



HUMAN RESOURCES COMMITTEE MEETING

January 10, 2018
5:00PM – 6:30PM

Conference Center at Highland Care Pavilion
1411 East 31st Street Oakland, CA 94602
Ronna Jojola Gonsalves, Clerk of the Board
(510) 535-7515

LOCATION:

Open Session: HCP Conference Center

MEMBERS

Tracy Jensen, *Chair*
Joe DeVries
Maria G. Hernandez
Michele Lawrence

MINUTES

THE MEETING WAS CALLED TO ORDER AT 5:02 PM

ROLL CALL WAS TAKEN AND THE FOLLOWING TRUSTEES WERE PRESENT: Tracy Jensen, Joe DeVries, Maria G. Hernandez,

ABSENT: Michele Lawrence (Excused)

A quorum was established.

**A. ACTION: Approval of Minutes of the October 11, 2017
Human Resources Committee Meeting**

ACTION: A motion was made and seconded to approve the Human Resources Committee Minutes of October 11, 2017. The motion passed.

AYES: Trustees Jensen, DeVries, and Hernandez.

NAYS: None

ABSTENTION: None

B. INFORMATION/DISCUSSION: HR Dashboard Review

Tony Redmond, Chief Human Resources Officer

Tony Redmond reviewed the HR Dashboard beginning on page 11 of the agenda packet.

Trustee Hernandez asked how often AHS hired from the internship programs. Mr. Redmond said there was a variety of internship programs, including some from the Oakland schools. The program consisted of people who were planning on working in health care and often would come back or get hired from the program. The intent was to increase the hire rate from these programs. He said that was important for AHS to bring these people on board.

Trustee Jensen asked about what attracted employees to AHS rather than other facilities. Mr. Redmond said that some wanted to work in public health. There was also a lot of transition early in these professional's careers due to shift, location, and pay opportunities.

Trustee Jensen stated that it wasn't necessary to report turnover data beyond the second year, as the Dashboard already did. Mr. Redmond agreed, adding that turnover rates drop dramatically at the five-year mark.

Trustee DeVries asked what the turnover rate was for the first-year employees who were Alameda County residents versus those who lived outside the county. He discussed options for preferential treatment.

Trustee Hernandez added that the first year of employment in any industry was the most difficult. Education through the onboarding process was critical.

Mr. Redmond and Mr. Finley agreed and added that preferential hiring practices and point systems were difficult to manage and could be risky, but they could explore options.

Trustee Jensen asked them to complete a preliminary analysis on preferential hiring. She also asked for data on new graduates versus experienced hires.

Trustee Hernandez asked about resources for staff to use before they make the decision to leave the organization due to a difficult situation. Mr. Redmond confirmed that employees had the use of a compliance hotline and email, an incident reporting system, labor relations. He added that while he believed there was adequate outreach for these services, there was still some learning that needed to take place at the employee level to achieve full usage of the resources.

In response to Trustee questions, Mr. Redmond confirmed that the Actions discussed as part of page 18 of the agenda packet were designed as a result of feedback from employee's comments in the exit interviews and Leadership Academy.

Trustee Hernandez asked about diversity incidents and the interventions that take place. Mr. Redmond said interventions will use language from the Leadership Academy and business partners affiliated with that site. Nine people were certified in the training and would be involved with interventions. Labor Relations might have to be involved, as well as the managers in the working units.

Mr. Redmond, in response to Trustee questions, 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.

C. REPORT: Matrix Employee Leave Process
Greg Stephens, Disability Programs Manager

Mr. Stephens discussed the Matrix New Leave Management Administrator presentation beginning on page 22 of the agenda packet.

Mr. Stephens clarified, based on a question from Trustee Jensen that Matrix did not handle Workers Compensation leaves and that when employees needed to miss time, they would still contact their manager or the person in charge of their shift.

Trustee Hernandez asked about the cost, which was 140K annually.

Trustee Devries asked how Matrix would help employees return to work after a leave. Mr. Stephens said Matrix followed up with employees a week before the anticipated return date. He also encouraged managers to perform wellness checks with their employees who were out.

D. REPORT: FTE Committee Cost Control Measures
Lisa Marie May, Director, Talent Management

Ms. May reviewed the FTE Committee Approval Process presentation beginning on page 29 of the agenda committee packet.

Trustee Hernandez asked if the Committee process would prevent a situation with unnecessarily FTEs. Mr. Redmond said that was the goal, for new hires and replacements. Just because a department was on budget, did not mean they were at the right FTE level.

Trustee Jensen asked if, for example, a large contract was implemented that changed the FTE requirements, it would be apparent that the department needs had changed to the FTE Committee. Mr. Redmond said that would be addressed during the budgeting process.

E. REPORT: EHR Staffing – Initial Planning

Tony Redmond, CHRO

Mr. Redmond reviewed the Electronic Health Record Initial Staffing Plan presentation beginning on page 49 of the agenda packet.

Trustee's 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. There would still be other systems and jobs available for employees who did not work on Epic.

Trustee Devries asked if the externally located employees would lose their employment. Mr. Redmond said the goal was to be locally focused and some people might not work at AHS after implementation, but the tradeoff was there would be more local jobs.

The committee convened to the Closed session to discuss *Lassiter v. Alameda Health System*, Alameda County Superior Court- Case No. RG 15763641

CLOSED SESSION

1. Pending Litigation

[Government Code Section 54957.9(a)] (1 matter)

M. D. Moye, General Counsel

Lassiter v. Alameda Health System

[Alameda County Superior Court- Case No. RG 15763641]

Reconvene to Open Session

F. Report on Action Taken in Closed Session

General Counsel Moye announced that no action was taken in Closed session.

OPEN SESSION PUBLIC COMMENT – None

TRUSTEE REMARKS – None

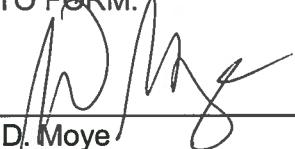
ADJOURNMENT – 6:45pm

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of January 10, 2018 as approved by the Human Resources Committee on April 11, 2018:



Ronna Jojola Gonsalves
Clerk of the Board

APPROVED AS TO FORM:

Reviewed by: 

M.D. Moye
General Counsel