University Medical Center of Southern Nevada
Governing Board Human Resources and Executive Compensation Committee
January 25, 2021

UMC ProVidence Suite
Trauma Building, 5th Floor
800 Hope Place
Las Vegas, Clark County, Nevada
Monday, January 25, 2021
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 (via phone)
Renee Franklin (via phone)
Barbara Fraser – Ex-officio (via phone)

Absent:
none

Others Present:
Mason VanHouweling, Chief Executive Officer (via phone)
Kurt Houser, Chief Human Resources Officer
Jennifer Wakem, Chief Financial Officer
James Conway, Assistant General Counsel
Stephanie Ceccarelli, Governing Board Secretary

SECTION 1. OPENING CEREMONIES

ITEM NO. 1 PUBLIC COMMENT

Chairman Ellis asked if there were any public comment to be heard on any item on this agenda.

None.

TEM NO. 2 Approval of minutes of the regular meeting of the UMC Governing Board Human Resources and Executive Compensation meeting on October 19, 2020. *(For possible action)*

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

SECTION 2. BUSINESS ITEMS

ITEM NO. 4 Receive an informational presentation of the benefits offered to UMC employees; and direct staff accordingly. ***(For possible action)***

DOCUMENTS SUBMITTED:
- Benefits Overview PowerPoint
- Employee Benefit Summary

DISCUSSION:

Kurt Houser, Chief Human Resource Officer provided an informational briefing of UMC's employee benefits program and thanked staff for their assistance and support.

A review of the salaries, wages and benefits for FY 2020 were first reviewed. As a percent of salaries, the benefit load is over 46%. Jennifer Wakem, Chief Financial Officer, added we are required to submit this data to the State. As compared to other facilities, our benefit load exceeds our peers, where the percentage is around 30%.

Chairman Ellis asked why longevity and EIB are added as benefits. Ms. Wakem responded that they are incentives unique to UMC. The conversation continued regarding the EIB and longevity benefits.

Mr. Houser continued the discussion describing that PERS is a fully employer paid pension program. UMC currently pays 29.25% of employee wages into PERS. This will increase to 29.75% as of July 2021 and employees are fully vested after 5 years. He added that although UMC employees do not contribute into the Social Security program, they do pay Medicare taxes. Examples of PERS calculations, which would illustrate the monthly pension compensation after 20 years of service were displayed. A discussion ensued regarding the costs associated with the PERS and other benefits that are offered through UMC.

Longevity is a non-management plan benefit for eligible employees hired prior to September 6, 2016. They would be eligible for longevity after 8 years of service. There are currently 1,239 employees receiving longevity benefits.

There are two medical insurance plan options available to employees, Clark County Self-Funded and Health Plan of Nevada (HPN). The plans were discussed in detail and the differences in premiums were highlighted. Premiums were $10 a month following the past negotiation sessions.

Consolidated Annual Leave (CAL) includes 11 paid holidays. Rate of accrual, CAL credits and annual account contributions were discussed. Mr. Houser next detailed the Extended Illness Bank (EIB) and described how it relates to CAL. A breakdown of the earned accrual rate, when EIB is initiated and the cash out options based on years of service was also reviewed. He added when EIB reaches 720 hours, accrual goes directly into the CAL bank.

Other benefits include no state income tax, $2K per year tuition reimbursement (currently suspended), deferred compensation via Mass Mutual/Empower Retirement, Employee Health services, bereavement leave, in-service education and the Employee Assistance Program (EAP). Employees also benefit from basic and supplemental life insurances, accidental death and dismemberment, meal discounts, community discounts, FMLA and worker's compensation.

Chair Ellis inquired if short term and long term disability was available to employees. Mr. Houser will provide feedback to the Committee on the availability of this benefit.

FINAL ACTION TAKEN: None

ITEM NO. 5 Receive an update on the UMC Governing Board Human Resources and Executive Compensation Committee's Fiscal Year 2021 Goals *(For possible action)*

DOCUMENTS SUBMITTED:
- FY 2021 HR Goals Slides

DISCUSSION:

Mr. Houser updated the Committee on the status of the FY2021 HR CEO goals.

1. **Develop and implement the employee engagement survey with a greater than 50% participation rate.**

   This goal has been carried over from 2020 due to COVID. It is planned to be executed by April 2021 using a Press Ganey model.

2. **Review and update the employee off-boarding program to include a revised exit survey.**

   This program will begin this year.

3. **In support of UMC's mission to be fiscally responsible, execute established staffing standards prior to budget year beginning July 2021.**

   The targets are in place and staffing standards have been established throughout the facility. Mr. Houser added that this topic will be reviewed at the next Committee meeting.

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

Leadership boot camp will restart in the spring of 2021 based on lessons learned and the new CBA. All managers will be scheduled to attend before the end of the fiscal year.

5. **Develop interdisciplinary participation in all major organizational training programs.**

   A list will be provided to the Committee before the end of the fiscal year.

6. **Review and update entry level job descriptions.**

   New entry level job descriptions have been developed.

7. **Further develop staff skills within the Employee Development and Succession Planning Programs.**

   A plan of action is being developed and updates will be provided prior to the end of the fiscal year.

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

   Tests and trainings are currently being done by staff. Updates will be provided to the Committee by the end of the fiscal year.

FINAL ACTION TAKEN: None

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)***

FINAL ACTION TAKEN: None

COMMENTS BY THE GENERAL PUBLIC:

At this time, Chairman Ellis asked if there were any public comments to be heard on any items not listed on the posted agenda.

There being no further business to come before the Committee at this time, at the hour of 3:13 p.m. Chairman Ellis adjourned the meeting.

Approved: June 21, 2021
Minutes Prepared by: Stephanie Ceccarelli