University Medical Center of Southern Nevada
Governing Board Human Resources and Executive Compensation Committee
September 20, 2016

UMC ProVidence Suite
Trauma Building, 5th Floor
800 Rose Street
Las Vegas, Clark County, Nevada
Tuesday, September 20, 2016
9:00 a.m.

CALL TO ORDER

The University Medical Center Governing Board Human Resources and Executive Compensation Committee met in the ProVidence Suite, UMC Trauma Building, 5th Floor, Las Vegas, Clark County, Nevada, on Tuesday, September 20, 2016, at the hour of 9:00 a.m. The meeting was called to order at the hour of 9:05 a.m. by Chair Laura Lopez-Hobbs and the following members were present, which constituted a quorum of the members thereof:

Committee Members:

Present:
Laura Lopez-Hobbs, Chair
Renee Franklin
Robyn Caspersen

Absent:
Harry Hagerty (Excused)

Others Present:
Doug Spring, Director of Human Resources
Terra Lovelin, Board Secretary

SECTION 1. OPENING CEREMONIES

ITEM NO. 1 PUBLIC COMMENT

Chair Lopez-Hobbs asked if there were any persons present in the audience wishing to be heard on any item on this agenda.

Speaker(s): Alexis Aiello, Program Director with NV Medical Center announced that she would be coming to more of these meetings.

ITEM NO. 2 Approval of minutes of the regular meeting of the UMC Governing Board Human Resources and Executive Compensation meeting on May 24, 2016. *(For possible action)*

FINAL ACTION: A motion was made by member Caspersen that the minutes be approved as recommended. Motion carried by unanimous vote.

ITEM NO. 3 Approval of minutes of the special meeting of the UMC Governing Board Human Resources and Executive Compensation meeting on August 2, 2016. *(For possible action)*

FINAL ACTION: A motion was made by member Caspersen that the minutes be approved as recommended. Motion carried by unanimous vote.

ITEM NO. 4 Approval of Agenda *(For possible action)*

FINAL ACTION: A motion was made by member Franklin that the agenda be approved as recommended. Motion carried by unanimous vote.

SECTION 2. BUSINESS ITEMS

ITEM NO. 5 Receive an updated report on UMC Vacancy and Turnover metrics, including classifications vacated voluntarily: and direct staff accordingly. *(For possible action)*

DOCUMENT SUBMITTED:
-Turnover and vacancy rates
-Voluntary Separations
-Types of Terms

DISCUSSION: Doug Spring, Director of Human Resources, gave an update on the turnover and vacancy rates and explained that we have an improved in both categories.

With regards to the MPlan turnover rate, (management employees) we have stabilized significantly and have had very little turnover the last two months.

Mr. Spring noted that due to the nursing restructure, we will see some changes in the MPlan numbers.

Chair Lopez-Hobbs suggested having Deb Fox at the next meeting to provide the committee with an update.

The nursing turnover rate has had a reduction from prior quarters and this is due to new stability, the overall morale of the organization, and the physicians support.

FINAL ACTION: None

ITEM NO. 6 Receive a report on discussions between UMC and International Union of Operating Engineers, Local 501 to establish a revised collective bargaining agreement. *(For possible action)*

DOCUMENTSUBMITTED: None

DISCUSSION: Mr. Spring explained that the Union group is comprised of about 36 employees in plant operations and maintenance. The Union must provide notice by February 1 that they want to start negotiations and they did not do this. Due to the relationship we have with them however, we decided to contact them and ask if they wanted to meet to discuss changes in the agreement and they did. UMC and Local 501 have met 11 times and reached 23 out of the 33 articles in the agreement. If they continue to hold firm on these last remaining items, we will have to let them know that we will continue discussions in February of next year.

FINAL ACTION: None taken.

ITEM NO. 7 Receive a report on the UMC Employee Engagement Survey; and direct staff accordingly. *(For possible action)*

DOCUMENTS SUBMITTED:
- Executive Summary PowerPoint

DISCUSSION: Danita Cohen, Chief Experience Officer gave a brief summary of the results of the employee survey that was shared at Mason's town hall meetings.

The survey conducted in May had a 40% response rate, which was a higher response rate than the previous survey.

The top employee wishes are:
-New employee health record system (EHR)
-More parking
- Decrease cell phone usage by employees
-UMC updated look
-Better pay
-Better communication
-Improving staffing
-More equipment
-Better team work

Member Franklin suggested having a podcast or video that employees can watch in case they can't come to a town hall meeting.

Ms. Cohen replied that the Town Halls are on the website already and Ms. Fox also has a video where her communication among the nurses get shared.

Chair Lopez-Hobbs said that she would like to attend a town hall meeting so she could see the dynamics.

The top favorites are:
-Colleagues (Staff really like each other)
-Pension and benefits
-Pride in their work
-Pride in UMC

Aaron Stagg has seen a change in employees and a notable change is that employees feel more secure than before. They would now recommend to their friends, working at UMC. A culture change has also occurred and it is coming from Administration down. Bringing back the holiday party and other UMC events has helped with employee morale.

Mr. Stagg announced that Danita is developing an ICARE4U specifically for Managers. There is also a leader development series that is presented to supervisors, directors, etc. Improving the relationships between employees and their managers will help a lot.

Member Caspersen asked how the various departments hear the results of this study.

Ms. Cohen explained that employees hear the feedback at the town halls, can read them on the intranet and hear them through the Managers who then go over the results in their respective departments.

FINAL ACTION: None taken

ITEM NO. 8 Receive an update on the process for evaluation of CEO performance. *(For possible action)*

DOCUMENTS SUBMITTED:
- Performance Objectives

DISCUSSION: Mr. Spring explained the process of how the evaluation process works for the merit increase.

The end of the fiscal year, June 30 is most important date because the committee then has 120 days to commence Mr. VanHouweling's evaluation which would be due at the end of October. The committee then has 60 days to implement the award once it is decided. The result does have to go to the Governing Board for final approval.

Chair Lopez-Hobbs asked HR Management to submit the market compensation studies so the committee knows what the appropriate levels of increase are.

The November meeting is when the committee will start discussing the merit award.

The incentive bonus can be up to 30% of the CEO's base salary. The fiscal year audit and financial report is an important and relevant document. The clock starts when this report occurs, which will be in November. The Committee will have 60 days from that date, to award the bonus. The bonus is split, half now and half at the end of the next audit cycle. Half will be awarded this year, from last year's bonus, 30 days from the audit results.

A reminder will be placed on each, upcoming committee agenda to remind the committees. The meetings in November and December will be used to determine the bonus.

It was suggested that Mason draft an executive summary of the year's accomplishments.

FINAL ACTION: Place reminders on each, upcoming committee meeting agenda explaining the timeline for this review process.

ITEM NO. 9 Identify emerging issues to be addressed by staff or by the Human Resources and Executive Compensation Committee at future meetings; and direct staff accordingly. ***(For possible action)***

DOCUMENTS SUBMITTED: None submitted

DISCUSSION: None

COMMENTS BY THE GENERAL PUBLIC:

At this time, Chair Lopez-Hobbs asked if there were any persons present in the audience wishing to be heard on any items not listed on the posted agenda.

SPEAKER(S): None

There being no further business to come before the Committee at this time, at the hour of 10:36 a.m. Chairman Lopez-Hobbs adjourned the meeting.

Approved: November 15, 2016
Minutes Prepared by: Terra Lovelin