
UMC ProVidence Suite
Trauma Building, 5th Floor
800 Hope Place
Las Vegas, Clark County, Nevada
Tuesday, January 24, 2017
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, January 24, 2017, at the hour of 9:00 a.m. The meeting was called to order at the hour of 9:00 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
Harry Hagerty

Others Present:
John Espinoza, Chief Human Resources Officer
Mason VanHouweling, Chief Executive Officer
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.

None present.

ITEM NO. 2 Approval of minutes of the regular meeting of the UMC Governing Board Human Resources and Executive Compensation meeting on November 15, 2016. *(For possible action)*

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

ITEM NO. 3 Approval of Agenda *(For possible action)*

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

SECTION 2. BUSINESS ITEMS

ITEM NO. 4 Evaluate CEO performance and discuss potential merit increase and bonus pay. *(For possible action)*

DOCUMENT SUBMITTED:
-Schedule B

DISCUSSION: CEO Mr. VanHouweling went thru each of the five HR objectives and demonstrated why, or why not each one was achieved.

1. Continue to build on UMC's mission by furthering a culture that emphasizes Compassion, Accountability, Integrity and Respect.
- Compassion: Reeducated entire staff on mission, vision and values with "ICARE4U"
- HCAHPS have improved and overall hospital rating has increased by 4.6%
- Rebranded Healthy Living Institute
- Accountability, we have taken the Leap Frog Scores seriously.
- Integrity: Educated community and staff on compliance, brought compliance in house, brought in our own Legal department and EEO department. Reorganized the Clinical Quality department.
- Respect: Built a rewards and recognition program to recognize staff members who display the ICARE4U principles.

2. Develop and launch a Goal Alignment Process that defines organizational priorities and feeds the performance management process.
- Mr. VanHouweling and the staff attend every New Hire Orientation to share the values and direction of UMC.
- Town Halls
- Good relationship with the Union and regular meetings held
- M Plan revamp

3. Ensure there is an Organization wide total remuneration/compensation and benefits philosophy by the end of the fiscal year.
- Turnover has improved with HR and Management being more aggressive when good candidates are identified.
- Benefits and compensation brochure being designed and will soon be ready for distribution to employees.
- Loan forgiveness programs now in place for nurses.

4. Design and launch a robust Talent Management and Succession Planning Process.
- Nursing reorganization and market adjustments to ensure competitive pay.
- Training of our own specialty care positions.
- Intern programs

The committee was in agreement that they were disappointed that there is currently not a succession planning process or even a draft to review of a process. The three vacancies that were in the C-Suite recently, were all filled with outsiders. It is very important to develop talent to fill upper positions and moving forward they would like to see a succession plan become a priority.

5. Review job description, performance objectives at the C-suite level and recruits as necessary.
- All job descriptions have been updated and he has been very inclusive of all the C-Suite members so everyone is involved with new hires within the C-Suite.

Member Franklin complimented Mr. VanHouweling on the inclusive interview process. She does feel that the job descriptions need a bit of work. She also complimented Mr. VanHouweling and the Human Resources staff in the year's overall accomplishments.

Committee members discussed individual rating for each of the HR objectives.

Member Caspersen didn't give any numbers as she felt not up to speed with the intent with the wording of the goals. She would like to defer to the other three members for their suggestions. She believes Mr. VanHouweling has done great work across the board on some very hard items.

The committee agreed that Mr. VanHouweling has achieved a 16 out of 20 possible rating points and a motion was made

92% was the agreed upon percentage

FINAL ACTION: A motion was made by Member Hagerty the HR committee recommends to the Governing Board the award of a bonus of 92% of the allowable incentive bonus percentage for FY2016. Motion carried by unanimous vote.

A discussion then ensued regarding Mr. VanHouweling's merit increase.

Chair Lopez-Hobbs mentioned Mercer data and the range and percentile that he is at currently with regards to the market. She suggested starting the discussion at 7%.

Mr. VanHouweling read a brief summary capturing the year's successes and where UMC was at and where UMC is now.

All members agreed that Mr. VanHouweling has earned the full 10% merit allowable in accordance with his contract.

FINAL ACTION: A motion was made by Member Hagerty that the HR committee recommends to the Governing Board to increase Mason's salary, by 10% retroactive to July 1, 2016. Motion carried by unanimous vote.

ITEM NO. 5 Receive a report on the performance objectives established by the CEO for UMC's management employees. ***(For possible action)***

DOCUMENTSUBMITTED:
- Management Performance Objectives

DISCUSSION: This item will be postponed to a future meeting due to time constraints.

ITEM NO. 6 Receive an updated report on UMC Vacancy, Turnover and Recruitment metrics and direct staff accordingly. ***(For possible action)***

DOCUMENTS SUBMITTED:
- Recruitment Metrics 2016 Compared to 2015
- Turnover and Vacancy Rates -2016 and 2015

DISCUSSION: This item will be postponed to a future meeting due to time constraints.

ITEM NO. 7 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: The committee will add a meeting to discuss item numbers 5, 6 and 7. Terra will look at everyone's calendars and send out a meeting invite soon.

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 11:00 a.m. Chairman Lopez-Hobbs adjourned the meeting.

Approved: February 24, 2017
Minutes Prepared by: Terra Lovelin