

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

Tuesday, January 10, 2017 – 12:30 p.m. – Assembly Room 3
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		
	a. Benefits Broker RFP Update– Informational Only	10 min.	Norma Braun
6.	New Business		
	a. B.O.D Dashboard- “Stakeholder Experience” – Informational Only	10 min.	Chair Kellett
	b. Review HR Metrics– Informational Only	10 min.	Norma Braun
	c. Review Key Grievance/ER-LR Data– Informational Only	10 min.	Norma Braun
	d. Review 2017 Draft Work Plan– Discussion/Action	5 min.	Norma Braun
7.	Committee Communications – Reminder: Ethics & Compliance Training for members of board Committees on February 2, 2017	2 min.	Chair Kellett
8.	Date of Next Meeting – February 21, 2017- third Tuesday of the month due to FOP	2 min.	Chair Kellett
9.	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
 November 8, 2016

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

Topic	Discussion	Action Follow-up	Person(s) Responsible
1. Call To Order	Chair Kellelt called the meeting to order at 12:35 p.m.		Chair Kellelt
2. Approval of the agenda	Chair Kellelt called for a motion to approve the agenda of November 8, 2016. Director Mitchell moved and Ginny Carson seconded the motion. The motion was carried unanimously.		Chair Kellelt
3. Comments from members of the public	Chair Kellelt read the paragraph regarding comments from members of the public.	No public comments.	Chair Kellelt
4. Ratification of Minutes	Chair Kellelt called for a motion to approve the minutes of the September 22, 2016 meeting. Director Mitchell moved and Ginny Carson seconded the motion. The motion was carried unanimously.		Chair Kellelt
5. Old Business	None		

Topic	Discussion	Action Follow-up	Person(s) Responsible
6. New Business			Norma Braun
a. Review Employee Benefits Broker RFP	Norma Braun, CHRO advised committee of intent to bring this agenda item back to the committee at a later date and time. This item continues to be on HR's radar.		Norma Braun
b. Review Training & Education Topics	Mrs. Braun presented planned education topics for leadership, employees and combined all staff trainings; include performance management, crucial conversations, workers comp 101, retirement readiness, safety on the job and CBA- collective bargaining agreement interpretations among others.	Gwen Sanders requested community members attend training intended for leadership regarding CBA's. HR will look into this request and follow up with Ms. Sanders	Norma Braun
c. Policy Discussion/Action Policy 8610-418 Equal Employment Opportunity	The Committee reviewed Policy 8610-418. Chair Kellett called for a motion to send Policy 8610-418 with renewal date to the Board of Directors for approval as is. Director Mitchell moved and Ginny Carson seconded the motion. The motion was carried with Director Reno and Gwen Sanders abstaining.	Policy 8610-418 to be sent to Board of Directors for approval.	Norma Braun
Policy 8610-428 Fair Treatment for Non-Management	The Committee reviewed Policy 8610-428. Chair Kellett called for a motion to send Policy 8610-428 with renewal date to the Board of Directors for approval as is. Director Mitchell moved and Ginny Carson seconded the motion. The motion was carried with Director Reno and Gwen Sanders abstaining.	Policy 8610-428 to be sent to Board of Directors for approval.	
Policy 8610-435 Leave of Absence	The Committee reviewed Policy 8610-435. Chair Kellett called for a motion to send Policy 8610-435 with renewal date to the Board of Directors for approval as is. Director Mitchell moved and Ginny Carson seconded the motion. The motion was carried with Director Reno and Gwen Sanders abstaining.	Policy 8610-435 to be sent to Board of Directors for approval.	

Topic	Discussion	Action Follow-up	Person(s) Responsible
d. Work Plan	The work plan was reviewed.		Chair Kellelt
e. Committee Communications	Employee Fiduciary Committee working well.		Chair Kellelt
f. Date of next meeting	January 10, 2017		Chair Kellelt
g. Adjournment	Chair Kellelt adjourned the meeting at 1:15 p.m.		Chair Kellelt



Tri-City Medical Center

ADVANCED HEALTH CARE FOR YOU

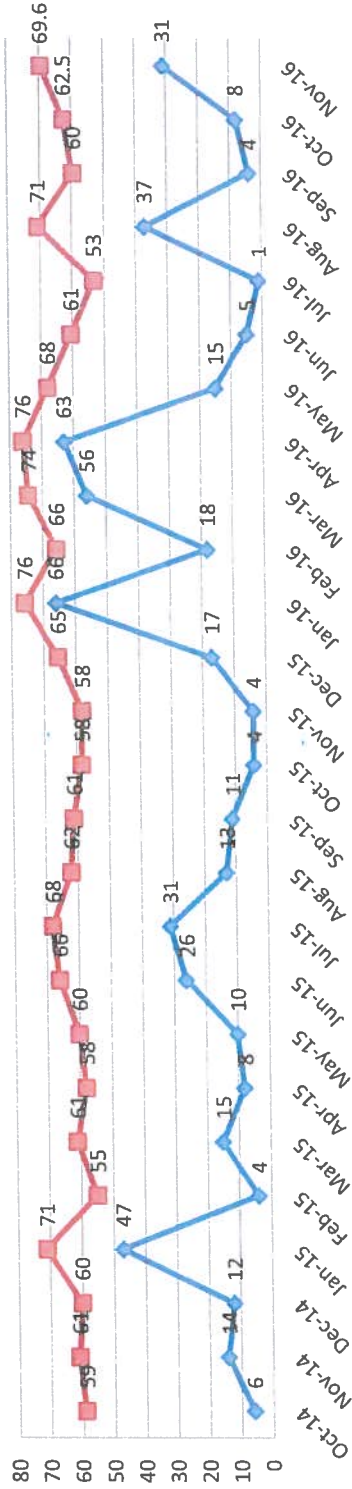
HCAHPS (Top Box Score)

Hospital Consumer Assessment of Healthcare Providers & Systems

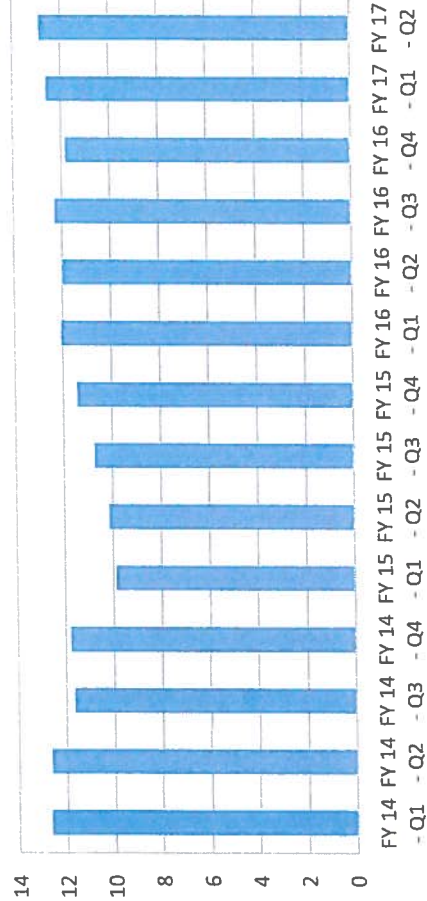
Overall Rating of Hospital (0-10)

■ Scored 9-10

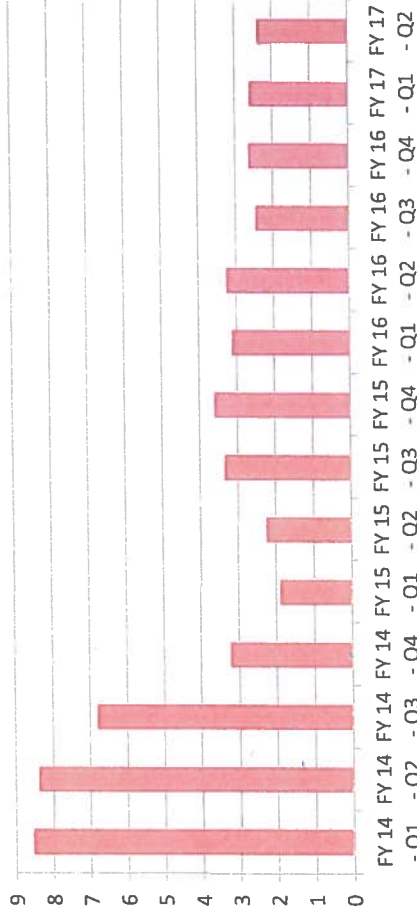
◆ Percentile Rank



Voluntary Employee Turnover Rate



Involuntary Employee Turnover Rate



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							❖					

ETHICS & COMPLIANCE TRAINING FOR MEMBERS OF BOARD COMMITTEES

In accordance with Assembly Bill 1234 and TCHD Board Policy 14-020, Tri-City Healthcare District will be hosting an educational workshop for all members of Board Committees.

The Board's General Counsel, Greg Moser will be facilitating the workshop, presenting a curriculum in accordance with FPPC guidelines.

DATE: February 2, 2017
TIME: 2:00 - 4:00 p.m.
LOCATION: Assembly Rooms 2&3

Note: A biennial educational requirement is mandated by law and applies to all Board of Directors and all members of Board Committees. TCHD is providing this on-site educational workshop as a courtesy for those who prefer an interactive, classroom setting in lieu of completing this biennial educational requirement via the Internet.

PLEASE RSVP NO LATER THAN JANUARY 23RD

(Please RSVP using one of the following options)

- ❖ Emailing us at: donnellantl@tcmc.com, OR
- ❖ Calling the Administration Office at 760-940-3348

1/4/17