University Medical Center of Southern Nevada
Governing Board Human Resources and Executive Compensation Committee
July 16, 2017

UMC ProVidence Suite
Trauma Building, 5th Floor
800 Hope Place
Las Vegas, Clark County, Nevada
Monday, July 16, 2018
2:00 p.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, at the date and location listed above. The meeting was called to order at the hour of 2:00 p.m. by Chair Jeff Ellis and the following members were present, which constituted a quorum of the members thereof:

Committee Members:

Present:
Jeff Ellis, Chair
Renee Franklin

Absent:
Laura Lopez-Hobbs (Excused)
Barbara Fraser (Ex-Officio)

Others Present:
Tony Marinello, Chief Operating Officer
Jennifer Wakem, Chief Financial Officer
Brenna Leising, Director, Human Resource Operations
Aaron Stagg, Manager, Organizational Development and EAP
Daisy Markham, Manager, Compensation
James Conway, Assistant General Counsel
Terra Lovelin, Board Secretary

SECTION 1. OPENING CEREMONIES

ITEM NO. 1 PUBLIC COMMENT

Chair Jeff Ellis 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 May 21, 2018 ***(For possible action)***

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

SECTION 2. BUSINESS ITEMS

ITEM NO. 4 Receive a report on the status of moving all employee annual evaluations to September 1st and SAP Rewards module status. ***(For possible action)***

DOCUMENTS SUBMITTED:
- None

DISCUSSION: Brenna Leising, Director of Human Resources Operations explained the plan to move all employee evaluations to September 1 to meet the fiscal year objectives. All managers and physicians have already been moved to coincide with this schedule.

Staff has been in discussion with the Union attorneys since most of these positions are union, and once they give their okay with the change, we can proceed.

By moving everyone to the same date for an annual evaluation, the new SAP module will have all evaluations electronically. Currently, the compensation calculations are all done manually.

Daisy Markham explained that all merits and increases for employees are handled annually and in order to enter one performance merit evaluation it takes approximately 7 minutes. With 3,300 employees that are eligible for merit increase, it would take 2.5 months for the two employees who do this, to input the increases.

The new module will automatically calculate and enter the increases and will also have the ability to pro-rate if anything has to be retro-paid.

Member Franklin asked if staff could show them how the module works before the contract goes to the Audit and Finance Committee.

Ms. Leising added that UMC will be the first County entity to use this module and they have already discussed the implementation with them. The County showed interest in UMC using this new program. The total cost of this new module would be approximately $160,000. The hope is to have this up and running by May of 2019 and utilizing the month of June for training.

Member Franklin requested Ms. Leising put a component in this module for change management.

An RFP will need to be done for the selection of the vendors. The County has to eventually approve this after full approval of our Audit and Finance Committee and Governing Board.

FINAL ACTION: Chair Ellis suggested that they move forward in haste with this.

ITEM NO. 5 Receive a report on Recruitment Metrics for Fiscal Year 2018. *(For possible action)*

DOCUMENTS SUBMITTED:
- Fiscal Year 2019 Metrics

DISCUSSION: Ms. Leising provided an overview on the time frame on hiring across all positions. We are holding steady compared with national averages.

A discussion ensued regarding the amount of per diems UMC is utilizing and the time it takes to recruit them.

It was noted that last year the team filled 125 hard to fill positions. These positions were filled so quickly partially due to UMC's reputation of a great hospital.

Chair Ellis asked if hiring managers are happy with the recruitment process and Ms. Leising responded that they have said they are.

FINAL ACTION: No action

ITEM NO. 6 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)*

DISCUSSION: Ms. Leising brought up the 2019 meeting schedule and ask the committee's thoughts on holding meetings every three months.

Chair Ellis responded that he was fine with it as long as the meeting schedule coincides with the CEO's evaluation. If we need to add or change the schedule to ensure approval of vital items we can do that.

Member Franklin also replied that every three months would be fine as long as it works for Chair Ellis's schedule and it can be adjusted accordingly if needed.

<u>COMMENTS BY THE GENERAL PUBLIC</u>:

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

None.

There being no further business to come before the Committee at this time, at the hour of 2:43 p.m. Chairman Ellis adjourned the meeting.

Approved: September 24, 2018
Minutes Prepared by: Terra Lovelin