University Medical Center of Southern Nevada
Governing Board Human Resources and Executive Compensation Committee
October 19, 2020

UMC ProVidence Suite
Trauma Building, 5th Floor
800 Hope Place
Las Vegas, Clark County, Nevada
Monday, October 19, 2020
2:00 p.m.

CALL TO ORDER

The University Medical Center Governing Board Human Resources and Executive Compensation Committee met at the time and location listed above. The meeting was called to order at the hour of 2:01 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 (via phone)
Laura Lopez-Hobbs (via phone)
Renee Franklin (via phone)
Barbara Fraser – Ex-officio (via phone)

Absent:
none

Others Present:
Mason Van Houweling, Chief Executive Officer
Kurt Houser, Chief Human Resources Officer
Brenna Leising, Director Human Resources
Jennifer Wakem, Chief Financial Officer
James Conway, Assistant General Counsel
Maria Sexton, Chief Information Officer
Stephanie Ceccarelli, Board Secretary

SECTION 1. OPENING CEREMONIES

ITEM NO. 1 PUBLIC COMMENT

Chairman Ellis asked if there were any persons present in the audience wishing to be heard on the item listed 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 June 15, 2020. *(For possible action)*

FINAL ACTION:

A motion was made by Member Hobbs 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 Discuss and recommend for approval the 2020- 2024 Collective Bargaining Agreement between UMC and SEIU Local 1107. (For possible action)

DOCUMENTS SUBMITTED:
- PowerPoint

DISCUSSION:

Mr. Houser presented a brief overview of the agreement reached between University Medical Center and the Collective Bargaining Agreement negotiations with SEIU and he expressed this thanks to those involved. The votes have been approved for ratification.

The length of the CBA is 4 years from 2020 to June 2024. There is an automatic reopener of only Article 14 (COLA) in February 2021. Article 7 Union Rights specified locations for union business, operational demands and provided 8 additional hours per week for Chief Steward. Article 11 Per Diem addressed the needs of when the employer required availability of staff. HR will automatically notice an employee who has reached their 2,081st hour. Discussion ensued regarding this subject matter.

In Article 21, Combined Annual Leave (CAL), the language was clarified for CAL requests, as well as the requirement to make the request in an appropriate timeframe. There is a provision for an automatic CAL cash out for employees over 320 hours on the employee's anniversary.

The discussion continued regarding Article 39 whereby employees are allowed one float per shift and ancillary staff can be required to float by classification.

Next, a summary of the financial terms was discussed. Article 14 states that there is no COLA for FY 2021; an automatic reopener will be in the spring of 2021. Article 15 states merits will be capped at 50% of the established rates for 1 year. Article 17 addressed overtime issues and reflects that all bargaining unit employees will be compensated as hourly employees. Article 24 provided that group insurance increase by $5 per pay period for a total of $10 per month for health premiums.

Mr. Van Houweling suggested we provide an overview of the employee benefits to the Committee.

FINAL ACTION:

A motion was made by Member Franklin to approve and recommend approval to the Governing Board the 2020 - 2024 Collective Bargaining Unit agreement between UMC and the SEIU. Motion carried by unanimous vote.

ITEM NO. 5 Discuss and recommend for approval HR Policy Change 11. *(For possible action)*

DOCUMENTS SUBMITTED:
- HR Policy 11

Mr. Houser explained that HR Policy 11 for Employee Education and Development was changed to authorize reimbursement to staff for UMC directed certifications and recertification, only if that training is not provided by UMC, for up to $1,000 per fiscal year. He added that if the employee does not pass certification, the employee is responsible for fees required to re-take the certification course and exam.

Member Fraser recommended a change of the term “reimbursement”.

FINAL ACTION:

A motion was made by Member Hobbs to recommend approval to the Governing Board to approve the HR Policy 11 revisions as proposed. Motion carried by unanimous vote.

ITEM NO. 6 Discuss and approve the FY20 CEO Human Resources Performance Goals. (For possible action)

DOCUMENTS SUBMITTED:
- PowerPoint

Mr. Houser informed the Committee of the progress of the 2020 goals for the year. We were able to meet and exceed some goals, but some have been delayed or deferred to 2021 due to COVID-19 issues.

1. The goal to develop and implement staffing standards was met. Staffing standards for all departments have been established.

Chair Ellis asked if the staffing standards were built into the budget to compensate for staffing variances in the future. Ms. Wakem stated that they were not built into the budget, but they are reflected in productivity.

2. Analyze and act on trends from exit survey results. This goal was not met and was halted due to COVID-19. It was recommended to add to the FY21 goals.

3. Execute Employee Engagement Survey with greater than 50% Response Rate. The goal was not met due to COVID-19 and recommended to adding to FY21 HR Goals. The projected roll-out is the first quarter of 2021.

4. Electronically process HR documents to include Personnel Action Requests and Annual Evaluations. This goal was met.

5. The goal to further develop staff skills within the employee development and succession planning program was partially met.

6. The goal to develop interdisciplinary participation in major organizational training programs was partially met.

7. Lastly the goal to review and update entry level job descriptions was partially met. Approximately 10 job descriptions have been updated.

Mr. Houser reiterated that though some of the goals have been met, some have not been done or have been delayed due to COVID-19 issues.

Chair Ellis stated that the Committee will have to decide how goals will be measured or structured due to the extreme changes in the environment and the industry due to COVID-19.

After much discussion, it was agreed that the committee will award 100% for performance goal.

FINAL ACTION:

A motion was made by Member Hobbs that Mr. Van Houweling be awarded 100% for the HR Committee FY20 Performance Goal award. Motion carried by unanimous vote.

ITEM NO. 7 Discuss and recommend for approval the FY20 overall CEO Performance Goals, including recommending the CEO merit increase. (For possible action)

DOCUMENTS SUBMITTED:
- PowerPoint

Mr. Houser stated that the overall goal for FY2020 for all committees would be 94.50%.

Chair Ellis rounded the total bonus level to an even 95%.

FINAL ACTION:

A motion was made by Member Franklin to recommend to the Governing Board that Mr. VanHouweling met 95% percent of the goals for FY2020 and be awarded a 10% merit increase. Motion carried by unanimous vote.

ITEM NO. 8 Discuss the FY21 HR CEO Performance Goals. (For possible action)

DOCUMENTS SUBMITTED:
- PowerPoint

1. Implement the employee engagement survey with a >50% participation rate. Evaluate survey data to identify action items. (Continuation from 2020)

2. In support of UMC's mission to be fiscally responsible, execute established staffing standards by 1 January 2021.

3. Review and update the employee off-boarding program to include a revised Exit Survey, with a launch of no later than March 1, 2021. (Continuation, with modifications, from 2020)

4. Update Leadership Boot Camp material based on lessons learned and new CBA and have all new managers attend by end of FY21.

5. In collaboration with the Communication and Diversity Committee, provide educational materials to all MPLAN staff via the online Harvard Implicit Association Tests, attending Cultural Competence training, to foster introspection in regards to implicit bias, cultural competency, and inclusive leadership.

A conversation ensued regarding goal specifics. Member Franklin suggested that there be more awareness and participation with the engagement survey.

Chair Ellis added that the goals that were partially met should not be forgotten. Mr. Houser stated that the progress of those goals will certainly be reported to the Committee.

FINAL ACTION:

A motion was made by Member Franklin approve the FY21 HR CEO Performance Goals. Motion carried by unanimous vote.

ITEM NO. 9 Discuss the FY21 CEO Performance Goals. (For possible action)

DOCUMENTS SUBMITTED:
- PowerPoint

Chair Ellis clarified that this item would encompass all committee goal percentages.

Mr. Houser confirmed that the goal percentages would be as follows:

Audit and Finance	25%
Strategic Planning	25%
Clinical Quality	30%

Human Resources 20%

The conversation continued regarding the flexibility in the percentages in achievement of the goals and language changes in the CEO contract.

FINAL ACTION:
A motion was made by Member Franklin approve the FY21 CEO Performance Goals and associated percentages and recommend to the Governing Board for approval. Motion carried by unanimous vote.

ITEM NO. 10 Identify emerging issues to be addressed by staff or by the UMC governing board Human Resources and Executive Compensation. Committee at future meetings; and direct staff accordingly.

DOCUMENTS SUBMITTED:
- None

The committee would like to discuss the following items in future meetings:

1. Employee benefits structure;
2. Staffing structure;
3. Flexibility with the goal measurements.

COMMENTS BY THE GENERAL PUBLIC:

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.

SPEAKERS(S): None

There being no further business to come before the Committee at this time, at the hour of 4:10 p.m. Chairman Ellis adjourned the meeting.

Approved: January 25, 2021
Minutes Prepared by: Stephanie Ceccarelli