

POSTED
Friday
May 5, 2023



BOARD HUMAN RESOURCES COMMITTEE
MEETING AGENDA
Wednesday, May 10, 2023
3:30 pm Meeting

PLEASE SEE AGENDA PAGE 2 FOR MEETING LOCATION

	The Board Committee may take action on any of the items listed below, unless the item is specifically labeled "Informational Only"	Time	Form A Page	Target
1.	CALL TO ORDER			3:30
2.	ESTABLISHMENT OF QUORUM	1		3:31
3.	PUBLIC COMMENTS ¹	30		4:01
4.	AGENDA ITEMS	0		4:01
	a. Meeting Minutes – Wednesday, February 8, 2023 (ADD A Pp 3-10)	5	2	4:06
5.	STANDING ITEM: Human Resources Department Showcase – Benefits & Compensation	15		4:21
6.	STANDING ITEM: Human Resources General Update	15		4:36
7.	STANDING ITEM: COMMITTEE MEMBER AGENDA SUGGESTIONS	5		4:41
8.	FINAL ADJOURNMENT	1		4:42

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
	Julie Pursell, Executive, Human Resources
**Laurie Edwards-Tate, MS, 1 st Board Alternate	Ryan Olsen, Chief Operations

Note: If you have a disability, please notify us by calling 760.740.6375, 72 hours prior to the event so that we may provide reasonable accommodations

¹ 3 minutes allowed per speaker with a cumulative total of 9 minutes per group. For further details & policy, see Request for Public Comment notices available at [Public Comments and Attendance at Public Board Meetings](#).

Board Human Resources Committee

Location Options

The Linda Greer Conference Room

2125 Citracado Parkway, Suite 300, Escondido, CA 92029

- Elected members of the Board of Directors will attend at this location, unless otherwise noticed below – Members of the public may also attend at this location
- PLEASE TURN OFF CELL PHONES OR SET THEM TO SILENT MODE UPON ENTERING THE MEETING ROOM

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting?rtc=1>

or Dial in using your phone at **257 103 458 221**; Access Code: **6daCuS**

- Non-Board member attendees and members of the public may attend the meeting virtually utilizing the above link
- New to GoToMeeting? Get the app now and be ready when your first meeting starts @ <https://global.gotomeeting.com/join/517951597>

DocID: 21790
 Revision: 9
 Status: Official

Source:
 Administrative
 Board of Directors

Applies to Facilities:
 All Palomar Health Facilities

Applies to Departments:
 Board of Directors

Policy: Public Comments and Attendance at Public Board Meetings

I. PURPOSE:

A. It is the intention of the Palomar Health Board of Directors to hear public comment about any topic that is under its jurisdiction. This policy is intended to provide guidelines in the interest of conducting orderly, open public meetings while ensuring that the public is afforded ample opportunity to attend and to address the board at any meetings of the whole board or board committees.

II. DEFINITIONS:

A. None defined.

III. TEXT / STANDARDS OF PRACTICE:

- A. There will be one-time period allotted for public comment at the start of the public meeting. Should the chair determine that further public comment is required during a public meeting, the chair can call for such additional public comment immediately prior to the adjournment of the public meeting. Members of the public who wish to address the Board are asked to complete a [Request for Public Comment form](#) and submit to the Board Assistant prior to or during the meeting. The information requested shall be limited to name, address, phone number and subject, however, the requesting public member shall submit the requested information voluntarily. It will not be a condition of speaking.
- B. Should Board action be requested, it is encouraged that the public requestor include the request on the *Request for Public Comment* as well. Any member of the public who is speaking is encouraged to submit written copies of the presentation. C. The subject matter of any speaker must be germane to Palomar Health's jurisdiction.
- D. Based solely on the number of speaking requests, the Board will set the time allowed for each speaker prior to the public sections of the meeting, but usually will not exceed 3 minutes per speaker, with a cumulative total of thirty minutes.
- E. Questions or comments will be entertained during the "Public Comments" section on the agenda. All public comments will be limited to the designated times, including at all board meetings, committee meetings and board workshops.
- F. All voting and non-voting members of a Board committee will be seated at the table. Name placards will be created as placeholders for those seats for Board members, committee members, staff, and scribes. Any other attendees, staff or public, are welcome to sit at seats that do not have name placards, as well as on any other chairs in the room. For Palomar Health Board meetings, members of the public will sit in a seating area designated for the public.
- G. In the event of a disturbance that is sufficient to impede the proceedings, all persons may be excluded with the exception of newspaper personnel who were not involved in the disturbance in question.
- H. The public shall be afforded those rights listed below (Government Code Section 54953 and 54954).
 - 1. To receive appropriate notice of meetings;
 - 2. To attend with no pre-conditions to attendance;
 - 3. To testify within reasonable limits prior to ordering consideration of the subject in question;
 - 4. To know the result of any ballots cast;
 - 5. To broadcast or record proceedings (conditional on lack of disruption to meeting);
 - 6. To review recordings of meetings within thirty days of recording; minutes to be Board approved before release;
 - 7. To publicly criticize Palomar Health or the Board; and
 - 8. To review without delay agendas of all public meetings and any other writings distributed at the meeting. I. This policy will be reviewed and updated as required or at least every three years.

IV. ADDENDUM:

Original Document Date: 2/94
 Reviewed: 8/95; 1/99; 9/05
 Revision Number: 1 Dated: 9/20/05

Source Administrator Hernandez, Lisa

Document Owner DeBruin, Kevin

Collaborators: Carla Albright, Deanna Peterson, Deborah Hollick, Douglas Moir, Jami Piearson, Jeffrey Griffith, Julie H Avila, Kelly Wells, Laurie Edwards-Tate, Megan Strole, Nancy Calabria, Nanette Irwin, Richard Engel, Sally Valle, Tanya L Howell, Thomas Kumura

Reviewers

Approvals

- Committees: (10/12/2022) Policies & Procedures

- Signers: Kevin DeBruin

Original Effective Date Kevin DeBruin, Chief Legal Officer (10/25/2022 09:21AM PST)

Revised Reviewed [09/20/2005 Rev. 1], [03/13/2009 Rev. 2], [04/14/2012 Rev. 3], [05/01/2014 Rev. 4], [02/03/2017 Rev. 5], [04/22/2019 Rev. 6], [07/10/2019 Rev. 7], [12/02/2021 Rev. 8], [10/25/2022 Rev. 9]

Next Review Date 10/24/2025

Attachments:

(REFERENCED BY [Public Comment Form](#)

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**Board Human Resources Committee
Minutes – February 8, 2023**

TO: Board Human Resources Committee

MEETING DATE: Wednesday, May 10, 2023

FROM: Carla Albright, Committee Assistant

Background: Minutes from the Wednesday, February 8, 2023, Board Human Resources Committee meeting are respectfully submitted for approval.

Budget Impact: N/A

Staff Recommendation: Recommend to approve minutes from the Wednesday, February 8, 2023, Board Human Resources Committee meeting.

Committee Questions:

COMMITTEE RECOMMENDATION:

Motion:

Individual Action:

Information:

Required Time:

ADDENDUM A



**BOARD HUMAN RESOURCES COMMITTEE MEETING
ATTENDANCE ROSTER -
CALENDAR YEAR 2023**

[P = Present V = Virtual E = Excused A = Absent G = Guest]

MEMBERS	2.8.2023	5.10.2023	8.9.2023	11.8.2023
TERRY CORRALES, RN, CHAIR	P			
LAURA BARRY, DIRECTOR	P			
MICHAEL PACHECO, DIRECTOR	P			
LAURIE EDWARDS-TATE, 1 ST BOARD ALTERNATE				
STAFF ATTENDEES				
DIANE HANSEN, PRESIDENT & CEO	P			
SHEILA BROWN, EXECUTIVE, STRATEGIC PRIORITIES	P			
MEL RUSSELL, CHIEF NURSING EXECUTIVE	V			
RYAN OLSEN, CHIEF OPERATIONS OFFICER and CEO, PALOMAR HEALTH MEDICAL GROUP	E			
JULIE PURSELL, EXECUTIVE, HUMAN RESOURCES	P			

BOARD HUMAN RESOURCES COMMITTEE MEETING MINUTES – WEDNESDAY, FEBRUARY 8, 2023			
AGENDA ITEM	CONCLUSION/ACTION	FOLLOW UP / RESPONSIBLE PARTY	FINAL?
<ul style="list-style-type: none"> DISCUSSION 			
NOTICE OF MEETING			
<p><i>Notice of Meeting was posted at the Palomar Health Administrative Office; also posted with agenda packet on the Palomar Health website on Friday, February 3, 2023.</i></p>			
1. CALL TO ORDER			
<p><i>The meeting, which was held in the Linda Greer Board Room at 2125 Citracado Parkway, Suite 300, Escondido, CA. 92029, and virtually, was called to order at 3:30 p.m. by Committee Chair Terry Corrales</i></p>			
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, FEBRUARY 8, 2023			
AGENDA ITEM	CONCLUSION/ACTION	FOLLOW UP / RESPONSIBLE PARTY	FINAL?
<ul style="list-style-type: none"> DISCUSSION 			
4. FOLLOW-UP ITEMS, IF ANY			
a. Minutes: Board Human Resources Committee Meeting – Wednesday, November 9, 2022	MOTION: by Director Barry, 2 nd by Director Pacheco and carried to approve the minutes from the Wednesday, November 9, 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, FEBRUARY 8, 2023			
AGENDA ITEM	CONCLUSION/ACTION	FOLLOW UP / RESPONSIBLE PARTY	FINAL?
<ul style="list-style-type: none"> DISCUSSION 			
b. Board Human Resources Committee Reporting Calendar for Year 2023	MOTION: by Director Barry, 2 nd by Director Pacheco and carried to approve the Board Human Resources Committee reporting calendar for year 2023. Corrales - Aye Barry - Aye Pacheco - Aye Opposed: None	N/A	Y
<ul style="list-style-type: none"> 			
c. Update to Board Human Resources Committee Charter	MOTION: by Director Pacheco, 2 nd by Director Barry and carried to approve the update to the Board Human Resources Committee charter as submitted. Corrales - Aye Barry - Aye Pacheco - Aye Opposed: None	Move to Board of Directors for approval/Carla Albright	Y

BOARD HUMAN RESOURCES COMMITTEE MEETING MINUTES – WEDNESDAY, FEBRUARY 8, 2023

AGENDA ITEM	CONCLUSION/ACTION	FOLLOW UP / RESPONSIBLE PARTY	FINAL?
<ul style="list-style-type: none"> • <i>DISCUSSION</i> • 			
<p>5. STANDING ITEM: HUMAN RESOURCES DEPARTMENT STAFF FEATURE</p>			
<p><i>Julie Pursell, Human Resources Executive, Rhianna Miller, Director of Human Resources and Brad Krietzberg, Senior Director, Learning and Organizational Development, presented an update on the departments Talent Acquisition efforts.</i></p> <ul style="list-style-type: none"> • <i>2410 Requisition closed in 2022, for 2023 focusing on:</i> <ul style="list-style-type: none"> ○ <i>25 Successful placements of international registered nurses with the International Nurse Program</i> ○ <i>61 Nurse Residents starting in February 2023, some placement opportunities include Cal State San Marcos, Palomar College, Mira Costa and other</i> ○ <i>42 Permanent requisitions filled January 2023</i> • <i>Over 11,000 applicants applied in year 2022 through various application sources. The Jobvite tool has been expanded to assist in the screening process, and expand our presence on multiple job boards.</i> • <i>Focus on reducing contract labor costs, and converting travelers to permanent employees</i> • <i>Looking forward there will be various programs to not only hire candidates, but to retain our current staff. Reducing time to fill, new hire revamp and implement branding strategy</i> • <i>Sheila Brown noted the state recently allocated grant funds that can be applied for to create a workforce infrastructure. Terry Corrales also noted San Diego County and the Governor are highly interested in Behavioral and Mental Health, and funds are still available. Julie Pursell noted they will follow up on this subject</i> 			

BOARD HUMAN RESOURCES COMMITTEE MEETING MINUTES – WEDNESDAY, FEBRUARY 8, 2023			
AGENDA ITEM	CONCLUSION/ACTION	FOLLOW UP / RESPONSIBLE PARTY	FINAL?
<ul style="list-style-type: none"> <i>DISCUSSION</i> 			
6. STANDING ITEM – HUMAN RESOURCES GENERAL UPDATE			
<p><i>Julie Pursell, Human Resources Executive, presented employee demographic highlights, turnover trends, contract labor, PTO usage, and vacancy trends with the Committee.</i></p> <ul style="list-style-type: none"> <i>Working on efforts to bring benefits awareness to the organization with a more personal touch</i> <i>Participation in the organizations medical options was shared with the committee</i> <i>Currently researching the full hiring process, from application to hire, in an attempt to reduce onboarding time for candidates. Staying competitive in the current job market is key</i> <i>Members of the committee expressed their thanks to Human Resources Leadership for bringing a new energy and perspective to the division</i> 			
10. STANDING ITEM: BOARD MEMBER COMMENTS/AGENDA ITEMS FOR NEXT MEETING			
<ul style="list-style-type: none"> <i>No items were discussed</i> 			
11. FINAL ADJOURNMENT			
<i>There being no other business, Chair Terry Corrales adjourned the meeting at 4:43 p.m.</i>			

BOARD HUMAN RESOURCES COMMITTEE MEETING MINUTES – WEDNESDAY, FEBRUARY 8, 2023			
AGENDA ITEM	CONCLUSION/ACTION	FOLLOW UP / RESPONSIBLE PARTY	FINAL?
<ul style="list-style-type: none"> DISCUSSION 			
SIGNATURES:	COMMITTEE CHAIR	_____	Terry Corrales, RN
	COMMITTEE ADMIN	_____	Carla Albright

DRAFT