August 18, 2021.	
Adjournment	The meeting was adjourned at 10:59 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