

**TRI-CITY HEALTHCARE DISTRICT
AGENDA FOR A REGULAR MEETING
OF THE HUMAN RESOURCES COMMITTEE
OF THE BOARD OF DIRECTORS**
Tuesday, January 9, 2018 – 12:30 p.m. – Assembly Room 3
Tri-City Medical Center, 4002 Vista Way, Oceanside, CA 92056

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

	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. Review HR Metrics– Informational Only	5 min.	Esther Beverly
	b. Key Grievance/ER-LR Data– Informational Only	5 min.	Esther Beverly
	c. Review and Discussion of Administrative Policies– Discussion/Action 448- Reduction In Force	5 min.	Esther Beverly
7.	Work Plan	1 min.	Chair Kellett
8.	Committee Communications	2 min.	Chair Kellett
9.	Date of Next Meeting – April 10, 2018	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
October 10, 2017

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

Non-Voting Members Present: Kapua Conley, COO; Sharon Schultz, CNE; Norma Braun, CHRO; Carlos Cruz, CCO; Esther Beverly, VP of HR

Others Present: Frances Carbajal, Carmela Ford, Kandace Mccrae, BB&T; Denise Hujing, BB&T

Members Absent: Steve Dietlin, CEO

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 October 10, 2017. Director Reno moved with agenda sequence change and Gwen Sanders seconded the motion. The motion was carried unanimously.	Start agenda sequence with 6.d. Dr. Kellelt will need to exit the meeting early due to a personal apt.	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 September 12, 2017 meeting. Director Reno moved with correction and Dr. Movahhedian seconded the motion. The motion was carried unanimously.	Correction- 9.12.17 HRC agenda to reflect as follows: 6.c. Ginny Carson does not wish to be appointed to a second term on the Employee Fiduciary Retirement Subcommittee due to her second term on HRC will end in 2018.	Chair Kellelt

Topic	Discussion	Action Follow-up	Person(s) Responsible
5. Old Business	None	This committee recommends Mrs. Carson stay on the Employee Fiduciary Retirement Subcommittee until her term with HRC ends. Mrs. Carson agrees.	
6. New Business			Norma Braun
a. Review Employee Benefits	Denise Hujing and Kandace Mccrae from BB&T presented TCHD's Benefits program overview. Norma Braun, CHRO explained in detail current and proposed coverage changes for 2018. Proposal includes HMO copays for outpatient services; PPO copay increases, adding a three tier prescription drug copay and standardizing current plan. The committee reviewed and discussed comparable market data, employee and TCHD's financial impact as well as possible copay modifications.	Director Reno requests a copy of the Benefits renewal proposal grid.	
b. Policy Discussion/Action Policy 8610-433 Paid Time Off Program	Director Reno called for a motion to approve the proposed benefit changes with three tier prescription copayment deduction modification from proposed \$75.00 to \$50.00. Director Grass moved and Director Reno seconded the motion. The motion was carried with majority vote- Director Reno, Director Grass, Sal Pilar, Ginny Carson and Dr. Movahhedian in favor. Gwen Sanders, Dr. Martin Nielsen and Joe Quince opposing.	Policy 8610-433 to be sent to Board of Directors for approval.	Norma Braun

Topic	Discussion	Action Follow-up	Person(s) Responsible
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Policy 8610-TBD Annual Leave Bank/ Extended Leave Bank	The Committee reviewed Policy 8610-TBD. Director Reno called for a motion to send Policy 8610-TBD with renewal dates at the end of the policy in addition to the first page to the Board of Directors for approval. Ginny Carson moved and Dr. Nielsen seconded the motion. The motion was carried unanimously with Gwen Sanders opposing.	Policy 8610-TBD to be sent to Board of Directors for approval.	
c. Manager and Director Roles	Nursing Directors vs. Managers overstaffing inquiry. Discussed different levels of job descriptions.	Director Reno requests samples of TCHD department organization charts	Director Reno
d. Leadership Development Plan	Committee discussion regarding future leadership development planning; career ladder process, internally post requisitions first, 2018 basic ED for leaders and succession planning.		Director Reno
e. Nurse/Allied Health Employee Forums	Suggest all employee forums twice a year. Discussion of how Benefits have been presented to employees through informational sessions, Brain Smart videos offered online and distribution of detailed booklets with all changes.		Director Reno
f. Review Quarterly Work Plan Draft	The newly drafted Work Plan to reflect new quarterly meeting schedule was reviewed & discussed.		Director Reno
7. 2017 Work Plan	The current 2017 Work Plan was reviewed & discussed.	HRC Meeting to be held quarterly unless need to meet prior to scheduled date is deemed.	Director Reno
8. Committee Communications	Director Reno inquired on the Employee Health & Wellness Program status. Norma Braun, CHRO explained new program in partnership with AHA on hold during Employee Health leadership search. Sharon Schultz, CNE informed the committee of newly established TCHD/AHA walking group in support of employee overall health & wellness ongoing efforts.		Director Reno
9. Date of next meeting	December 12, 2017		Director Reno

Topic	Discussion	Action Follow-up	Person(s) Responsible
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10. Adjournment	Director Reno adjourned the meeting at 2:05 p.m.		Director Reno
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Administrative Policy
Human Resources

ISSUE DATE: 05/83 **SUBJECT:** Reduction in Work Force

REVISION DATE: 08/96, 01/97, 02/98, 08/00, 06/03 **POLICY NUMBER:** 8610-448
10/05, 12/08, 08/09, 05/11

Department Approval: 08/17
Administrative Policies and Procedures Committee Approval: 08/17
Human Resources Committee Approval: 08/14
Governance Council Committee Approval: 11/14
Board of Directors Approval: 11/14

A. INTRODUCTION:

1. Tri-City Healthcare District (TCHD) reserves the unrestricted right to engage in a Reduction in Force (RIF). No TCHD employee, representative or agent has the authority to limit this right, and any attempt to do so shall be null and void.
2. The Chief Executive Officer (CEO) has the ability to implement a RIF at his/her sole discretion, at any time, and in any manner, that he/she deems in the best interests of TCHD. This policy may be amended, revised or completely restated at any time before, after or during any particular RIF. The adoption and/or implementation of this policy does not create and shall not be deemed to confer upon any employee any right to continued employment, or to transfer or rehire following an RIF.
3. This policy shall not supersede any agreement between TCHD and the exclusive representative of any bargaining unit of TCHD employees and shall not abrogate the rights of any such employees under the Meyers-Milias-Brown Act and the Worker Adjustment and Retraining Notification Act (WARN Act), if applicable.

B. PURPOSE:

1. It is the purpose of this policy to allow an RIF to proceed while limiting disruption to TCHD operations and adverse effects upon TCHD employees. A principal goal of any RIF will be to retain those personnel necessary to meet the operating needs of the District TCHD and its patients. All other considerations are subject to, and limited by, this overriding goal.

C. PROCESS:

1. A RIF may be implemented district-wide, by department, by work group, by job classification or by some other criterion identified by the CEO or designee. Once the scope of the RIF has been determined, the Vice President (VP) of Human Resources (HR) or his/her designee will work with each affected department to identify positions that may be eliminated as part of the RIF. In identifying these positions, the VP of HR and department supervisors may consider the specific experience, training, and competencies of the incumbents in those positions. By way of example, they may consider whether an incumbent has the ability to perform duties that would allow the position he/she occupies to be restructured and to avoid elimination under the RIF.
2. Subject to the second sentence of C.1., above, after identifying the positions to be eliminated, the VP of HR and the affected supervisors will identify the individuals to be laid off as part of the RIF. Selection of such individuals shall be at TCHD's sole and absolute discretion, based upon the operating needs of TCHD and the needs of its patients, provided, however, that individuals may not be identified by lay off based on their race, national origin, gender, disability, or other characteristic protected under state or federal law, or in retaliation for any protected activity.

3. Notification of the individuals selected to be laid off as part of the RIF shall be provided in compliance with applicable state and federal laws.

D. **TRANSFER/REHIRE:**

1. Employees who are selected for layoff may apply to transfer to any open position at TCHD in the District for which they are qualified.
2. Employees who have been laid off may be considered for re-hire as long as they are otherwise in good standing and possess the qualifications of the position for which they are applying. It is an employee's responsibility to inquire and apply for any job openings.
3. Employees who are rehired in the first six months following an RIF shall maintain their prior seniority date. Reinstatement of benefits will begin the 1st of the month following the date of re-hire.
4. TCHD will cease payments of any outstanding severance amounts payable under **Administrative Policy: # 454 Severance Plan** for any employee rehired following an RIF.
5. The VP of HR, in consultation with the department head, shall have discretion and authority to approve if any employee is eligible for a transfer or for re-hire into a position not previously held by the employee.

~~This policy will be coordinated with Severance Plan Policy #8610-454.~~

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

1. **Administrative Policy: 432 Employee Transfers**
2. **Administrative Policy: 454 Severance Plan**

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				❖								
B.O.D Dashboard- "Stakeholder Experience"				❖			❖			❖		

* HRC & Employee Fiduciary Retirement Subcommittee Charters to be reviewed every 3 years (last updated 2016)

