



ALAMEDA COUNTY MEDICAL CENTER

Highland Campus • Fairmont Campus

John George Psychiatric Pavilion • Ambulatory Healthcare Services

HUMAN RESOURCES COMMITTEE MEETING

Wednesday, March 14, 2012

Central Administration Offices Located at Highland Hospital

1411 East 31st Street Oakland, CA 94602

Barbara L. McElroy, Clerk of the Board

(510) 437-8468

MINUTES

THE MEETING WAS CALLED TO ORDER AT APPROXIMATELY 4:50 PM.

ROLL CALL WAS TAKEN; THE FOLLOWING TRUSTEES WERE PRESENT:

Ronald D. Nelson, Daniel Boggan, Jr., J. Bennett Tate, and Ilene Weinreb.

Anthony Slimick was excused.

TAB #2 ACTION: Approval of Minutes

ACTION: A motion was made, seconded, and unanimously approved the Minutes from the January 18, 2012 Human Resources Committee Meeting as presented.

MOTION: Trustee Boggan

SECOND: Trustee Tate

TAB #3 REPORT: Recruitment Strategy - Vacancies and Positions Filled

Paul Ransom, Director of Workforce Planning and Recruitment, presented a report on Recruitment Strategy for vacancies and positions filled.

The report highlighted current successes, critical openings and ongoing strategic efforts underway to enhance APMC's capability to better service the hiring managers and increase overall recruitment efforts.

Continued areas of focus: enhancing recruitment processes, effectively utilizing ATS (Applicant Tracking System), staffing recruitment team to support volume, and the development of short and long term employment solutions and recruitment advertising strategies to assist in recruiting top talent into the organization.

During the last business quarter, (truncated) January 1 through March 6, 2012, the recruitment function continued to meet the demands of the organization.

The operations experienced an even greater volume and demand of recruitment activity from previous quarters. During this business quarter ACMC recruited and placed 3 leadership (executive/director) and 6 management positions.

The most significant numbers were the 94 total hires (new positions, replacements and transfers) supporting the care delivery operations. Of positions filled, 24 were internal and 70 were external candidates. This is less than previous quarters due to (1) the timeframe being measured is 30 days less than previous business quarters and (2) the training of three new full time recruitment employees.

Overall, the consistent trend in Recruitment Operations is active and has shown an increase in the volume of work. Currently, as of March 6, 2012, there are 307 (an increase of 59 positions from previous quarter) active positions on the ACMC opportunities posting.

Mr. Ransom reported that a standardized recruitment process has been established and will be communicated to all customer groups serviced. This model will allow ACMC to capture and measure accountability and performance results from the recruiter and support areas.

In closing, Mr. Ransom reported that the following strategies are in development, refinement or execution phase:

- Re-write of the ACMC Careers Website Page(s) is ongoing and near completion. Copy has been completed by agency, and is now in creative process with ACMC executive approval.
- The Team is partnering with TMP to develop a 4 color/2 sided ACMC information sheet – Original target date for completion was end of July 2011. This has been adjusted to March 2012.

TAB #4 REPORT: Employee Partnership Mid-Year Survey Results & Discussion

Jeanette Loudon-Corbett, Chief Human Resources Officer, presented a report on the Pulse Check survey that was done in February 2012 through Survey Monkey. There were 635 respondents, which is 23% of the ACMC workforce. The questions dealt with Strengths and Opportunities. There was some movement with satisfaction. Ms. Loudon-Corbett expressed that the upcoming annual survey in May should hopefully see substantial increases in employee partnership.

TAB #5 REPORT: Employee Wellness Program - Update and 2012 Plans

Jodi De Lucca, Director of Compensation, Benefits, HRIS, presented a report on the results of the 2012 Open Enrollment and the new Employee Wellness Program.

The strategic goals of the 2012 Open Enrollment were to contain overall health benefits and not to exceed budget; continue to provide plans that would encourage movement from Kaiser to UnitedHealth-PacifiCare to preserve options beyond 2012; increase Flexible Spending Account enrollment and increase employer tax savings; and to self fund Dental. The overall health plan cost increases equal 9.3%

Other Open Enrollment results included adding a viable high deductible PPO plan through UnitedHealth Care; increased enrollment in UnitedHealth Care Plans by 13% increase [31 employees]; increased the Share the Savings Participation by 6% [11 employees]; and increased enrollment in VSP by 18% [220 employees]. The Delta Dental PPO Plan is now self funded; original increase was 6.5% - self-funded ASO fees represent an 0.2% increase.

The Wellness Program was launched March 5, 2012. Strategic goals are to engage employees in a program to improve the overall health and wellbeing of all employees, and to collect base line data from 30% of employees.

A new Wellness Program Manager, Toni Sicola, started on November 14, 2011. We have engaged a vendor for Program Data – WellCall; a Wellness Program Employee Interest Survey has been completed. A Wellness Committee has been established and the Passport to a Healthy Me! was launched (This name was chosen by the Wellness Committee). Wellness fairs started on March 6 and run through March 15, 2012.

596 employees participated in the survey. Staff is most interested in (order of preference): stress reduction, weight loss, and starting an exercise/walking program. 63% of respondents said they'd either be extremely or very likely to participate in the program. Lunchtime was most popular, but a variety of activities at a variety of times is being reviewed.

TAB #6 REPORT: Proposed Changes to Human Resource Policies

Dick Dodson, Director of Labor Relations, presented proposed changes to the following Human Resources Policies:

Standards of Conduct

Policy 1.01 Equal Employment Opportunity

Policy 1.02 Non-Discrimination Against (sic) Disabled Persons

Policy 1.10 Recruitment
Policy 1.11 Contractual and External Personnel Utilization
Policy 1.12 Employment Process
Policy 1.13 Employment of Minors
Policy 1.14 Employment of Relatives
Policy 1.15 Employment of Non US Citizens
Policy 1.16 Use of Independent contractors/Consultants
Policy 1.22 Employee Transfers and Promotions
Policy 1.26 Reinstatement to Employment
Policy 1.31 Conditions of Employment: Identification Badges
Policy 1.32 Confidentiality
Policy 1.33 Adult Abuse Reporting
Policy 1.35 Drug-Free Workplace
Policy 1.36 New Employee Health Screening
Policy 1.40 New Employee Orientation
Policy 1.54 Employee Lockers
Policy 1.63 Termination of Employment
Policy 1.75 Employee Personnel Files
Policy 1.80 Employee Data Changes
Policy 2.02 Evaluations
Policy 2.10 Wage and Hour Terms and Definitions
Policy 2.12 Meal and Rest Periods
Policy 2.20 Holidays
Policy 2.30 Overtime
Policy 2.51 Personal Leave of Absence
Policy 2.52 Family and Medical Leave
Policy 2.53 Work Related Disability Leave
Policy 2.54 Non-Work Related Disability Leave
Policy 2.55 Bereavement Leave
Policy 2.56 Jury Duty/Court Appearance
Policy 2.57 Time off to Vote
Policy 2.59 Time Off to Appear at Child's School
Policy 2.60 Time Off for Literacy Programs
Policy 3.01 Unlawful Discrimination
Policy 3.11 Unlawful Harassment
Policy 3.12 Sexual Harassment
Policy 3.13 Conflict of Interest
Policy 3.14 Use of ACMC Communications Systems
Policy 3.15 Use of Computer Systems
Policy 3.16 Protection of Trade Secrets
Policy 3.17 Outside Employment
Policy 3.18 Work Rules and Guidelines
Policy 3.19 Attendance and Punctuality
Policy 3.20 Expectations of Conduct

Policy 3.21 Personal Appearance and Grooming
Policy 3.22 Solicitation and Distribution of Literature
Policy 4.20 Performance Appraisal
Policy 5.00 Health
Policy 5.01 Employee Health Screening
Policy 5.02 Smoke-Free Environment
Policy 5.04 Employees with Communicable or Debilitating Illnesses
Policy 5.10 Safety
Policy 5.12 Workplace Security
Policy 5.13 Violence Prevention

ACTION: A motion was made, seconded, and unanimously approved the Human Resources Policies as presented.

MOTION: Trustee Weinreb

SECOND: Trustee Boggan

TAB #7 REPORT: Monthly Report from Chief Human Resources Officer

Ms. Louden-Corbett reported on the improved relationship with SEIU. She shared a copy of a joint letter from herself and Fran Jefferson, SEIU 1021 Field Director, announcing the initiation of Patient Care Committees at ACMC. The project will be a collaborative effort between ACMC and SEIU.

TAB #8 INFORMATION: Issue Tracking & Follow-up

Ms. Louden-Corbett reported that the outstanding issue of reporting on diversity of new hires will be presented at the May Human Resources Committee meeting.

TAB #9 REPORT: Legal Counsel's Report on Action Taken in Closed Session

Ms. Louden-Corbett reported on behalf of Douglas B. Habig, General Counsel, that the Committee discussed issues related to labor negotiations in Closed Session and no action was taken.

Public Comments: None.

Board of Trustees Remarks: None.


ADJOURNMENT: The meeting was adjourned at 5:44 PM.

Respectfully Submitted by:

Barbara L. McElroy,
Clerk of the Board

APPROVED AS TO FORM:

Reviewed by: _____


Douglas B. Habig, Esq.
General Counsel