



Agenda Late Information Item Memo

March 16, 2018

TO: Board of Trustees
FROM: Tracy Jensen, Human Resources Committee Chair
SUBJECT: Agenda Item:F3
Meeting Date: March 16, 2018

Item Description: January 10, 2018 Human Resources Committee Chair Report

The discussion at the January HR Committee meeting focused on the HR Dashboard and on EHR staffing. Oversight of HR systems is facilitated by the establishment of the HR Dashboard. The Dashboard is intended to provide robust, timely information about hiring and employment transitions. A summary of the dashboard standards is attached. (apologies for the cut/paste)

The HR Committee is particularly interested in improving AHS visibility among regional healthcare organizations. We have also focused on stability to reduce turnover in the first 5 years of employment. To that end Committee members are learning about the ethnicity and residence of new hires and other issues including:

- ++ ensure that new employees receive education/information throughout the onboarding process.
- ++ provide data to committee on new graduates versus experienced hires.

Trustees learned that employees have several venues to share confidential information: the AHS compliance hotline, incident reporting system, and labor relations.

The HR VP discussed the changes that legalized marijuana will have on the hiring and drug testing process stating that they have work to do to update the impacted policies.

Trustees expressed concerns about competition within the organization to work on the Epic transition or get phased out as positions changed. Mr. Redmond said they were trying to identify internal people to fill the positions and there could be some competition. The EHR transition goal is to be locally focused and although it is likely that some IT staff will not be transitioned to the EPIC system there would be other jobs available for the majority of displaced employees.

HR Committee Dashboard

Dashboard Area	Description	Target	Strategic Alignment	Initiatives to Support the Goal
Time to Fill	Days it takes to fill a position after an opening has been posted	51 days	Workforce Sustainability	Walk-in Wednesdays; Pipeline tool - allows streamlined hiring process, reduced timeframe
Time to Onboard Employees	Days from offer accepted to first day at work	19 days	Workforce Sustainability	Weekly NEO, Increase number of EII appointments
Residents of Alameda County - External Applicants - New Hires - Current Employees	Percent of external applicants, new hires, and employees that reside in Alameda county	N/A	Workforce Sustainability	Local advertising, onsite events, radio ads to local residents
Worker's Compensation Lost Days	Days employees are unable to work due to a work related injury	622 (based on previous years stats)	Workforce Sustainability	Triage Now - Risk Analysis by BETA; Atlas Lift Tech program to reduce injuries
# of Workers Comp Injuries	Number of Workers Compensation Injuries	700 (based on previous years stats)	Workforce Sustainability	Triage Now - Risk Analysis by BETA; Atlas Lift Tech program to reduce injuries
Annual Turnover - System - Overall - First year - Second year	Number of separations divided by Number of Employees	11.90%	Workforce Sustainability	Diversity and Inclusion Training in specific departments. Interview Training in specific departments
Annual Turnover - Nursing - Overall - First year - Second year	Number of Nursing separations divided by Number of Nursing Employees	10.00%	Financial benefit - save cost of hiring, new employees onboarding / Workforce - maintaining quality of care through consistent workforce	Diversity and Inclusion Training in specific departments. Interview Training in specific departments