

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

Tuesday, May 9, 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		
	None		
6.	New Business		
	a. B.O.D Dashboard- “Stakeholder Experience” – Informational Only	5 min.	Chair Kellett
	b. Review and Discussion of Administrative Policies – Discussion/Action 485- Hiring and Employment; Screening Current Employees	10 min.	Norma Braun
	c. Review Training & Education Topics– Informational Only	5 min.	Norma Braun
	d. Review Workers Comp Cases- Informational Only	5 min.	Norma Braun
	e. Review of Legal Developments/New Laws- Informational Only	5 min.	Norma Braun
7.	2017 Work Plan	1 min.	Chair Kellett
8.	Committee Communications	2 min.	Chair Kellett
9.	Date of Next Meeting – June 13, 2017	2 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
February 21, 2017**

Voting Members Present:

Chair Cyril Kellelt, Director Leigh Anne Grass, Director Rosemarie Reno, Dr. Hamid Movahhedian,
Dr. Martin Nielsen, Virginia Carson, Gwen Sanders, Joe Quince, Salvador Pilar

Non-Voting Members Present:

Sharon Schultz, CNE Kapua Conley, COO; Cheryle Bernard-Shaw, CCO; Norma Braun, CHRO;
Esther Beverly, VP of HR

Others Present:

Director Laura Mitchell, Quinn Abler, Frances Carbajal

Members Absent:

Steve Dietlin, CEO; Dr. Gene Ma

Topic	Discussion	Action Follow-up	Person(s) Responsible
1. Call To Order	Chair Kellelt called the meeting to order at 12:30 p.m.		Chair Kellelt
2. Approval of the agenda	Chair Kellelt called for a motion to approve the agenda of February 21, 2017. Director Reno 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.		Chair Kellelt
4. Ratification of Minutes	Chair Kellelt called for a motion to approve the minutes of the January 10, 2017 meeting. Director Reno moved and Director Grass 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			Chair Kellett
a. Consideration to appoint a third board member (Director Grass) to the Employee Fiduciary Subcommittee	Chair Kellett summarized optimal outcomes & employee satisfaction during four (4) year relationship between TCHD, Prudent Investment Advisors and Lincoln Financial.	Chair Kellett called for a motion to appoint Director Grass as the third board member on the Employee Fiduciary Subcommittee. Ginny Carson moved and Director Reno seconded the motion. The motion was carried unanimously.	Chair Kellett
b. Review HR Metrics	Norma Braun, HR SVP presented a detailed 2016 calendar year metrics analysis which included key statistics like employee turnover percentage rates by department & reason for termination. Recruitment measures were also discussed, time to fill positions, vacancies by month & all HR 2016 initiatives were presented. Sharon Schultz, CNE explained ongoing clinical recruitment efforts with new grad programs.		Norma Braun
c. Review Key Grievance/ER-LR Data	Mrs. Braun also explained current employee and labor relations data in concert with metrics analysis. Esther Beverly, VP of HR addressed most common reasoning behind the majority of grievances filed & trends.		Norma Braun
7. 2017 Work Plan	The 2017 Work Plan was reviewed & discussed; no changes were recommended.		Chair Kellett
8. Committee Communications	None		Chair Kellett
9. Date of next meeting	March 14, 2017		Chair Kellett
10. Adjournment	Chair Kellett adjourned the meeting at 1:15 p.m.		Chair Kellett



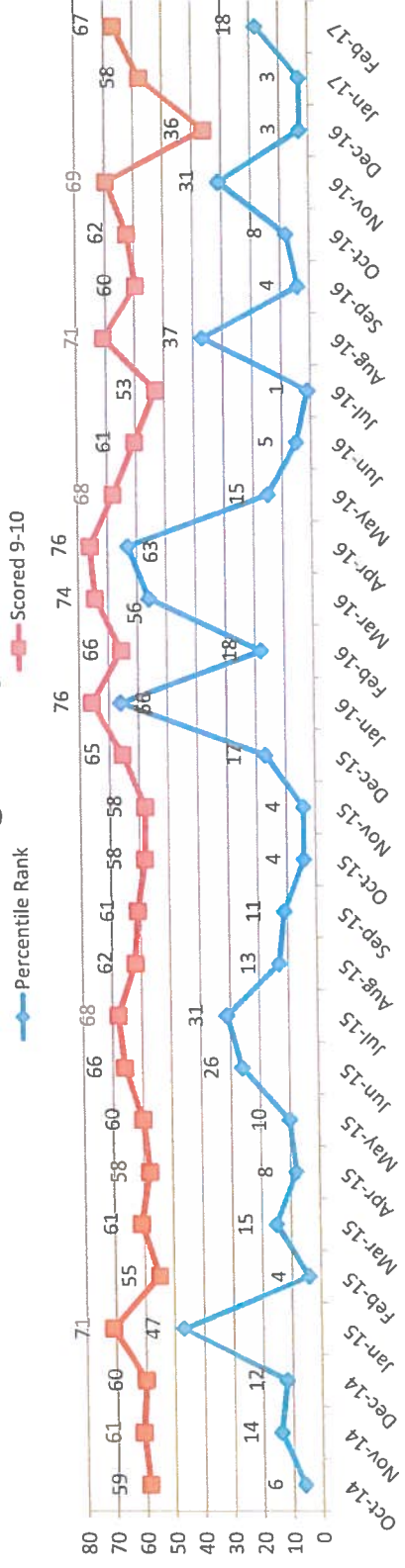
Tri-City Medical Center

ADVANCED HEALTH CARE FOR YOU

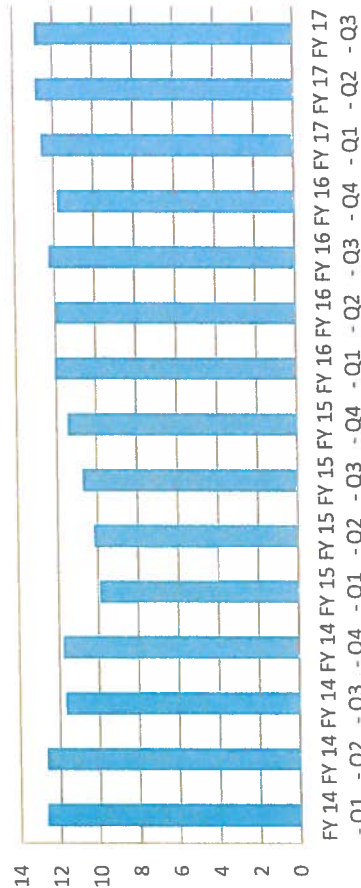
HCAHPS (Top Box Score)

Hospital Consumer Assessment of Healthcare Providers & Systems

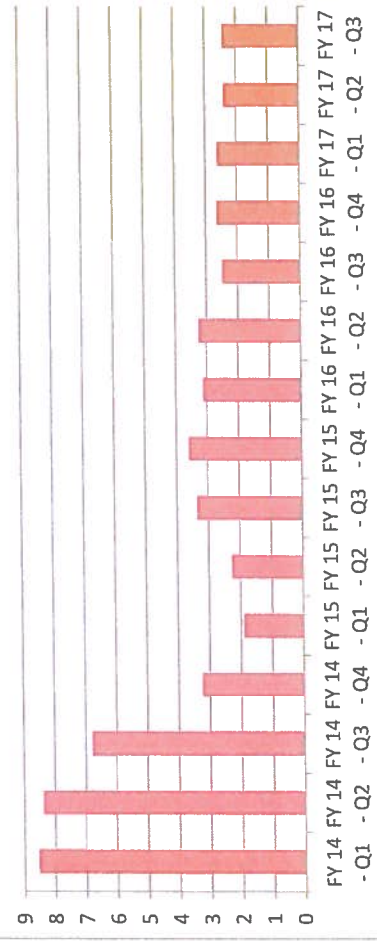
Overall Rating of Hospital (0-10)



Voluntary Employee Turnover Rate



Involuntary Employee Turnover Rate



Administrative Policy Manual
Human Resources

ISSUE DATE: 09/16 **SUBJECT:** Hiring and Employment; Screening Current Employees

REVISION DATE(S): **POLICY NUMBER:** 8610 - 485

Human Resources Department Approval Date(s): 05/16
Administrative Policies and Procedures Approval Date(s): 09/16
Human Resources Committee Approval Date(s): 09/16
Board of Directors Approval Date(s): 09/16

A. PURPOSE:

1. To provide guidance of the Tri-City Healthcare District's (TCHD'S) policy regarding screening current employees.

B. SCREENING CURRENT EMPLOYEES:

1. Periodically, but at least on a monthly basis, TCHD shall screen current employees against the:
 - a. Office of Inspector General List of Excluded Individuals/Entities (OIG LEIE), and
 - b. United States General Services Administration Excluded Parties List System (GSA EPLS).
2. Periodically, but at least on an annual basis, the District shall complete criminal background checks for employees who are assigned to the Crisis Stabilization Unit (CSU), the Security Department and the Behavioral Health Unit (if applicable) or any other employee that floats to the CSU department.
3. Periodically, but at least on an annual basis, the District shall require each employee to certify in writing that the employee:
 - a. Has not been charged with or convicted of committing any criminal offense;
 - b. Does not have any charges pending for violating any criminal law;
 - c. Has not been debarred, excluded or otherwise deemed ineligible for participation in Federal health care programs;
 - d. Is not the subject of or otherwise part of any ongoing federal or state investigation; and
 - e. Possesses a current professional license, registration, or certification, as applicable, and is in good standing with, and has had no Adverse Action taken by, any and all authorities granting such license, registration or certification, as applicable.
4. In the event that the employee cannot provide the certification set forth in Section II.B above, the employee shall provide complete and accurate information with respect to the matters at issue.
5. In addition, as specified in 8750-542, employees are required to report any criminal convictions under state or federal law, in writing to the Human Resources Department within five (5) working days of such convictions as per Administrative Human Resource Policy: Coaching and Counseling for Work Performance 424.

C. RETENTION:

1. Subject to legal constraints, TCHD shall not knowingly retain any employee if the employee:
 - a. Has been convicted of a criminal offense that has a bearing on the (a) trustworthiness of the employee, or (b) ability of the employee to perform relevant job responsibilities; or
 - b. Has been convicted of committing a health care fraud-related criminal offense; or
 - c. Is currently debarred, excluded or otherwise ineligible for participation in Federal health care programs; or

- d. Does not have a current professional license, registration or certification as applicable, and/or is not in good standing with, and/or has had Adverse Action taken by, the relevant state authorities that grant such license, registration or certification, as applicable.

D. **DOCUMENTATION:**

1. For employees, documentation shall be maintained in the employee's personnel file consistent with the TCHD's document retention policies.

E. **RELATED DOCUMENT(S):**

1. Administrative Policy 8750-542 – Hiring and Employment; Employee Requirements to Report Changes in Certification
2. Administrative Human Resource Policy: Coaching and Counseling for Work Performance 424

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							❖					

*Charters to be reviewed every 3 years (last updated 2016)