

REGULAR MEETING OF THE
SAN GORGONIO MEMORIAL HOSPITAL
BOARD OF DIRECTORS

HUMAN RESOURCES COMMITTEE
August 18, 2021

The regular meeting of the San Gorgonio Memorial Hospital Board of Directors Human Resources Committee was held on Wednesday, August 18, 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, Ron Rader (C), Steve Rutledge

Excused Absence: Steve Barron, Joel Labha

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

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
Call To Order	Chair Ron Rader called the meeting to order at 9:09 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: May 19, 2021, Regular Meeting	Chair Rader asked for any changes or corrections to the minutes of the May 19, 2021, regular meeting. There were none.	The minutes of the May 19, 2021, regular meeting was reviewed and will stand as presented.
NEW BUSINESS		
Reports		

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
A. Employment Activity/Turnover Reports		
1. Employee Activity by Job Class/Turnover Report (5/14/2021 through 8/11/2021)	Annah Karam, Chief Human Resources Officer, reviewed the report “Employee Activity by Job Class/Turnover Report” for the period of 5/14/2021 through 8/11/2021 as included in the Committee packet.	
2. Separation Reasons Analysis All Associates (5/14/2021 through 8/11/2021)	Annah reviewed the “Separation Reason Analysis for All Associates” for the period of 5/14/2021 through 8/11/2021 as included in the Committee packet. For this period, there were 40 Voluntary Separations and 0 Involuntary Separations for a total of 40.	
3. Separation Reason Analysis Full and Part Time Associates (5/14/2021 through 8/11/2021)	Annah reviewed the “Separation Reason Analysis for Full and Part Time Associates” for the period of 5/14/2021 through 8/11/2021 as included in the Committee packet. For this period, there were 26 Voluntary Separations and 0 Involuntary Separations for a total of 26.	
4. Separation Reason Analysis Per Diem Associates (5/14/2021 through 8/11/2021)	Annah reviewed the “Separation Reason Analysis for Per Diem Associates” for the period of 5/14/2021 through 8/11/2021 as included in the Committee packet. For this period, there were 14 Voluntary Separations and 0 Involuntary Separations for a total of 14.	
5. FTE Vacancy Summary (5/14/2021 through 8/11/2021)	Annah reviewed the “FTE Vacancy Summary” for the period of 5/14/2021 through 8/11/2021 as included in the Committee packet. Annah reported that the Facility Wide vacancy rate as of 8/11/2021 was 17.39%.	

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6. RN Vacancy Summary (5/14/2021 through 8/11/2021)	<p>Annah reviewed the “RN Vacancy Summary” for the period of 5/14/2021 through 8/11/2021 as included in the Committee packet.</p> <p>Annah reported that the Overall All RN Vacancy rate as of 8/11/2021 was 17.87%.</p>									
B. Workers Compensation Report										
Workers Compensation Report (7/1/2021 through 7/31/2021)	<p>Annah reviewed the Workers Compensation Reports covering the period of 7/1/2021 through 7/31/2021 as included in the Committee packet.</p>									
Proposed Action – Recommend approval to Hospital Board – 2022 Associates Health Plan Benefits	<p>Annah Karam reported that the brokers had achieved a rate pass when in actuality Anthem provided a benefits renewal at a 3% premium increase. Anthem also provided a Holiday premium and a Wellness contribution when factored in do result in a rate pass. Therefore, the 3% increase in medical, vision and life benefit premiums were offset by the amounts contribute back by Anthem. Currently the Total Annual Premium is \$4,894,055.00, the renewal Total Annual Premium for 2022 is \$4,889,955.00, reflecting an Annual Dollar Change of - \$4,100.00 and an Annual Percentage Change -0.1%.</p> <p>ROLL CALL:</p> <table border="1" data-bbox="375 1383 1148 1463"> <tr> <td>DiBiasi</td> <td>Yes</td> <td>Labha</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	Labha	Absent	Rader	Yes	Rutledge	Yes	<p>M.S.C., (Rutledge/DiBiasi), the SGMH Human Resources Committee voted to recommend approval to the Hospital Board of the 2022 Associates Health Plan Benefits.</p>
DiBiasi	Yes	Labha	Absent							
Rader	Yes	Rutledge	Yes							
Proposed Action – Recommend approval to Hospital Board – 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 \$45,525.00</p> <p>ROLL CALL:</p>	<p>M.S.C., (DiBiasi/Rutledge), the SGMH Human Resources Committee voted to recommend approval to the Hospital Board of the Associate Holiday Gift Cards.</p>								

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	<table border="1" data-bbox="375 310 1146 390"> <tr> <td data-bbox="375 310 570 352">DiBiasi</td> <td data-bbox="570 310 760 352">Yes</td> <td data-bbox="760 310 956 352">Labha</td> <td data-bbox="956 310 1146 352">Absent</td> </tr> <tr> <td data-bbox="375 352 570 390">Rader</td> <td data-bbox="570 352 760 390">Yes</td> <td data-bbox="760 352 956 390">Rutledge</td> <td data-bbox="956 352 1146 390">Yes</td> </tr> </table> <p data-bbox="375 390 1146 426">Motion carried.</p>	DiBiasi	Yes	Labha	Absent	Rader	Yes	Rutledge	Yes	
DiBiasi	Yes	Labha	Absent							
Rader	Yes	Rutledge	Yes							
Education – Order of the State Public Health Officer Health Care Worker Vaccine Requirement and Protocol for Health Care Workers in Acute Care Hospitals	Annah briefly reviewed the Order of the State Public Health Officer Health Care Worker Vaccine Requirement and the Protocol for Health Care Workers in Acute Care Hospitals. She explained how SGMH will be complying with the order.									
Future Agenda items	None									
Next regular meeting	The next regular Human Resources Committee meeting is scheduled for November 17, 2021.									
Adjournment	The meeting was adjourned at 9:53 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