



MISSION

To deliver the standards of quality healthcare to the residents of and visitors to Big Bear Valley through the most effective use of available resources.

VISION

To be the premier provider of emergency medical and healthcare services in our Big Bear Valley.

The Human Resources Committee shall be responsible for reviewing and recommending personnel policies and salary and benefit packages prior to development of the annual operating budget

**HUMAN RESOURCES COMMITTEE MEETING AGENDA
BUSINESS OFFICE CONFERENCE ROOM**

MONDAY, OCTOBER 30, 2017

12:00 PM CLOSED SESSION

12:30 PM OPEN SESSION

41870 Garstin Dr., Big Bear Lake, California, 92315

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Chief Executive Officer's Office and are available for public inspection or purchase at 10 cents per page with advance written notice. In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in a District meeting or other services offered by the District, please contact Administration (909) 878-8214. Notification at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. **DOCUMENTS RELATED TO OPEN SESSION AGENDAS (SB 343)** -- Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the public counter located in the Administration Office, located at 41870 Garstin Drive, Big Bear Lake, CA 92315. For questions regarding any agenda item, contact Administration at (909) 878-8214.

OPEN SESSION

1. CALL TO ORDER

Jack Roberts, 2nd Vice President

2. PUBLIC FORUM FOR CLOSED SESSION

Opportunity for members of the public to address the Board on closed session items (Government Code Section 54954.3). There will be a three (3) minute limit per speaker. Any report or data required at this time must be requested in writing, signed, and turned in to Administration. Please state your name and city of residence.

3. ADJOURN TO CLOSED SESSION

CLOSED SESSION

- 1. CONFERENCE WITH LABOR NEGOTIATORS: *Government Section Code: 54957.6: Negotiator: Mike Sarrao, Esq. John Friel, CEO, Erin Wilson, HR Director**
A. Continuing Union Negotiations with: UNAC & OPEIU

OPEN SESSION

1. CALL TO ORDER

Jack Roberts, 2nd Vice President

2. ROLL CALL

Shelly Egerer, Executive Assistant

3. ADOPTION OF AGENDA*

4. RESULTS OF CLOSED SESSION

***Denotes Action Item**

5. PUBLIC FORUM FOR OPEN SESSION

Opportunity for members of the public to address the Board on items not on the agenda (Government Code Section 54954.3). There will be a three (3) minute limit per speaker on items not scheduled for action on this agenda. Any report or data required at this time must be requested in writing, signed, and turned in to Administration. Please state your name and city of residence.

6. DIRECTORS' COMMENTS

7. APPROVAL OF MINUTES*

A. August 28, 2017

8. OLD BUSINESS*

- None

9. NEW BUSINESS

A. Discussion and Potential Recommendation to the Board of Directors the Following Policies & Procedures:

- (1) Performance Evaluations
- (2) Paid Time Off
- (3) Compensation for Exempt Employees
- (4) Use of Social Networks

B. Discussion and Potential Approval to Cancel or Reschedule the December 25, 2017 Human Resource Committee Meeting Due to the Christmas Holiday

10. HUMAN RESOURCE REPORT*

Erin Wilson, Director of Human Resources

A. Human Resource Assessment:

- Staffing: Active, New Hires, Terms & Open Positions
- Employee Performance Evaluations
- Work Comp
- Employee File Audit

11. ADJOURNMENT*

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT
HUMAN RESOURCES MEETING MINUTES
41870 Garstin Road Big Bear Lake, Ca. 92315
AUGUST 28, 2017**

MEMBERS PRESENT: Jack Roberts, 2nd Vice President Erin Wilson, HR Director
Gail McCarthy, Secretary Shelly Egerer, Admin. Asst.
John Friel, CEO

MEMBERS ABSENT: None

STAFF: Kerri Jex

OTHER: Mike Sarrao, Legal Counsel

OPEN SESSION

1. CALL TO ORDER:

Board Member Roberts called the meeting to order at 12:00 p.m.

CLOSED SESSION

2. PUBLIC FORUM FOR CLOSED SESSION:

Board Member Roberts opened the Hearing Section for Public Comment at 12:00 p.m. Hearing no request to address the Committee, Board Member Roberts closed the Hearing Section at 12:00 p.m.

3. ADJOURN TO CLOSED SESSION:

Board Member Roberts motioned to adjourn to Closed Session. Second by Board Member McCarthy to adjourn to Closed Session. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts - yes
- Board Member McCarthy - yes

OPEN SESSION

1. CALL TO ORDER:

Board Member Roberts called the meeting order at 12:43 p.m.

2. ROLL CALL:

Jack Roberts and Gail McCarthy were present. Also, present were John Friel, CEO, Erin Wilson, Human Resource Director, and Shelly Egerer, Executive Asst.

3. ADOPTION OF AGENDA:

Board Member Roberts motioned to adopt the August 28, 2017 Agenda as presented. Second by Board Member McCarthy to adopt the August 28, 2017 Agenda as presented. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts - yes
- Board Member McCarthy - yes

4. RESULTS OF CLOSED SESSION:

- Board Member Roberts stated there was no reportable action to report.

5. PUBLIC FORUM FOR OPEN SESSION:

Board Member Roberts opened the Hearing Section for Public Comment at 12:45 p.m. Hearing no request to address the Committee, Board Member Roberts closed the Hearing Section at 12:45 p.m.

6. DIRECTORS COMMENTS:

- None

7. APPROVAL OF MINUTES:

A. June 26, 2017

Board Member Roberts motioned to approve the June 26, 2017 Human Resource Committee Meeting Minutes as presented. Second by Board Member McCarthy to approve the June 26, 2017 Human Resource Committee Meeting Minutes as presented. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts - yes
- Board Member McCarthy - yes

8. OLD BUSINESS:

- None

9. NEW BUSINESS*

A. Discussion and Potential Recommendation to the Board of Directors the Human Resource Analyst Job Description

- Ms. Wilson stated that the job description is for the new FTE Position; this job description is similar to the HR Assistant position.
- Mr. Friel stated this was not going to the Board of Directors; the Board did not require to approve the job description.

Board Member Roberts motioned to approve the Human Resource Analyst Job Description. Second by Board Member McCarthy to approve the Human Resource Analyst Job Description. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts - yes
- Board Member McCarthy - yes

B. Discussion and Potential Approval of the Human Resource Committee Meeting Calendar (Potential Change to Quarterly Meetings):

- Mr. Roberts asked if the HR Policies and Procedures are being reviewed and revised that this could be a determination on changing the HR Committee Meeting.
- The HR Committee had further discussion on the potential change of the HR Committee Meeting calendar and determined that it was best to keep the meetings every other month and the time will remain as is.

Board Member Roberts motioned to approve to continue to conduct the HR Committee every other month. Second by Board Member McCarthy to approve to continue to conduct the HR Committee every other month. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts - yes
- Board Member McCarthy- yes

C. Discussion of Human Resource Implications of the Compliance Hotline (Human Resource Issues Required to be Directed to the Human Resource Department Only)

- Board Member Roberts stated that he would like to discuss the Compliance Hotline and how it is being used for Human Resource issues. Any HR issues are to be directed to the HR Department and not the Risk/Compliance Manager. Board Member Roberts wanted to confirm with Mr. Friel that HR employee issues are not being discussed at the Compliance Meeting nor should the Risk/Compliance Officer of the Compliance Committee be privy to any HR employee issues.
- Mr. Friel informed the HR Committee that he has spoken with Tomi Hagan w/QHR and had several questions regarding the Compliance Hotline; this item is being discussed with Senior Admin. Mr. Friel will speak with Ms. Norman to review the items that are being reported in the Compliance Report and what is presented to the Board of Directors.

Board Member Roberts reported no action required

9. HUMAN RESOURCE REPORT*:

A. Human Resource Assessment:

- **Employee Performance Evaluation Update:**
 - Ms. Wilson reported that the employee evaluations increased during the last few weeks but reviewed the evaluation list and only one evaluation has not been turned in.
- **Human Resource Policies & Procedures:**
 - Ms. Wilson reported that during Just Culture Meetings the team has been combining and reviewing policies. Approximately 57 policies are being updated or reviewed.
 - The HR Committee asked that all HR Policies and Procedures that are being revised to please bring them to the committee prior to the Board of Directors.
- **Employee Recognition Implementation:**
 - Ms. Wilson reported that a “Year of Recognition” pins, high tea and a party on the patio will be scheduled and is also looking at Bear Mountain for the Christmas Party.

- **Smoking Cessation Class:**

- Mr. Friel reported that the District was working towards a Smoking Cessation Class for the employees and the community. The District does have the EAP that also provides assistance in staff learning how to quit smoking.

Board Member Roberts motioned to approve the HR Report as presented. Second by Board Member McCarthy to approve the HR Report as presented. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts - yes
- Board Member Robbins - yes

10. ADJOURNMENT:

Board Member Robbins motioned to adjourn the meeting at 12:53 p.m. Second by Board Member McCarthy to adjourn the meeting. Board Member Roberts called for the vote. A vote in favor of the motion was unanimously approved.

- Board Member Roberts - yes
- Board Member Robbins - yes



DEPARTMENT: Human Resources	CATEGORY: Policies, Procedures
SUBJECT: Performance Evaluations	

POLICY:

Bear Valley Community Healthcare District (BVCHD) conducts competency-based performance evaluations with its employees during the probationary period and on an annual basis as an employee development activity.

PROCEDURE:

1. The specific objectives of the Performance Evaluation are:
 - 1.1. To motivate and guide employees toward greater self-development and performance improvement by discussing significant strengths and areas needing improvement in a positive, and constructive manner;
 - 1.2. To assure that all employees who provide patient care services are competent to provide age appropriate services for the patients served;
 - 1.3. To provide a means for evaluating suitability for continuation of employment, for job transfer and/or promotion opportunity;
 - 1.4. To identify training resource needs; and
 - 1.5. To provide a record of employee progress.
2. Directors/Managers will complete periodic evaluations including competency assessments and validations of staff to include a review of:
 - 2.1. Their ability to perform specific responsibilities defined in their job descriptions.
 - 2.2. Their competencies as defined in the department/unit specific standards or policy and procedure manuals.
3. The Director/Manager may collect evidence of compliance and performance throughout the year as measures of competency.
 - 3.1. This evidence may be included in the evaluation feedback to the employee.
4. Completion of competency measures is documented on the annual evaluation form and forwarded to the Human Resources Department.
 - 4.1. Competency checklist(s) for clinical staff, are maintained in the employee's education file.
5. The performance of all employees will be reviewed with the employee on an annual basis and goals will be created for the future.
 - 5.1. It is the Department Manager's responsibility to ensure that evaluations are completed in a timely manner.
 - 5.2. Delinquent evaluations shall be addressed by Human Resources on a case by case basis with the appropriate Manager and Administrative Staff.

Prepared By: Wilson, Erin	Reference: Title 22
Reviewed By: Admin Team, Policy & Procedure Committee	Revised Date: Not Approved Yet
Approved By: Board Directors	Date Approved: Not Approved Yet



DEPARTMENT: Human Resources	CATEGORY: Policies, Procedures
SUBJECT: Paid Time Off	

POLICY:

All Bear Valley Community Healthcare District (BVCHD), full and benefited part-time employees are provided PTO (Paid Time Off) as outlined in this policy. The main feature of PTO is the combining of short-term sick days, vacation days and holidays into one account. A PTO system allows the employee greater flexibility in the use of time off according to the employee's varying needs.

BENEFIT:

1. PTO benefits start accruing on the employee's date of hire.
 - 1.1. The schedule below is based on full time service.
 - 1.2. Part-time employee's accrual is pro-rated based on the number of authorized hours.
 - 1.3. Temporary and Per Diem employees shall receive California Paid Sick Leave (see "Paid Sick Leave" policy).

ACCRUAL RATES:

Length of Service	Accrual Rate Per Paid Hours	*Average Accrual Hrs. Per Pay Period	*Average Accrual Days Per Pay Period	Total PTO Days / Year
0 to 4 years of service	.0961	7.69	.96	25
5 years to 9 years of service	.1154	9.23	1.15	30
10 or more years of service	.1346	10.77	1.35	35

* Based on a pay period of 80 paid hours.

PTO accrual is based on length of service and all hours paid up to a maximum of 80 hours per pay period.

MAXIMUM ACCRUALS:

1. Employees are encouraged to use their earned PTO each year.
 - 1.1. The maximum benefits an employee may have at any time shall equal 320 hours.
 - 1.2. If the employee's earned but unused PTO reaches the maximum the employee will not accrue any additional benefits during each pay period during which his/her earned but unused PTO equals 320 hours and the employee shall be paid for the number of hours he/she would have accrued beyond the maximum for the applicable pay period at his/her base hourly rate.
 - 1.3. Employees do not earn PTO while on a leave of absence.

Prepared By: Wilson, Erin	Reference:
Reviewed By: Admin Team, Policy & Procedure Committee	Revised Date: Not Approved Yet
Approved By: Board Directors	Date Approved: Not Approved Yet



DEPARTMENT: Human Resources	CATEGORY: Policies, Procedures
SUBJECT: Paid Time Off	

USAGE:

1. PTO hours shall be used for excused elective absences such as vacation, holidays, sick days, family emergencies, religious observances, health care visits, personal business, dependent's school visitation.
 - 1.1. PTO can be used for incidents when the employee is placed on call due to low census to supplement and keep the employee whole.
 - 1.2. PTO must be used in a minimum of one-hour increments.
 - 1.3. PTO account is not charged for an approved educational leave, bereavement leave and jury duty.
 - 1.4. PTO may only be used to the extent accrued.

ELIGIBILITY FOR USAGE:

1. PTO can be used for Holidays as soon as it is accrued.
 - 1.1. PTO may not be used for other reasons until the successful completion of the employee's 90-day introductory period.

REQUESTING PTO:

1. With the exception of emergencies or illness, PTO must be requested and agreed to in advance, by the supervisor.
 - 1.1. In most instances, employees should request PTO at least 10 days in advance and the supervisor should respond within five days.
 - 1.2. In cases of absences for emergencies or illness, the employee shall notify their supervisor as promptly as possible.
 - 1.3. The District may require reasonable proof of illness or emergency when away from work for these purposes.

PTO CASH OUT:

1. PTO cash out is limited to no more than one time per quarter and a maximum of 40 hours per quarter.
 - 1.1. Employees must maintain a total of 80 hours in their PTO bank before cash out is approved.
 - 1.2. If an employee can justify an unforeseen emergency need, they can request PTO cash out that is outside the limits established by this policy.
 - 1.3. Exceptions to this policy are approved at the discretion of the H.R. Director or CFO.
2. A "Request for PTO Cash Out" form must be submitted and approved by the department manager prior to submission to the Human Resource Department.
 - 2.1. PTO cash outs will be included in the employees pay check.
3. Employees should plan their requests with payroll periods to avoid delay in payment.
 - 3.1. The cash out form must be submitted to the Human Resources Department prior to the deadline for

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DEPARTMENT: Human Resources	CATEGORY: Policies, Procedures
SUBJECT: Paid Time Off	

submittals of timecards or the cash out will not be processed until the following pay period.

SENIORITY:

1. Employees represented by the union who request PTO during the most desired times of the year will be scheduled for PTO according to MOU Seniority guidelines.

UNPAID DAYS:

1. Employees who have been employed by the District as a full-time employee for at least 6 months, but have not accrued enough PTO to be paid for the time off they need for personal reasons, should follow the Personal Leave policy guidelines.
2. Employees who are part-time and/or have been employed by the District for less than 6 months and have not accrued enough PTO to take the time off they need requires Supervisor, Human Resources and Administration approval and are limited to 10 unpaid days off.

TERMINATION:

1. Upon termination of employment with the District, or upon changing to per diem status, all unused PTO hours will be paid off at the current hourly rate of pay.
 - 1.1. PTO hours may not be used to extend employment with the District beyond the last day actually worked.

Prepared By: Wilson, Erin	Reference:
Reviewed By: Admin Team, Policy & Procedure Committee	Revised Date: Not Approved Yet
Approved By: Board Directors	Date Approved: Not Approved Yet



DEPARTMENT: Human Resources	CATEGORY: Policies, Procedures
SUBJECT: Compensation for Exempt Employees	

POLICY:

Bear Valley Community Healthcare District (BVCHD) classifies certain employees as exempt from overtime, according to the Fair Labor Standards Act (FLSA)/Labor Code 204.3.

PROCEDURE:

1. All employees holding positions corresponding to the scope of the definitions developed by the Department of Labor are exempt from the overtime provisions of the FLSA and will therefore not be eligible to receive overtime compensation, regardless of the number of hours worked.
2. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled.
 - 2.1. It is expected that there will be occasions when it is necessary for an exempt employee to work additional daily or weekly hours.
 - 2.2. The additional time will not be paid.
3. Exempt employees will use PTO, as available, when they are absent for a minimum of an entire day.
 - 3.1. PTO will not be deducted for partial day absences.
4. Neither extra compensation nor compensatory time off will, under any circumstances, be owed or payable to an exempt employee upon separation from BVCHD's employ for any reason.

Prepared By: Wilson, Erin	Reference:
Reviewed By: Admin Team, Policy & Procedure Committee	Revised Date: Not Approved Yet
Approved By: Board Directors	Date Approved: Not Approved Yet



DEPARTMENT: Human Resources	CATEGORY: Policies, Procedures
SUBJECT: Use of Social Networks	

POLICY:

The Bear Valley Community Healthcare District (BVCHD) Use of Social Networks policy sets guidelines for appropriate online conduct related to the use of Social Networking. For the purpose of this policy, examples of social networking include but are not limited to LinkedIn, Facebook, Twitter and blogs.

PROCEDURE:

1. On-line posting of financial, confidential, sensitive or proprietary information about BVCHD or any of our physicians, employees or patients is strictly prohibited.
2. Online behavior that will reflect negatively on others or the District's reputation is strictly prohibited.
3. It is strictly prohibited to use social networking sites to vent personal complaints about supervisors, co-workers, or the District.
4. BVCHD employees are responsible for the content of information they post online.
 - 4.1. Employees may be held accountable for on-line postings by others if they are the subject of the postings and the content is inappropriate.
5. Posting of obscenities, slurs or personal attacks that can damage both your reputation as well as the District's is strictly prohibited.
6. Be aware that you are not anonymous when you make online comments.
 - 6.1. Even if you post anonymously or under a pseudonym, your identity can still be revealed.
7. Information in the form of photos or videos of other employees or health care providers that may be perceived as embarrassing for either the depicted individuals or the District is strictly prohibited.
8. Employees who view unfavorable opinions, negative comments or criticism about themselves or BVCHD should forward the information to Human Resources immediately.
9. BVCHD may monitor content on the Internet for inappropriate use.

Prepared By: Wilson, Erin	Reference:
Reviewed By: Admin Team, Policy & Procedure Committee	Revised Date: Not Approved Yet
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HR Committee Report

October 2017

Staffing	Active: 213 New Hires: 4 Terms: 2 Open Positions: 22
Employee Performance Evaluations	See Attachment
Work Comp	NEW CLAIMS: 0 OPEN: 13 Indemnity (Wage Replacement, attempts to make the employee financially whole) - 7 Future Medical Care – 5 Medical Only - 1
Employee File Audit	FIVE FILE AUDIT: All files are complete All items returned from previous month All Licenses are up to date
Labor Negotiations Update	Mike Sarrao, Labor Negotiator

Past Due Evaluations

