

POSTED
Friday
February 3, 2023



BOARD HUMAN RESOURCES COMMITTEE
MEETING AGENDA
Wednesday, February 9, 2023
3:30 pm Meeting

PLEASE SEE AGENDA PAGE 2 FOR MEETING LOCATION

		Time	Form A Page	Target
1.	CALL TO ORDER			3:30
2.	ESTABLISHMENT OF QUORUM	1		3:31
3.	PUBLIC COMMENTS ²	30		4:01
4.	AGENDA ITEMS	0		4:01
	a. *Meeting Minutes – Wednesday, November 9, 2022 (ADD A Pp 5-11)	5	2	4:06
	b. *2023 Board Human Resources Committee Reporting Calendar (ADD B Pp 12-13)	5	3	4:11
	c. *Update to Board Human Resources Committee Charter (ADD C Redline Pp 14-17, Clean 18-20)	5	4	4:16
5.	STANDING ITEM: Human Resources Department Showcase – Talent Acquisition	20		4:36
6.	STANDING ITEM: Human Resources General Update	20		4:56
7.	STANDING ITEM: BOARD MEMBER COMMENTS/AGENDA ITEMS FOR NEXT MEETING	3		4:59
8.	FINAL ADJOURNMENT	1		5:00

Board Human Resources Committee Members --Voting Member**

**Terry Corrales, RN, Chair	Diane Hansen, President & CEO
**Laura Barry, Director	Sheila Brown, Executive, Strategic Priorities
**Michael Pacheco, Director	Mel Russell, Chief Nurse Executive
	OPEN, Executive, Human Resources
**Laurie Edwards-Tate, MS, 1 st Board Alternate	Ryan Olsen, Chief Operations Officer and CEO, Palomar Health Medical Group

*Asterisks indicate anticipated action. Action is not limited to those designated items.

1) 5 minutes allowed per speaker with a cumulative total of 15 minutes per topic. For further details & policy, click [here](#)

Board Human Resources Committee

Location Options

The Linda Greer Conference Room

2125 Citracado Parkway, Suite 300, Escondido, CA 92029

- Committee members who are elected members of the Board of Directors will attend at this location, unless otherwise noticed below
 - Elected members of the Board of Directors who are not members of the Committee and wish only to observe, non-Board member attendees, and members of the public may also attend at this location
- <https://palomarhealth.webex.com/palomarhealth/j.php?MTID=mc35fbbae905d55e74da35446e1cf3e1c> OR Dial in using your phone at **415.655.0001**; Access Code: **25920541897**¹
 - Elected members of the Board of Directors who are not members of the Committee and wish only to observe, non-Board member attendees and members of the public may attend the meeting virtually utilizing the above link

¹ New to WebEx? Get the app now and be ready when your first meeting starts: <https://www.webex.com/downloads.html>

**Board Human Resources Committee
Minutes – November 9, 2022**

TO: Board Human Resources Committee

MEETING DATE: Wednesday, February 9, 2023

FROM: Carla Albright, Committee Assistant

Background: Minutes from the Wednesday, November 9, 2022, Board Human Resources Committee meeting are respectfully submitted for approval.

Budget Impact: N/A

Staff Recommendation: Recommend to approve minutes from the Wednesday, November 9, 2022, Board Human Resources Committee meeting.

Committee Questions:

COMMITTEE RECOMMENDATION:

Motion:

Individual Action:

Information:

Required Time:

**Board Human Resources Committee
Resolution for Calendar Year 2023**

TO: Board Quality Review Committee

MEETING DATE: Wednesday, February 8, 2023

FROM: Sheila Brown, Executive, Strategic Priorities

Background: Presenting the 2023 Board Human Resources Committee Calendar Resolution for adoption.

Budget Impact: N/A

Staff Recommendation: Recommend to approve resolution for calendar year 2023.

Committee Questions:

COMMITTEE RECOMMENDATION:

Motion:

Individual Action:

Information:

Required Time:

**Board Human Resources Committee
Charter Update**

TO: Board Human Resources Committee

MEETING DATE: Wednesday, February 8, 2023

FROM: Sheila Brown, Executive, Strategic Priorities

Background: The Palomar Health Board of Directors approved the Charter for the Human Resources Committee on September 12, 2022. Due to organizational changes, an updated charter is being brought forth the committee for review.

Budget Impact: N/A

Staff Recommendation: Adopt proposed charter updates for the Board Human Resources Committee and move to Board of Directors for formal ratification.

Committee Questions:

COMMITTEE RECOMMENDATION:

Motion:

Individual Action:

Information:

Required Time:

ADDENDUM A



**BOARD HUMAN RESOURCES COMMITTEE MEETING
ATTENDANCE ROSTER -
CALENDAR YEAR 2022**

MEMBERS	2.9.2022	5.11.2022	8.31.2022	11.9.2022
TERRY CORRALES, RN, CHAIR	X	X	X	X
LAURA BARRY, DIRECTOR	X	X	X	X
MICHAEL PACHECO, DIRECTOR	X	X	X	X
LAURIE EDWARDS-TATE, 1 ST BOARD ALTERNATE				
STAFF ATTENDEES				
DIANE HANSEN, PRESIDENT & CEO		X	X	X
GEOFF WASHBURN, CHIEF HUMAN RESOURCES OFFICER	X	X	X	X
MEL RUSSELL, CHIEF NURSING EXECUTIVE	X	X	X	X
STEPHANIE BAKER, CHIEF OPERATIONS OFFICER		X	X	
RYAN OLSEN, CHIEF ADMINISTRATIVE OFFICER/CEO, PALOMAR HEALTH MEDICAL GROUP			X	X

BOARD HUMAN RESOURCES COMMITTEE MEETING MINUTES – WEDNESDAY, NOVEMBER 9, 2022

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 Wednesday, November 2, 2022.</i>			
1. CALL TO ORDER			
<i>The meeting, which was held in virtually and was called to order at 3:30 p.m. by Committee Chair Terry Corrales</i>			
2. ESTABLISHMENT OF QUORUM			
<ul style="list-style-type: none"><i>Quorum comprised of Directors Terry Corrales, Laura Barry and Michael Pacheco</i><i>Excused Absences: None</i>			
3. PUBLIC COMMENTS			
<ul style="list-style-type: none"><i>There were no public comments</i>			

BOARD HUMAN RESOURCES COMMITTEE MEETING MINUTES – WEDNESDAY, NOVEMBER 9, 2022

AGENDA ITEM	CONCLUSION/ACTION	FOLLOW UP / RESPONSIBLE PARTY	FINAL?
<ul style="list-style-type: none"> <i>DISCUSSION</i> 			
4. FOLLOW-UP ITEMS, IF ANY			
a. Minutes: Board Human Resources Committee Meeting – Wednesday, August 31, 2022	MOTION: by Director Barry, 2 nd by Director Corrales and carried to approve the minutes from the Wednesday, August 31, 2022, Board Human Resources Committee Minutes as presented. Corrales - Aye Barry - Aye Pacheco - Aye Opposed: None	N/A	Y
<ul style="list-style-type: none"> 			

BOARD HUMAN RESOURCES COMMITTEE MEETING MINUTES – WEDNESDAY, NOVEMBER 9, 2022

AGENDA ITEM	CONCLUSION/ACTION	FOLLOW UP / RESPONSIBLE PARTY	FINAL?
<ul style="list-style-type: none"> DISCUSSION 			
<p>b. Board Human Resources Committee Meeting Schedule for Calendar Year 2023</p>	<p>MOTION: by Director Barry, 2nd by Director Pacheco and carried to approve the Board Human Resources Committee meeting schedule for calendar year 2023.</p> <p>Corrales - Aye Barry - Aye Pacheco - Aye</p> <p>Opposed: None</p>	<p>N/A</p>	<p>Y</p>
<ul style="list-style-type: none"> Director Terry Corrales suggested creating a master calendar for calendar year 2023, to include discussion topics and committee goals for the year 			

BOARD HUMAN RESOURCES COMMITTEE MEETING MINUTES – WEDNESDAY, NOVEMBER 9, 2022

AGENDA ITEM	CONCLUSION/ACTION	FOLLOW UP / RESPONSIBLE PARTY	FINAL?
<ul style="list-style-type: none"> DISCUSSION 			
<p>5. STANDING ITEM: HUMAN RESOURCES DEPARTMENT STAFF FEATURE</p>			
<p><i>Brad Krietzberg, Senior Director of Learning and Development presented an engagement update with the committee including an overview of the Glint platform, the third party vendor used to administer the survey, and an overview of the response rate results and what happens next. Quarterly pulse checks will be used throughout the year which will provide a fresh baseline for future survey comparisons. Next steps; leaders share results with staff, acknowledge the key areas important to their team, and then take action in terms of what we want to do to influence scores in a positive direction.</i></p> <ul style="list-style-type: none"> <i>Director Terry Corrales asked for the survey questions to be shared with the committee. Geoff Washburn, Chief Human Resources Officer, confirmed the questions would be shared with the committee. Quarterly pulse results will be shared with the committee also.</i> 			
<p>6. STANDING ITEM – HUMAN RESOURCES GENERAL UPDATE</p>			
<p><i>Geoff Washburn, Chief Human Resources Officer, presented employee demographic highlights, turnover trends, contract labor, PTO usage, and vacancy trends with the Committee. Geoff spoke to recruitment efforts and possible new programs for healthcare recruitment. Geoff also shared a benefits benchmarking presentation, domestic performance, and participation in the organizations medical options.</i></p> <ul style="list-style-type: none"> <i>Director Terry Corrales asked for a recruitment program results of how staff was hired (Referrals, InnoVision campaign, etc.).</i> 			
<p>10. STANDING ITEM: BOARD MEMBER COMMENTS/AGENDA ITEMS FOR NEXT MEETING</p>			
<ul style="list-style-type: none"> <i>No items were discussed</i> 			
<p>11. FINAL ADJOURNMENT</p>			

BOARD HUMAN RESOURCES COMMITTEE MEETING MINUTES – WEDNESDAY, NOVEMBER 9, 2022

AGENDA ITEM	CONCLUSION/ACTION	FOLLOW UP / RESPONSIBLE PARTY	FINAL?
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- **DISCUSSION**

There being no other business, Chair Terry Corrales adjourned the meeting at 4:43 p.m.

SIGNATURES: _____
COMMITTEE CHAIR Terry Corrales, RN

COMMITTEE ADMIN _____
Carla Albright

ADDENDUM B

**Palomar Health Board Human Resources Committee
2023 Reporting Calendar - Second Wednesday Quarterly**

Materials Review Due Date	Jan 24	Apr 25	Jul 25	Oct 24
Meeting Date	February 9	May 10	August 9	November 8
Annual Review of Charter	X			
Annual Review of Reporting Calendar	X			
HR Update – Quarterly Analytics	X	X	X	X
Minutes Approval	X	X	X	X
Talent Acquisition Recruitment Campaign Update <i>Rhianna Miller, Director Human Resources</i>	X			
Human Resource Information Systems (HRIS) Timekeeping Project Rollout <i>Eric Lapine – Manager, HRIS</i>			X	
Benefits and Compensation Annual Review <i>Kathryn Henderson, Senior Manager, Benefits and Compensation</i>		X		
Workers Compensation Annual Review <i>Russ Riehl, Vice President, Operations Support Services</i>				X
Employee Engagement/Education <i>Brad Krietzberg, Senior Director, Learning and Development</i>			X	
Employee Focused Activities/Annual Review <i>Brad Krietzberg, Senior Director, Learning and Development Kim Nailon, Director, Employee Giving</i>				X

ADDENDUM C

CHARTER
of the
HUMAN RESOURCES COMMITTEE
of the
PALOMAR HEALTH BOARD OF DIRECTORS

- I. **Purpose.** The Human Resources Committee (“Committee”) of the Palomar Health Board of Directors (“Board”) aims to help develop a workforce environment that effectively translates the District’s mission and vision into reality on a daily basis.
- II. **Membership.**
- A. Voting Membership. The voting members (“Voting Members”) of the Committee may consist of those individuals appointed as Voting Members of the Committee by the Chair of the Board (“Board Chair”) in accordance with the Bylaws of Palomar Health (“Bylaws”) and other applicable policies of the Board.
- B. Alternate(s). Any alternate voting members (“Alternates”) of the Committee may consist of those individuals appointed as Alternates of the Committee by the Board Chair in accordance with the Bylaws and other applicable policies of the Board. Alternates enjoy voting rights only in the absence of a Voting Member. Unless Alternates enjoy voting rights, they may attend the meetings of the Committee only as an observer.
- C. Non-Voting Membership. The non-voting members (“Non-Voting Members”) may consist of the following individuals:
- President & CEO of Palomar Health
 - Executive, Strategic Priorities of Palomar Health
 - Executive, Human Resources of Palomar Health
 - ~~Chief Human Resources Officer of Palomar Health~~
 - Chief Nurse Executive of Palomar Health
 - Chief Operations Officer of Palomar Health
 - ~~Chief Administrative Officer, Palomar Health/CEO, Palomar Health Medical Group~~
- III. **Authority.** The Committee has no expressed or implied power or authority except to make recommendations to the Board related to the Committee’s purpose and duties as described in this Charter.
- IV. **Duties.** The duties of the Committee may include:

- A. Review and assess regular reports from administration on the education and development of staff, turnover, completion of performance appraisals, staffing plans, etc. to identify trends and needs and to ensure that governmental agency requirements are met.
 - B. Review, understand, and recommend Human Resource policies and compensation programs in order to provide an excellent work environment and stewardship of the workforce.
 - C. Monitor labor relations programs as established by the District and review/recommend changes (in conjunction with any District's Labor Attorney and Administration) to the Board when appropriate.
 - D. Keep abreast of changes in Healthcare workforce issues, and develop educational programs and communications, for the Board to keep the Board up-to-date on challenges faced by the District.
 - E. Make recommendations to the President and Chief Executive Officer and the Board to improve communications among the Board, Medical Staffs, District employees, and auxiliaries.
 - F. Review annually those policies and procedures within the aforementioned purview, and report the results of such review to the Board. Such reports may include recommendations to the Board regarding modification of existing policies or the creation of new policies and procedures.
 - G. Review and make recommendations to the President and Chief Executive Officer and the Board regarding compensation, incentive, and benefit plans offered to District Officers and other employees.
 - H. Perform such other duties as may be assigned by the Board.
- V. **Committee Chairperson, Liaison, and Assistant.**
- A. The Chairperson of the Committee ("Committee Chairperson") may be the individual appointed as Committee Chairperson by the Board Chair in accordance with the Bylaws and other applicable policies of the Board.
 - B. The **Executive, Strategic Priorities** ~~Chief Human Resources Officer~~ may serve as the Palomar Health Administration's liaison ("Administrative Liaison") to the Committee.
 - C. The Executive Assistant to the ~~Chief~~ **Executive**, Human Resources ~~Officer~~ may serve the assistant to the Committee ("Committee Assistant").
- VI. **Meetings.** The Committee will meet at least quarterly and more often as needed. A majority of the Voting Members will constitute a quorum. The Committee Assistant

will record the meeting minutes and forward a copy to the Board Secretary upon approval of the meeting minutes by the Committee. The Committee Chairperson may coordinate with the Administrative Liaison to invite any officer, staff member, expert or other advisor who is not a member of the Committee to attend a meeting of the Committee to discuss topics germane to the purpose and duties of the Committee.

VII. Committee Agendas.

A. The Committee Chairperson holds the primary responsibility for creating Committee Meeting Agendas. The Committee Chairperson will routinely work with the Administrative Liaison and the Committee Assistant in creating agendas. The Committee Chairperson will carefully consider all input regarding Agenda items from the Administrative Liaison. The authority for approval of final agendas for Committee Meetings will reside with the Committee Chairperson. Any disagreement, dispute, or confusion over specific agenda items and/or their appropriateness on the agenda between the Committee Chairperson and the Administrative Liaison that cannot be resolved will be referred to the Board Chair for resolution. The Board Chair, if indicated, may consult with Board or Corporate Counsel, the CEO, and/or other members of the Administration to achieve resolution. If the Board Chair feels the issue cannot be satisfactorily resolved, the Board Chair will take the issue to the Board.

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VIII. Review and Revision. The Committee may review this Charter annually. Any revisions proposed by the Committee to this Charter must be approved by the Board in accordance with the Bylaws.

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