

**TRI-CITY HEALTHCARE DISTRICT  
AGENDA FOR A REGULAR MEETING  
OF THE HUMAN RESOURCES COMMITTEE  
OF THE BOARD OF DIRECTORS**

**Tuesday, February 21, 2017 – 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”**

	<b>Agenda Item</b>	<b>Time Allotted</b>	<b>Requestor/ Presenter</b>
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. Consideration to appoint a third board member (Director Grass) to the Employee Fiduciary Subcommittee– <b>Discussion/Action</b>	5 min.	Chair Kellett
	b. Review HR Metrics– <b>Informational Only</b>	10 min.	Norma Braun
	c. Review Key Grievance/ER-LR Data– <b>Informational Only</b>	10 min.	Norma Braun
7.	2017 Work Plan	1 min.	Chair Kellett
8.	Committee Communications	2 min.	Chair Kellett
9.	Date of Next Meeting – <b>March 14, 2017</b>	2 min.	Chair Kellett
10.	Adjournment	1 min.	Chair Kellett
	<b>Total Time Budgeted for Meeting</b>	<b>2 hrs.</b>	

*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  
January 10, 2017

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

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 January 10, 2017. Gwen Sanders moved and Director Grass 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.	Welcome new board member Leigh Anne Grass to HRC.	Chair Kellett
4. Ratification of Minutes	Chair Kellett called for a motion to approve the minutes of the November 8, 2016 meeting. Director Reno moved and Gwen Sanders seconded the motion. The motion was carried unanimously.		Chair Kellett
5. Old Business			

Topic	Discussion	Action Follow-up	Person(s) Responsible
a. Benefits Broker RFP Update	Norma Braun, CHRO stated she would provide recommendation as to which vendor we should consider as we did with the Lincoln recordkeeper RFP.	The committee agreed.	Norma Braun
6. New Business			
a. B.O.D Dashboard	The Stakeholder Experience pillar- Employee Satisfaction rates were reviewed & discussed. Sharon Schultz, CNE expressed satisfaction with new vendor Health Stream vs. Press Ganey.		Chair Kellett
b. Review HR Metrics	Mrs. Braun explained need to postpone results as the calendar year just ended and time is needed to gather accurate metrics, employee turnover and to prepare detailed requested analysis.		Norma Braun
c. Review Key Grievance/ER-LR Data	Mrs. Braun reiterated year end time restraint experienced to prepare current employee and labor relations data in coherence with turnover and metrics analysis.		Norma Braun
d. Review 2017 Draft Work Plan	2017 Draft Work Plan was reviewed & discussed; no changes were recommended		
e. Committee Communications	Reminder: Ethics & Compliance training for members of the board committees on 2.2.17. Next HRC scheduled for third Tuesday of the month 2.21.17 due to FOP needs.		Chair Kellett
f. Date of next meeting	<b>February 21, 2017</b>		Chair Kellett
g. Adjournment	Chair Kellett adjourned the meeting at 1:00 p.m.		Chair Kellett

# Human Resources Committee Work Plan | 2017

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							❖					