

**TRI-CITY HEALTHCARE DISTRICT
AGENDA FOR A REGULAR MEETING
OF THE HUMAN RESOURCES COMMITTEE
OF THE BOARD OF DIRECTORS**
Tuesday, June 14, 2016 – 12:30 p.m. – Assembly Room 1
Tri-City Medical Center, 4002 Vista Way, Oceanside, CA 92056

**The Committee may make recommendations
to the Board on any of the items listed below,
unless the item is specifically labeled “Informational Only”**

	Agenda Item	Time Allotted	Requestor/Presenter
1.	Call To Order/Opening Remarks	1 min.	Chair Kellett
2.	Approval of Agenda	1 min.	Chair Kellett
3.	Public Comments – Announcement Comments may be made at this time by members of the public on any item on the Agenda before the Committee’s consideration of the item or on any matter within the jurisdiction of the Committee. NOTE: During the Committee’s consideration of any Agenda item, members of the public also have the right to address the Committee at that time regarding that item.	2 min.	Chair Kellett
4.	Ratification of minutes	1 min.	Chair Kellett
5.	Old Business		
	None		
6.	New Business		
	a. B.O.D Dashboard- “Stakeholder Experience” – Informational Only	5 min.	Chair Kellett
	b. HR Committee Charter– Discussion/Action	10 min.	Cheryle Bernard-Shaw
	c. Benefits Broker RFP- Request for proposals – Discussion/Action	10 min.	Norma Braun
7.	2016 Work Plan	1 min.	Chair Kellett
8.	Committee Communications	3 min.	Chair Kellett
9.	Date of Next Meeting – July 12, 2016	1 min.	Chair Kellett
10.	Adjournment	1 min.	Chair Kellett
	Total Time Budgeted for Meeting	2 hrs.	

Note: Any writings or documents provided to a majority of the members of Tri-City Healthcare District regarding any item on this Agenda will be made available for public inspection in the Administration Department located at 4002 Vista Way, Oceanside, CA 92056 during normal business hours.

Note: If you have a disability, please notify us at 760-940-3348 at least 48 hours prior to the meeting so that we may provide reasonable accommodations.

TRI-CITY MEDICAL CENTER
 HUMAN RESOURCES COMMITTEE
 OF THE BOARD OF DIRECTORS
 May 10, 2016

Voting Members Present:	Chair Cyril Kellett, Director Laura Mitchell, Dr. Gene Ma, Dr. Hamid Movahedian, Virginia Carson, Joe Quince, Gwen Sanders
Non-Voting Members Present:	Steve Dietlin, CEO; Kapua Conley, COO; Cheryle Bernard-Shaw, CCO; Norma Braun, SVP; Esther Beverly, VP of HR
Others Present:	BOD Chair James Dagostino, Quinn Ablar, Frances Carbajal
Members Absent:	Director Rosemarie Reno, Sharon Schultz, CNE; Dr. Martin Nielsen, Salvador Pilar

Topic	Discussion	Action Follow-up	Person(s) Responsible
1. Call To Order	Chair Kellett called the meeting to order at 12:35 p.m.		Chair Kellett
2. Approval of the agenda	Chair Kellett called for a motion to approve the agenda of May 10, 2016. Gwen Sanders moved and Director Mitchell seconded the motion. The motion was carried unanimously.		Chair Kellett
3. Comments from members of the public	Chair Kellett read the paragraph regarding comments from members of the public.	No public comments.	Chair Kellett
4. Ratification of Minutes	Chair Kellett called for a motion to approve the minutes of the April 12, 2016 meeting. Director Mitchell moved and Dr. Mohavedian seconded the motion. The motion was carried unanimously.		Chair Kellett

Topic	Discussion	Action Follow-up	Person(s) Responsible
5. Old Business	None		
6. New Business			
a. B.O.D Dashboard- Stakeholder Experience	The Stakeholder Experience pillar- Employee Satisfaction rates were reviewed & discussed.		Chair Kellett
b. Review Workers Comp Cases	Rudy Gastelum, EHS Director shared a review of quarterly work comp cases. The committee discussed policy terms, retention rates, claim counts, incurred cost, third party administrator, CorVel, and its improved performance details. Mr. Gastelum also presented 2015/2016 comparison & goals.		Norma Braun
c. Review of Legal Developments/New Laws	Esther Beverly, VP of HR explained recent state and Federal law developments & updates that may affect TCHD process, policies and/or procedures. The committee briefly discussed the most pertinent changes and how to comply properly.		Norma Braun
d. Record Keeping Services RFP- request for proposals	Quinn Abler, HR Director presented a draft written request for proposal that TCHD will be engaging vendors to submit for most competitive and lowest/best rate outcome. The committee discussed expectations for future vendors. The need for education in retirement savings for all employees was discussed, in addition to combining services and fiduciary responsibility.		Norma Braun
e. Benefits Broker RFP- request for proposals	This item was not discussed.		Norma Braun
7. Work Plan	The work plan was reviewed.		Chair Kellett
8. Committee Communications	None		Chair Kellett
9. Date of next meeting	June 14, 2016		Chair Kellett
10. Adjournment	Chair Kellett adjourned the meeting at 1:30 p.m.		Chair Kellett



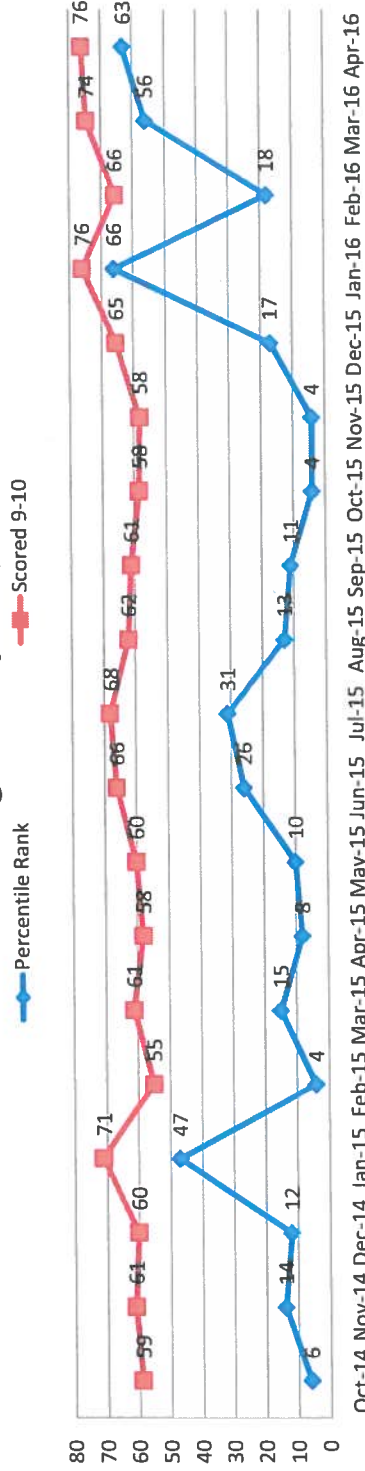
Tri-City Medical Center

ADVANCED HEALTH CARE FOR YOU

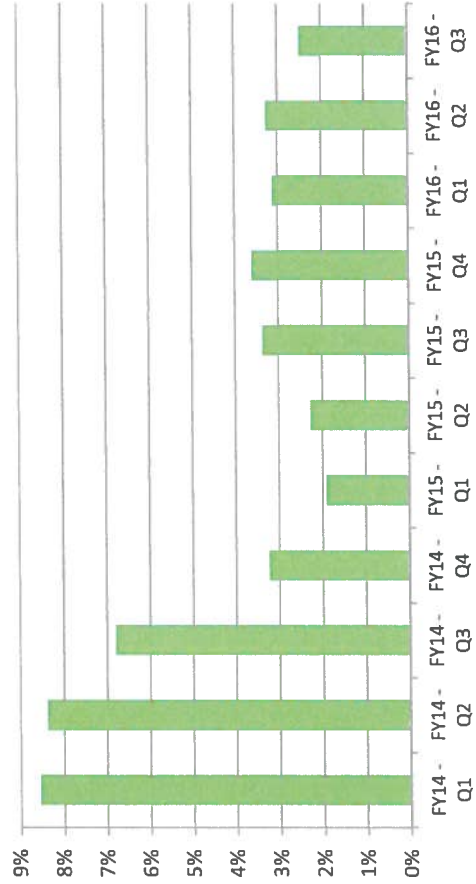
HCAHPS (Top Box Score)

Hospital Consumer Assessment of Healthcare Providers & Systems

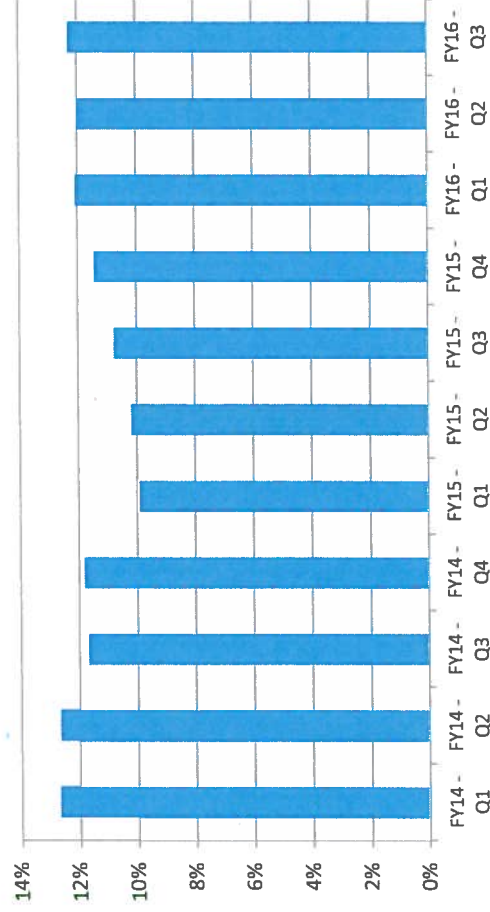
Overall Rating of Hospital (0-10)



Involuntary Employee Turnover Rate



Voluntary Employee Turnover Rate



TRI-CITY HEALTHCARE DISTRICT

HUMAN RESOURCES COMMITTEE CHARTER

The Human Resources Committee (the “Committee”) of Tri-City Healthcare District (“District”) has multiple purposes and is delegated certain key responsibilities as enumerated herein.

I. Purpose

The Committee is to provide governance oversight and to make recommendations to the District’s Board of Directors (“Board”) in matters including the following:

1. Human resources policies and practices;
2. Programs to hire, train and retain employees who exhibit safe quality expert care.
3. Appointment of members of the Committee to the Employee Fiduciary Retirement Plan Subcommittee (“the Subcommittee”), and review of the reports and recommendations of the Subcommittee;
4. Market-competitive compensation and benefits that reward employee performance for non-executive employees;
5. Changes to employment laws and regulations and advice to the Board regarding implications;
6. Collective Bargaining Agreements.
7. At least annually, the Human Resources Committee shall review it’s charter and it’s performance with respect to it’s charter;
- 6.8. Consult with relevant experts, such as accountants, legal counsel and others advisors who might provide information pertinent to the matters before the committee.

II. Membership

The Committee shall consist of three Directors, up to four community members; and up to three medical staff members. In addition, the CEO, Chief Nurse Executive, ~~Sr. Vice President,~~Chief Human Resources Officer, Chief Compliance Officer, Vice President of Human Resources, and Labor and Employment Attorney shall support the Committee without vote, but may be counted towards a quorum, as alternates, in the event absences result in the Committee lacking a quorum.

III. Meetings

The Committee may establish its own meeting schedule.

IV. Minutes

The Committee will maintain written minutes of its meetings. Draft minutes will be presented to the Board for consideration at its meetings. The Senior Administrative Assistant or designee will provide assistance to the Committee in scheduling meetings, preparing agendas, and keeping minutes.

V. Reports

The Committee will report regularly to the Board regarding (i) all determinations made or actions taken pursuant to its duties and responsibilities, as set forth above, and (ii) any recommendations of the Committee submitted to the Board for action.

VI. Conduct

Each Committee member is expected to read the District's Code of Conduct which can be found at <http://www.tricitymed.org/about-us/code-of-conduct/> and shall comply with all provisions thereof while a member of this Committee.

Approved: 09/29/11 by Board of Directors
Approved: 05/30/13 by Board of Directors
Approved: 05/29/14 by Board of Directors

Employee Benefits Broker and Consulting Services

REQUEST FOR PROPOSAL

July 2016

Tri-City Medical Center

Section 1: Background

Located in the city of Oceanside, Tri-City Medical Center is a Gold Seal-approved, full-service, acute-care hospital with advanced clinical institutes for cardiovascular and orthopedic care. Tri-City Medical Center has 397 beds and over 700 physicians practicing in 60 specialties. Opened in 1961, we have grown to meet the needs of our North County residents. We are community owned and operated. The hospital, a leader in robotics and minimally invasive technologies, has served the community for more than a half century.

Tri-City Medical Center serves San Diego County's coastal communities of Carlsbad, Oceanside and Vista, as well as the surrounding region. Tri-City is administered by the Tri-City Healthcare District, a California Hospital District.

Our facilities include a hospital at 4002 Vista Way in Oceanside, nearby outpatient services, and the Tri-City Wellness Center in Carlsbad.

Our ultimate goal is to offer comprehensive coverage at affordable premiums for our employees. We currently offer the choice of two fully insured medical plans through UnitedHealthcare, two dental choices through Delta Dental and a vision plan through VSP. We also offer other types of employer/employee provided benefits including:

- Basic Life Insurance/AD&D
- Supplemental Life Insurance/AD&D
- Dependent Life Insurance/AD&D
- Long Term Disability
- Flexible Spending Accounts
- Employee Assistance Program
- Prepaid Legal Plan

We also offer a flexible benefit program to employees classified as Director or above that includes a benefit allowance that can be used for supplemental individual long-term disability or supplemental individual long-term care insurance with the balance applied to a non-qualified deferred compensation program. This classification is also eligible for a medical reimbursement program for such things as deductibles, coinsurance, and certain other qualified medical and dental expenses.

Section 2: Purpose

The purpose of this Request for Proposal (RFP) is to solicit offers from qualified brokers to provide brokerage and consulting services to Tri-City Medical Center in support of all of our health and welfare benefit programs.

Such services will include, but are not limited, to the following:

- Perform an initial, comprehensive review and evaluation of all current health and welfare benefits program stated above. Recommendations for changes will be made that enhance services, improve the health of our employees, incentivize in-network utilization and produce cost savings.
- Perform ongoing review and analysis of all programs with semi-annual cost analysis presentations to the executive team. Recommendations for changes will be made that enhance services, improve the health of our employees, incentivize in-network utilization and produce cost savings.

Section 3: General Instructions/Selection Timeline

The process will consist of the following:

- RFP distribution to qualified firms.
- Evaluation and analysis of the RFP which may require firms to provide additional information to Tri-City Medical Center.
- Final firm selection will be based on the contract that best meets the needs and requirements of the facility, reference checks, healthcare expertise, and experience supporting facility collective bargaining process and strategies, and/or additional evaluation methods.

The timeline for firm selection is as follows:

<u>Description</u>	<u>Date</u>
Release of RFP	7/1/2016
Responses Due	7/15/2016
RFP Analysis/Reference Checks	7/22/2016
Contract Start	8/1/2016

Section 4: Submitting Your Responses

Please submit responses by Friday, July 15th by 4pm.
Please deliver 3 copies of the responses to the address below:

Norma Braun, SVP
Human Resources
Tri-City Medical Center
4002 Vista Way
Oceanside, CA 92056
760-724-8411

All materials submitted to Tri-City Medical Center become the sole property of Tri-City Medical Center. If the firm intends to submit confidential or proprietary information as part of their responses, any limits on the use or distribution should be clearly stated. While we use reasonable caution to avoid the disclosure of the firm replies to competitor firms, Tri-City Medical Center reserves the right to

disseminate the firm material for internal review by external advisors at Tri-City Medical Center's sole discretion.

Section 5: Questionnaire

1. Provide a brief overview of your company and history of your organization, particularly your employee benefits division.
2. Provide three (3) references of hospital clients of similar size located in Southern California. Please include a summary of the work performed for each hospital facility.
3. Provide the names and contact information of any California district hospitals to which your firm provides employee benefits consulting.
4. Provide detail on how your firm supports healthcare clients with union negotiations' and strategies.
5. Does your firm have any proprietary employee benefit programs that would provide value to Tri-City Medical Center?
6. Describe your experience consulting with self-funded hospitals? Has your firm had experience conducting a self-funded feasibility study and describe the outcome.
7. Can you provide benchmarking data for similar hospital plans within Southern California?
8. What resources do you use to analyze medical and pharmacy claims?
9. How will your organization provide plan cost analysis? Samples would be helpful.
10. How can you help evaluate and refine our wellness program over time? What is your process for measuring the success or failure of a wellness program?
11. If necessary, what is your approach for TPA selection?
12. How would you market reinsurance and/or obtain reinsurance proposals or alternatives?
13. How would you keep your clients abreast of employment laws in a timely manner? What resources do you provide to help us remain compliant?
14. What types of materials can you provide to communicate pertinent information to employees? Samples would be helpful.

15. Do you help facilitate/participate with open enrollment, employee benefits meetings and/or employees benefit fairs?
16. Describe your proposed form of compensation (i.e., commission, annual retainer, fee-for-service). If you are proposing a fee, please include your fee schedule/hourly rates. If you charge fees for consulting and employee communication, please indicate the basis of your charges (hourly, by project, etc.) and what typical charges might be.
17. Describe any other facets of your organization and your firm's experience that are relevant to this proposal which have not been previously described and that you feel warrant consideration.

Section 6: Conclusion

Tri-City Medical Center would like to thank you for your time in responding to this Request for Proposal.

Your efforts are greatly appreciated and this will help us in achieving our objectives and developing a partnership with the selected firm.

Human Resources Committee Work Plan | 2016

ACTION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Review Committee Members up for Renewal or Replacement			❖				❖			❖		
Review HR Metrics			❖				❖			❖		
Review HR Charter				❖								
Review HR Employee Fiduciary Retirement Subcommittee Charter				❖								
Quarterly HR Employee Fiduciary Retirement Subcommittee Update - Lincoln & Prudent	❖				❖				❖			
Review Employee Benefits- UHC									❖			
All HR Policies Reviewed (ongoing)	^	^	^	^	^	^	^	^	^	^	^	^
Workers Comp Cases Review					❖							
Review Training & Education Topics										❖		
Key Grievance / ER-LR Data				❖						❖		
Review of Legal Developments/New Laws					❖							
Employee Health & Wellness/ Clinic							❖					