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BOARD HUMAN RESOURCES COMMITTEE MEETING MINUTES – WEDNESDAY, SEPTEMBER 23, 2020			
AGENDA ITEM	CONCLUSION/ACTION	FOLLOW UP / RESPONSIBLE PARTY	FINAL?
<ul style="list-style-type: none"><i>DISCUSSION</i>			
NOTICE OF MEETING			
<i>Notice of Meeting was posted at the Palomar Health Administrative Office; also posted with agenda packet on the Palomar Health website on Friday, September 18, 2020.</i>			
1. CALL TO ORDER			
<i>The meeting, which was held in virtually and was called to order at 5:03 p.m. by Committee Chair Laurie Edwards-Tate</i>			
2. ESTABLISHMENT OF QUORUM			
<ul style="list-style-type: none"><i>Quorum comprised of Directors Jeff Griffith, John Clark, and Laurie Edwards-Tate</i><i>Excused Absences: None</i>			
3. PUBLIC COMMENTS			
<ul style="list-style-type: none"><i>There were no public comments</i>			



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<ul style="list-style-type: none"> DISCUSSION 			
4. FOLLOW-UP ITEMS, IF ANY			
a. Minutes: Board Human Resources Committee Meeting – Wednesday, July 22, 2020	MOTION: by Director Griffith, 2 nd by Director Clark and carried to approve the minutes from the Wednesday, July 22, 2020, Board Human Resources Committee Minutes as presented. Clark - Aye Edwards-Tate - Aye Griffith - Aye Opposed: None	N/A	Y
<ul style="list-style-type: none"> None 			



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5. STANDING ITEM – Superhero of the Month			
<p>Dusty Gibson, Clinical RN II, Home Health, was recognized as the Superhero of the Month. Beth Nido, Nurse Manager, Home Health, along with Joseph Parker, Director of Home Health, shared how Dusty consistently shows Palomar Health’s core values through her compassion for those she cares for, instilling trust in those she serves and showing integrity in standing by what she believes. Dusty is a role model to many, and admired by her peers and leadership equally.</p> <p>Laurie Edwards-Tate thanked Dusty for being an exemplary employee and an example of service above self. Laurie Edwards-Tate presented Dusty Gibson with a certificate of appreciation.</p>			
6. STANDING ITEM – Department Showcase			
<p>Valerie Martinez, RN, BSN, MHA, CIC, CPHQ, NEA-BC, Senior Director of Quality/Patient Safety/Infection Prevention, along with Sandeep Soni, MD, CIC and Jarod Becasen, MPH, CIC, Infection Preventionist, spotlighted the Infection Prevention and Control Team. The team has been focused on the COVID-19 pandemic since January, while collaborating with partners, leaders and the executive team on the safety of our district. Valerie highlighted how the department works within the district on a daily basis while also staying abreast of national organizations (CDC for example) recommendations and evidence based infection control practices. Jarrod shared the recent accomplishments of the infection prevention outcome reduction and process improvement.</p> <p>Geoff Washburn, Vice President Human Resources thanked the department for the protection that has been provided under the pandemic, it is valued and appreciated.</p> <p>Laurie Edwards-Tate noted the ability to improve oneself during a time of crisis is unprecedented, and the level of dedication and concern for our patients and employees is to be applauded. Laurie Edwards-Tate presented the Supply Chain Department with a certificate of appreciation.</p>			



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<ul style="list-style-type: none"> DISCUSSION 			
7. STANDING ITEM – Human Resources Department Showcase			
<p><i>Brad Krietzberg shared a presentation how the district receives patient feedback currently. Brad shared a new process improvement driven feedback plan, and asked the Board for feedback on the new proactive approach utilizing current patient focus groups to help improve patient experience. Brad noted that it's important to utilize recent experiences to ensure we are providing a diverse and broad perspective when it comes to process improvement.</i></p> <ul style="list-style-type: none"> <i>Laurie Edwards-Tate commented this is an extraordinary opportunity to hear what our patients have to say.</i> <i>Laurie Edwards-Tate asked if the data from the process will be provided to department that might benefit from the information.</i> <ul style="list-style-type: none"> <i>Brad Krietzberg commented his team focuses on improvement efforts regarding the data, Quality Department oversees the data.</i> <i>Geoff Washburn noted the further questions were crossing over to quality and the presentation was to solicit feedback regarding patient experience</i> <i>Laurie Edwards-Tate asked for periodic updates on the progress of the new process</i> <i>Laurie Edwards-Tate thanked Brad for the informative presentation.</i> 			
8. AGENDA ITEMS			
a. Employment of Relatives and Fraternization – Lucidoc Policy 10568 Review	a. MOTION: N/A	N/A	Y





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<ul style="list-style-type: none"> DISCUSSION 			
<ul style="list-style-type: none"> Laurie Edwards-Tate suggested adding what the course of action would be if an employee found themselves in a fraternization situation (who to talk too) Geoff Washburn noted this is a first draft according to the suggestions the Board Human Resources Committee Chair brought to light Jeff Griffith noted it is a good first draft 			
9. STANDING ITEM: HUMAN RESOURCES GENERAL UPDATE			
<p>Geoff Washburn, Vice President Human Resources, presented employee demographic highlights, turnover trends, and vacancy trends with the Board. Geoff shared an overview of the upgrades to eReview, the performance evaluation system, which features a comprehensive printable job aid, a customizable writing assistant, and new clinical and administrative pillars. The team created excellent rubric and definitions around the rating scales to help guide leaders and ensure consistent of evaluations within the organization.</p> <ul style="list-style-type: none"> Laurie Edwards-Tate asked what the average RN ratio to individual patient is currently. <ul style="list-style-type: none"> Geoff Washburn noted the State of California calls for a 5 to 1 ratio. 			
10. Adjourn for Executive Session			
11. Re-Adjournment to Open Session			
12. Action Resulting from Executive Session, If Any			
<p>MOTION:</p> <ul style="list-style-type: none"> Request a closed session pending and potential litigation presentation at full board meeting in January 2021 			



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13. STANDING ITEM: BOARD MEMBER COMMENTS/AGENDA ITEMS FOR NEXT MONTH			
<ul style="list-style-type: none">John Clark thanked Geoff Washburn and his team.John Clark requested a copy of the Human Resources general update to be emailed.			
14. FINAL ADJOURNMENT			
There being no other business, Chair Laurie Edwards-Tate adjourned the meeting at 6:31 p.m.			
SIGNATURES:			
COMMITTEE CHAIR		 Laurie Edwards-Tate, M.S.	
COMMITTEE ADMIN		 Carla Albright	