



**HUMAN RESOURCES COMMITTEE  
MINUTES**

<b>Meeting Title:</b> Human Resources Committee		<b>Meeting Facilitator:</b> Commissioner David Stout
<b>Date:</b> March 10, 2021	<b>Time:</b> 1 PM	<b>Location:</b> Microsoft Teams
<b>Note Taker:</b> Toni Beltran		
<b>Present:</b> Commissioner David Stout, Dr. Peter Thompson, Joyce Wilson, Kristi Daugherty, Michael Wyatt, Anthony Martinez, Ashley Sandoval, Rene Hurtado, Rene Navarro, Carlos Ortiz, Tewiana Norris, Chrystal Davis, Peter Fargo, Jessika Franco		
<b>Not Present:</b> Rep. Aleksandra Anello		

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION																		
	<b>Approval of Minutes</b>	Committee minutes for January 21, 2021 were reviewed and approved to send to Board.		Toni Beltran																			
<b>I.</b>	<b>HR Scorecard</b>	<table border="1"> <thead> <tr> <th colspan="2">HR Scorecard FY21</th> </tr> </thead> <tbody> <tr> <td>Authorized FTE</td> <td>717</td> </tr> <tr> <td>Filled FTE</td> <td>632</td> </tr> <tr> <td>Vacant Positions</td> <td>87</td> </tr> <tr> <td>Filled Positions</td> <td>95</td> </tr> <tr> <td>Percent Filled</td> <td>88%</td> </tr> <tr> <td>Time to Fill</td> <td>33</td> </tr> <tr> <td>Year to Date Turnover</td> <td>49</td> </tr> <tr> <td>Year to Date Turnover Percent</td> <td>7.77%</td> </tr> </tbody> </table> <p><b>Challenges</b></p> <ul style="list-style-type: none"> <li>• Diversion vacancies include 11 new positions /currently recruiting</li> <li>• 28 positions are currently being recruited/3 are at NEO</li> <li>• IDD/Division has the highest turnover rate at 18% due to Casa scheduling concerns. MAG review of 24hr shifts to help stop turnover in these areas. Salaries will also be reviewed.</li> </ul>	HR Scorecard FY21		Authorized FTE	717	Filled FTE	632	Vacant Positions	87	Filled Positions	95	Percent Filled	88%	Time to Fill	33	Year to Date Turnover	49	Year to Date Turnover Percent	7.77%	<b>Committee recommendation:</b> Present the statewide turnover percentage at next committee and Board meeting.	Peter Fargo	
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		<p><b>Successes</b></p> <ul style="list-style-type: none"> <li>• Turnover rate trending downward for FY21-rate last year was at 8.5%</li> <li>• Time to fill has been updated by division and averaging 33 days which is trending down from last year which was at 43 days</li> <li>• National benchmark for turnover rate for this area is 18-19%-EHN overall below</li> <li>• Compared to the other 39 centers in Texas EHN ranks in the middle for turnover -measured on a yearly basis</li> </ul> <p><b>Committee recommendation:</b> Present the statewide turnover percentage at next committee and Board meeting.</p>																											
II.	<b>Compensation Study</b>	<ul style="list-style-type: none"> <li>• EHN currently working with MAG to set benchmarks</li> <li>• 17 comparatives will include local public sector and government agencies</li> <li>• JAQ-Job Analysis Questionnaire has been sent to all staff for completion which includes a PowerPoint training with audio</li> <li>• 2-week deadline to complete JAQs to allow supervisor and executive committee review of information before submitting to MAG</li> </ul>		Peter Fargo Rene Hurtado																									
III.	<b>Loss Analysis Report</b>	<table border="1"> <thead> <tr> <th colspan="3" style="background-color: yellow;">Total WC Incurred Cost vs. Total Number of Claims</th> </tr> <tr> <th>Fiscal Year</th> <th>Total Cost</th> <th>Total Claims</th> </tr> </thead> <tbody> <tr> <td>FY16</td> <td>\$188,096</td> <td>29</td> </tr> <tr> <td>FY17</td> <td>\$47,506</td> <td>30</td> </tr> <tr> <td>FY18</td> <td>\$36,210</td> <td>27</td> </tr> <tr> <td>FY19</td> <td>\$22,654</td> <td>31</td> </tr> <tr> <td>FY20</td> <td>\$23,203</td> <td>12</td> </tr> <tr> <td>FY21</td> <td>\$1,967</td> <td>4</td> </tr> </tbody> </table>	Total WC Incurred Cost vs. Total Number of Claims			Fiscal Year	Total Cost	Total Claims	FY16	\$188,096	29	FY17	\$47,506	30	FY18	\$36,210	27	FY19	\$22,654	31	FY20	\$23,203	12	FY21	\$1,967	4		Rene Navarro	
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- Goal for FY21-Goal reduction based on average from FY18-20 \$29,686/23 claims-EHN on track to be under
- Continue downward trend
- 4 total claims with 1 open claim for FY21

Total WC Incurred Cost				
Fiscal Year	Paid	Reserved	Incurred Cost	Claims
FY16	\$188,096	\$0	\$188,096	29
FY17	\$47,506	\$0	\$47,506	30
FY18	\$36,210	\$0	\$36,210	27
FY19	\$22,654	\$0	\$22,654	31
FY20	\$23,203	\$0	\$23,203	12
FY21	\$1,967	\$0	\$1,967	4

Total WC Loss Ratio				
Fiscal Year	Earned Premium	Incurred Cost	%	Claims
FY16	\$273,956	\$188,096	68.66	29
FY17	\$182,098	\$47,506	26.01	30
FY18	\$196,330	\$36,210	18.44	27
FY19	\$192,895	\$22,654	11.74	31
FY20	\$212,301	\$23,203	10.93	12
FY21	\$103,831	\$1,967	1.89	4

Total WC by Program FY21		
Program	Cost	Claims
CIT	\$0	1
ACT	\$915	2
OSAR	\$1,053	1

		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: yellow;"> <th colspan="3" style="text-align: center;">Causes of Injuries FY21</th> </tr> <tr> <th style="text-align: left;">Cause of Injury</th> <th style="text-align: left;">Cost</th> <th style="text-align: left;">Claims</th> </tr> </thead> <tbody> <tr> <td>Fall</td> <td>\$0</td> <td>1</td> </tr> <tr> <td>Chemical Exposure</td> <td>\$423</td> <td>1</td> </tr> <tr> <td>MVA</td> <td>\$492</td> <td>1</td> </tr> <tr> <td>Strain by twisting</td> <td>\$1,053</td> <td>1</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• CIT staff slipped due to recent icy conditions/therapy required</li> <li>• Chemical exposure can include cleaning supplies</li> <li>• EHN will likely receive a dividend</li> </ul> <p><b>OSHA Total Incident Rate Calculation</b>  National average rate = 3.9  EHN rate for FY21 = 1.29</p> <ul style="list-style-type: none"> <li>• Currently below the national average</li> </ul>	Causes of Injuries FY21			Cause of Injury	Cost	Claims	Fall	\$0	1	Chemical Exposure	\$423	1	MVA	\$492	1	Strain by twisting	\$1,053	1			
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<p><b>IV.</b></p>	<p><b>COVID-19 Update</b></p>	<p><b>COVID-19</b></p> <ul style="list-style-type: none"> <li>• 420 of out 650 employees have been completely vaccinated=64% vaccination rate</li> <li>• EHN is continuing to communicate with UMC to establish monthly vaccine clinic for new employees</li> <li>• Remaining 200 staff will be given the opportunity to receive vaccine</li> <li>• Genoa working on getting vaccines for employees</li> <li>• EHN working on obtaining Johnson and Johnson vaccine for clients</li> </ul> <p><b>Vaccine Policy</b></p> <ul style="list-style-type: none"> <li>• Vaccine policy has been developed in collaboration with Nursing, CMO, Compliance, Legal Counsel and HR.</li> <li>• Testing policy is also being developed and will be presented to HR committee</li> <li>• If staff choose not to receive vaccines, they will be required to complete declination form. Staff who decline will be required to wear a mask.</li> </ul>	<p><b>Committee Action:</b>  HR Committee comfortable with adding vaccine policy to consent agenda-Item will also be reviewed at P&amp;D</p>	<p>Kristi Daugherty  Rene Navarro  Tewiana Norris</p>																			

		<ul style="list-style-type: none"> <li>• Policy addresses vaccinations in general -as an agency EHN’s main goal is to keep community, staff, clients and contractors safe from diseases.</li> <li>• After Texas Governor announcement EHN will still require clients, visitors and staff to wear masks at all facilities-messaging has been sent to all staff and social media</li> <li>• Audio billing codes are valid until the end of March. EHN has a plan in place to begin in-person services in April which includes skeleton crew and safety equipment.</li> </ul> <p><b>Committee Action:</b> HR Committee comfortable with adding vaccine policy to consent agenda-Item will also be reviewed at P&amp;D</p>			
V.	FY21 Strategic Plan Update	<p><b>Service Excellence</b> <b>Goal-</b> To develop a formal EHN 'College of Excellence' for training emerging staff leaders and for community partners in the best practices for clinical and administrative operations.</p> <p><b>Task 7-</b>Task Complete- Select an initial list of internal training topics to develop or update formal training materials and determine what distributions mechanisms would work the best by (e.g. face-to-face training, virtual live training, pre-recorded videos, written content, etc.)</p> <p><b>Task 8 -</b>Identify select staff for a leadership training program as part of EHN’s succession planning. Individual development programs may include other components such as attending conferences, tuition reimbursement, special assignments, etc.</p> <ul style="list-style-type: none"> <li>• Leadership trait survey tool under review to align with supervisor 360 evaluation which is required for CCBHC.</li> </ul> <p>Request made to move deadline to third quarter. HR is working to find a survey tool to evaluate leadership which also aligns with CCBHC and TIC initiatives. Requirement includes a 360-supervisor evaluation.</p>	<p><b>Committee Action:</b> HR Committee approved deadline extension for Task 8 to third quarter.</p>	Rene Hurtado	

		<p><b>Committee Action:</b> HR Committee approved deadline extension for Task 8 to third quarter.</p> <p><b>Task 9-</b> Develop new training modules and related content and become an accredited organization that provides Continuing Education Credits (CEUs) for community behavioral health professional licenses.</p> <ul style="list-style-type: none"><li>• Process and policy for external and internal CEU trainings has been developed and pending compliance division review.</li></ul> <p><b>Task 10-</b> Co-sponsor a minimum of two CEU trainings with community partners by end of FY2021.</p> <p><b>Visionary, Advocate, and Community Partner</b> <b>Goal-</b> To develop and implement a formal crisis management training and consultation program for health care providers across the nation.</p> <p><b>Task 20-</b> Develop a concept framework for mass casualty response efforts</p> <ul style="list-style-type: none"><li>• Outline for mass casualty response has been distributed to all responsible staff to begin developing assigned sections.</li></ul> <p><b>Task 21-</b> Develop a concept framework for public health crisis response.</p> <ul style="list-style-type: none"><li>• Outline for public health crisis has been drafted and under review.</li></ul> <p>Public Health and Mass Casualty Response are being developed for program offerings which include educational objectives to be used as teaching tools. EHN received statewide and national recognition in both areas.</p>			
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HR Committee Meeting

Date: 03/10/2021

<b>VI.</b>	<b>CEO Update</b>	<ul style="list-style-type: none"><li>• Salary increases for licensed clinicians, midlevel practitioners and physicians which were budgeted in March went live in January with no bottom-line impact.</li><li>• Staff were thankful because of the uncertainty of COVID financial implications.</li><li>• EHN has not experienced too much turnover in these areas.</li></ul>		Kristi Daugherty Ashley Sandoval	
<b>VII.</b>	<b>Adjournment</b>	1:41 PM			