

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
<p>through 06/30/2023)</p>		
<p>2. Separation Reasons Analysis All Associates (04/01/2023 through 06/30/2023)</p>	<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>	
<p>3. Separation Reason Analysis Full and Part Time Associates (04/01/2023 through 06/30/2023)</p>	<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>	
<p>4. Separation Reason Analysis Per Diem Associates (04/01/2023 through 06/30/2023)</p>	<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>	
<p>5. FTE Vacancy Summary (04/01/2023 through 06/30/2023)</p>	<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>	
<p>6. RN Vacancy Summary (04/01/2023 through 06/30/2023)</p>	<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