

HUMAN RESOURCES COMMITTEE MEETING

**MINUTES**

**July 11, 2019**

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| **Meeting Title**: Human Resources Committee Meeting | | **Meeting Facilitator**: Joyce Wilson |
| **Date**: 7/11/2019 | **Time**: 3:30 PM | **Location**: One San Jacinto Plaza 201 E Main Suite 600 – Board Room |
| **Note Taker**: Toni Beltran | | |
| **Present**: Joyce Wilson, Tommy Goldfarb, Rep. Alexsandra Annello, Michael Wyatt, Rene Navarro, Rene Hurtado, Peter Fargo, Ashley Sandoval  **Not Present**: Kristi Daugherty, David Driscoll | | |

| **ITEM** | **TOPIC** | **DESCRIPTION/CONCLUSION** | **REQUIRED ACTIONS** | **ASSIGNMENT OF RESPONSIBILITY** | **DATE FOR COMPLETION** |
| --- | --- | --- | --- | --- | --- |
|  | **Approval of Minutes** | Committee minutes for June 10, 2019 were reviewed and approved. |  | Toni Beltran |  |
|  | **Vacancy Report / Time to Fill** | **Recruitment**   |  |  | | --- | --- | | **Vacancy Report** | | | Originally Budgeted | 656 | | Deleted | 34 | | Positions Added | 76 | | Total Positions | 698 | | Total Vacant Positions | 100 | | Promotion / Transfer | 52 | | Total Filled | 598 | | Total Turnover | 151 | | Turnover % | 25.25% |  * CW turnover trend continues due to pay * Some CWs returned to the center within 4 weeks * HR needs to educate staff before separation * Budget recommendation for CW salary has been submitted for review. First phase would begin in December CW 10% increase $300,000 and phase two for compression $50,000. * Job families have been added to year 3 strategic plan * EHN offering part-time positions for peer specialists-fully staffed * Currently rehires are losing seniority-Committee recommendation to allow rehires to keep previous status. If employee leaves for a second time they would not be eligible for rehire. * HR working with legal and Associate CEO to develop compensation policy which would include reinstatement policy.  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **FY19 Turnover** | | | | | | | | Month | Total Employees Start | New Hires | Voluntary Separation | Termination Involuntary | Total Employees End | Turnover | | Sept | 611 | 13 | 9 | 3 | 612 | 1.96% | | Oct | 610 | 7 | 8 | 2 | 607 | 3.62% | | Nov | 613 | 12 | 9 | 0 | 616 | 5.03% | | Dec | 610 | 9 | 8 | 0 | 611 | 6.38% | | Jan | 613 | 20 | 13 | 2 | 618 | 8.74% | | Feb | 618 | 6 | 12 | 3 | 609 | 11.33% | | Mar | 609 | 12 | 25 | 3 | 593 | 16.36% | | Apr | 593 | 21 | 17 | 0 | 597 | 19.10% | | May | 597 | 12 | 19 | 0 | 590 | 22.54% | | June | 591 | 23 | 18 | 0 | 596 | 25.34% |  |  |  |  | | --- | --- | --- | | **Separations** | | | | Reason | May | June | | Didn’t like work environment | 2 |  | | Another Job | 14 | 8 | | Personal Problem | 1 | 5 | | Without Notice or Reason | 1 |  | | Return to School | 1 | 4 | | Illness |  | 1 |  * HR will begin asking where staff is going to help identify competitors and compare benefit package   **Time to Fill -50.47 Days**   * Low volume of applicants increased time to fill * Other positions purposely delayed for different reasons * Constant interviews are being held for Therapists to meet the need of growing census. Recent influx of out of town therapist interviews-unable to start for few months, candidates on hold * HR moving toward having an eligible list for hiring supervisors * Committee recommendation to move to open recruitment | Committee recommendation to allow rehires to keep previous status. If employee leaves for a second time they would not be eligible for rehire.  Committee recommendation to move to open recruitment to decrease time to fill | Peter Fargo |  |
|  | **Loss Analysis Report** | |  |  |  | | --- | --- | --- | | **Total WC Incurred Cost vs. Total Number of Claims** | | | | **Fiscal Year** | **Total Cost** | **Total Claims** | | FY16 | $182,033 | 29 | | FY17 | $47,417 | 30 | | FY18 | $39,053 | 27 | | FY19 | $24,900 | 23 |   Goal for FY19 is 10% reduction not to exceed $33,697   |  |  |  |  | | --- | --- | --- | --- | | **Loss Ratio** | | | | | **Fiscal Year** | **Earned Premium** | **Incurred Cost** | **Claims** | | FY16 | $273,956 | $182,033 | 29 | | FY17 | $182,648 | $47,410 | 30 | | FY18 | $196,330 | $35,626 | 27 | | FY19 | $174,861 | $24,900 | 23 |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Total WC Incurred Cost** | | | | | | **Fiscal Year** | **Paid** | **Reserved** | **Incurred Cost** | **Claims** | | FY16 | $182,033 | $0 | $182,033 | 29 | | FY17 | $47,506 | $0 | $47,506 | 30 | | FY18 | $35,624 | $0 | $35,624 | 27 | | FY19 | $15,600 | $9,300 | $24,900 | 23 |  * EHN received dividend check for $184,724 from Texas Mutual  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Total WC Incurred Cost Actual FY19 vs. FY18** | | | | | | | **Month** | **FY19 Cost** | **FY19 Claims** | **FY18 Cost** | **FY18 Claims** | | September | $2,754 | 2 | $1,821 | 3 | | October | $1,529 | 3 | $2,447 | 2 | | November | $3,729 | 2 | $13,267 | 4 | | December | $0 | 0 | $1,342 | 2 | | January | $2,506 | 1 | $0 | 0 | | February | $0 | 1 | $576 | 1 | | March | $1,310 | 2 | $2,811 | 3 | | April | $1,762 | 3 | $2,030 | 3 | | May | $2,009 | 6 | $893 | 2 | | June | $9,300 | 3 | $2,636 | 2 |  |  |  |  | | --- | --- | --- | | **Total WC by Program FY18** | | | | **Program** | **Cost** | **Claims** | | NEOP | $0 | 1 | | CLS Yes Waiver | $350 | 1 | | DMC | $579 | 1 | | Casa Norton | $599 | 1 | | WS Clinic | $649 | 2 | | Alternatives PHP | $676 | 1 | | COP | $858 | 2 | | ACT | $1,011 | 2 | | TCOOMMI | $1,076 | 2 | | OSAR | $2,506 | 1 | | Sunnyside | $3,229 | 1 | | IDD | $3,262 | 3 | | CIT Program | $10,103 | 5 |  |  |  |  |  | | --- | --- | --- | --- | | **Causes of Injuries FY18** | | | | | **Injury Type** | **Cost** | **Claims** | | Insect Bite | $354 | 1 | | Striking Against Stat Object | $501 | 1 | | Struck by Consumer | $507 | 1 | | Caught In-between | $579 | 1 | | Struck by Falling Object | $599 | 1 | | Motor Vehicle Accident | $1,795 | 3 | | Strain by Lifting | $2,506 | 1 | | Slip, Trip or Fall | $6,595 | 5 | | Possible Exposure | $11,464 | 9 |  * High exposure incident occurred during training of reverse opioid narcotic spray. Item was labeled as tester but contained the medication. * Second exposure to TB-3 staff tested all came back negative * Compliance is being proactive with educating and following through with infection control protocol.   **OSHA Total Incident Rate Calculation**  National average rate = 3.9  EHN rate for FY19 = 5.07 |  | Rene Navarro |  |
|  | **CCBHC Update** | * All components have been submitted for certification * Pending site visit from state |  | Ashley Sandoval |  |
|  | **Employee Handbook** | * Discussion at Texas Council to standardize language regarding consumer and client. Consumer is primarily used. * Reinstatement policy does not need to be in handbook * Handbook was approved to move to Board agenda for approval | Move item to Board agenda | Rene Hurtado  Peter Fargo |  |
|  | **Discuss FY19 Strategic Plan Reporting** | * First, second and third quarter goals are complete * NEO specialized tracks and documentation training pending completion for FY19. * One item is incomplete but will be completed once all documentation has been gathered. Volar website is under construction. Pending linkages from LGTBQ and veteran organizations. * Committee recommendation to post jobs on Texas Workforce website, attend hiring fairs and to arrange activities at Ft. Bliss to aid in recruitment. * Committee concern regarding task 2A- compensation and classification study policy adoption. Compensation study policies have been added to FY20 year 3 strategic plan. | Committee recommendation to post jobs on Texas Workforce website, attend hiring fairs and to arrange activities at Ft. Bliss to aid in recruitment. | Kristi Daugherty  Rene Hurtado |  |
|  | **Strategic Plan Year 2 Update** | * Year 2 of FY18 goals were reviewed by committee which include employee engagement meetings, CEO updates and townhall meetings. * Supervisory 101 will begin July 19, which is a month-long training for new leadership within the agency highlighting HR basics, budget and effective leadership. |  | Peter Fargo  Rene Hurtado |  |
|  | **Year 3 Strategic Plan** | * Staff is currently finalizing tasks for year 3 strategic plan for committee approval. |  | Rene Hurtado |  |
|  | **Adjournment** | 4:11 PM |  |  |  |

Name - Chair