Personnel Committee

June 17, 2014 ~ 8:00 AM ~ Board Room

**Committee Members Present**: Weldon Smith, Chairman, Don Lewis, Susan Kanard

**Committee Members Absent**: Cara Bland

**Hospital Staff Present:** David Keith, CEO/President; Darryl Linnington, CFO; Chris Whybrew, COO; Laura Boyles, Interim HR Director; Tiffany Roberts, HR Recruiter; Deborah Sherwood, HR Assistant

**Other:**  None

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| ***“Privileged and Confidential pursuant to 63 O.S. 1-1709.1 and/or 63 O.S. 1-1709.”*** |
| **Topic/Finding** | **Discussion** | **Recommendation/Action** | **Follow-up/ Responsible Party** |
| **Call to order:** | With a quorum present Chairman Smith called the meeting to order at 8am. |  |  |
| **Approval of Minutes:** |  |  |  |
| **Old Business:** |
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| **New Business:** |
| 1. **Presentation of staff turnover.**
2. **Review MRHC Pension Plan Amendment**
 |  Chris Whybrew presented data on MRHC turnover vs. National averages via power point presentation. The data was fiscal year from 7/1/2013 thru 04/30/2014 comparisons.* MRHC turnover = 30.6%
* National Average = 16.5%

We used different systems to conduct employee satisfaction surveys in the past and employees said:* Generally liked working with the Supervisor
* Satisfied with work and work area

We recently switched to HealthStreams and have signed a 3 year agreement with them. This will allow the data to be more reflective.* Mr. Keith said he is working on employee motivation and compensation. Mr. Whybrew also commented that managers have monthly meetings and Mr. Keith stated he has Town Hall meetings monthly, however only the “A Players” come to the Town Hall meetings. Mr. Smith inquired to; How are the department meetings going? Mr. Whybrew replied that the managers are giving positive feedback and that most employees are saying that the benefits are better or just as good as past employers. Mr. Keith also stated that they are rounding daily and has multiple meetings to have the “A Players” to bring it and that the culture is starting to turn.
* Mrs. Kanard inquired to why the employees are not happy about the new PTO. Mr. Whybrew explained that it was change. Mrs. Kanard asked what happened to the employees’ time. Mrs. Boyles explained how the new PTO time worked and how it was going to be switched over. Mr. Smith inquired to when did employees get their vacation before and how much time do they start with. Mr. Linnington explained that it used to be given in a lump sum amount on the employees anniversary and the employees used to start with vacation time and holidays already available and it now is accrued each pay check. Mrs. Kanard commented that we changed the agreement and of course the employees are upset. Mr. Linnington explained that sick time should be earned and it didn’t make sense to have it all available in one lump sum. It was being abused all the time and that now those who really are sick can use it. Before employees would lose the time if it was not used by the end of the year and so they would call in sick and use their sick time. Now if an employee takes low census they can use PTO and get paid for it. Now it is not being abused. Mrs. Kanard and Mr. Smith wanted better explanation. Mr. Smith at that time requested a copy of the Power Point presentation. Mrs. Boyles then explained FMLA and miscellaneous time. Mr. Lewis also stated that why would you have to earn vacation time it didn’t make sense and when can they take vacation? Mr. Smith also requested a spec sheet to show comparisons. Mr. Linnington explained that before an employee had to use their vacation or lose it. Now it can be carried over or cashed in on their anniversary month after January 2015. Mrs. Kanard commented that would encourage employees not to use sick time and rather cash it in at the end of the year. Mr. Smith agreed that employees wouldn’t max out time and would cash out time instead. Mr. Linnington explained that we want to encourage staff to save it, they need flexibility and no more use it or lose it and then recapped that all vacation is subject to approval.
* Mr. Smith asked how are we orientating? Good Nurses or bad nurses? Be sure we are accomplishing something and that patient care needs to be #1. They need to have better floor orientation. Mr. Whybrew commented that we are transitioning from Survey Monkey for exit interviews to a face to face exit interview and that at this time we do not have a 90 day new employee evaluation and we are waiting on the new HR Director, Mr. Scott Lowe who will be here July 1st.
* Mr. Keith commented that there has been no middle management asking him to come to their staff meetings and that CEO information is not getting shared with staff. Mr. Whybrew stated that Studer re-implementation will encourage middle management to start rounding on staff once a month so that they can get to know staff and listen to them better and help to understand what is going on. We need to know what is going on and what is not working and what changes we need. Maybe some employee recognition. It forces managers to get answers.
* Weldon wanted to know what is our strategy for turnover? Chris stated we are doing the town hall meetings and rounding. Mr. Keith commented that employees leave before the vesting time. Get them to vesting and they will stay? What about reducing the vesting period to 3 years? Mr. Lewis stated we need to show we care and we need to know how we can help with job and making things better. Mr. Keith agrees we need personal engagement. Mr. Whybrew said culture change is a long process and takes time. Mr. Smith commented that we need to change management practice. Mr. Keith agreed we need to start with managers and make some crucial decisions.
* Mr. Keith stated that staff is always complaining that there is not enough staff. We are “rich” in staff. The VHA are coming to meet with managers on staffing and we need to educate staff on what staffing needs are.
* Mr. Linnington noted that we wouldn’t exist without Medicare and Medicaid and that we need to change our contracts to be legal standard. Mr. Keith also noted that we are cleaning up contracts and fixing terminology.
* Mr. Smith asked the status of employee raises this year. Mr. Keith replied that there is a 1% raise coming in July and that any raises after that would be due to merit. Mr. Smith questioned if we were bringing up staff that were underpaid. Mr. Keith replied that he did that his first two years. Mrs. Kanard said that managers need to be top-notch and Mr. Smith commented that we need to have a good scoring system.

Mrs. Boyles started by saying in reviewing our retirement plan it is currently written by fiscal year not calendar year and that it should be by calendar year per federal regulations. * The 2013 plan year will end 06/30/2014. The 2014 plan year will start 07/01/2014 and we need to be aware that no one contributes more than half of the annual 415 limit by 12/31/2014, which would be $26,000K. Likewise, the annual compensation limit would be half of maximum compensation limit for 2014, which would be $130,000.
* The 402(g) elective limits are calculated on a tax or calendar year anyway, so if anyone is on track to exceed $17,000 (for those under 50 years of age and $23,000 if 50 or older) in elective deferrals after July 1st, we would need to monitor them to ensure that they do not exceed their limits.

Mr. Lewis asked how they track the anniversary date. Mr. Whybrew and Mrs. Boyles both said the HRIS system (ADP). Motion was carried unanimously with changing the pension plan to calendar year instead of fiscal year. |  |  |
| **Other Business:**  |
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| **ADJOURNMENT:** | No further business was brought before the Committee for discussion.  | The meeting was adjourned at 09:46am. |  |

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Weldon Smith, Chairman

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