University Medical Center of Southern Nevada
Governing Board Human Resources and Executive Compensation Committee
April 15, 2014

UMC Ruby Conference Room
Delta Point Building
901 Rancho Lane
Las Vegas, Clark County, Nevada
Tuesday, April 15, 2014
3:00 p.m.

The University Medical Center Governing Human Resources and Executive Compensation Committee met in the Ruby Conference Room, Delta Point Building, 901 Rancho Lane, Las Vegas, Clark County, Nevada, on Tuesday, April 15, 2014, at the hour of 3:00 p.m. The meeting was called to order at the hour of 3:28 p.m. by Chair Laura Lopez-Hobbs and the following members were present, which constituted a quorum of the members thereof:

CALL TO ORDER

Committee Members:

Present:
Laura Lopez-Hobbs, Chair
Renee Franklin

Absent:
Harry Hagerty (Excused)

Others Present:
John Espinoza, Chief Human Resources Officer
Lisa Logsdon, Deputy District Attorney
Cindy Dwyer, 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): None

ITEM NO. 2 Approval of minutes of the regular meeting of the UMC Governing Board Human Resources and Executive Compensation meeting on March 19, 2014. [For possible action]

DISCUSSION: None.

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

ITEM NO. 3 Approval of Agenda [For possible action]

DISCUSSION: None.

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

SECTION 2. BUSINESS ITEMS

ITEM NO. 4 Receive an update on the Request for Quotes for a compensation market survey and direct staff accordingly. [For possible action]

DOCUMENTS SUBMITTED: UMCSN Request for Quote - Compensation Market Survey

DISCUSSION: Committee members reviewed the RFQ's scope of work. The two categories listed for each of the four employee groups were "Base Salaries" and "Base Salaries with Longevity and Pension". There was discussion about including stock options and other incentives. There was a conclusion to re-label the second category, as "Total Direct Compensation (defined as base, bonuses and incentives) and Pension". Staff was given direction to make this change and proceed with the RFQ, with a May 5th deadline, with the intention of bringing the results to the next Committee meeting.

ACTION TAKEN: No action taken

ITEM NO. 5 Receive and discuss a report on workplace demographics and take action as deemed appropriate. [For possible action]

DOCUMENTS SUBMITTED:
- Total Employees 12/31/13
- Hospital Workforce Demographics 2013

DISCUSSION: The Committee reviewed a breakdown of the number of hospital employees, by full-time, part-time, per diem and temporary. Additionally, they reviewed and discussed the average age, tenure, turnover, and vacancy rate for hospital staff, as well as nursing staff for 2013. They discussed concerns about an aging workforce in nursing, which is both a local and nation-wide problem. This also led to a discussion about the importance of appropriate training and mentoring of new graduate nurses. Mr. Espinoza offered to have the Director of Clinical Education come to a future meeting to provide details on our program for training new grads. The average turnover is about 10% for all employees, which is consistent over the past several years, and generally lower than other local hospitals. However, HR does examine turnover rates by department, specialty and/or classification, to identify trends or challenges. Vacancy rates are reviewed on a quarterly basis,

The Chair requested that tenure of 0-5 years be included in the future. She would also like to see departures by category – voluntary, disability, discipline, and by age, why they leave and why they leave and how old are they.

ACTION TAKEN: No action taken

ITEM NO. 6 Receive and discuss a report on the Employee Engagement Survey, and direct staff accordingly. [For possible action]

DOCUMENTS SUBMITTED: UMC Employee Engagement Survey

DISCUSSION: Mr. Espinoza reviewed the list of questions asked of employees in the Employee Engagement Survey. He explained that in addition to employees rating each of the statements or questions, there is open narrative. The survey is distributed to all employees to respond either on-line or on paper. All responses are anonymous. Results are aggregated and then compared with other participating hospitals nation-wide. In 2013, out of a possible 3200 surveys, the response rate was 39%. Currently, UMC employees are a little less satisfied than comparator hospitals, though satisfaction has improved since the fist survey. If Committee members would like to see detail on the results, they are invited to meet with Mr. Espinoza to review those results individually.

ACTION TAKEN: No action taken

ITEM NO. 7 Review and discuss performance metrics for the Chief Executive Officer, and direct staff accordingly. [For possible action]

DOCUMENTS SUBMITTED: Recommended CEO Evaluation Goals

DISCUSSION: Board Chair O'Reilly has recommended a list of performance metrics for the CEO's performance during his first year. The CEO has also reviewed and approved those metrics. The Committee reviewed each of the metrics, and suggested the addition of one more metric to measure performance related to quality/patient care. It was determined that successful Joint Commission reaccreditation would be an appropriate measure. Performance of all metrics will be measured at his annual performance evaluation.

ACTION TAKEN: A motion was made by Renee Franklin to approve recommended goals as presented, with the addition of a measurement of quality/patient care, and recommend approval by the Governing Board on their consent agenda.

ITEM NO. 8 Receive a report on the hospital's leadership succession plan, and direct staff accordingly. [For possible action].

DISCUSSION: In follow-up to a discussion at last month's committee meeting, staff was asked to ascertain from the CEO how he wanted to proceed with succession planning for hospital leadership. Mr. Espinoza reported that he had discussed this with Lawrence Barnard, and it was Mr. Barnard's desire to handle succession planning within the structure of hospital management. Chair Lopez-Hobbs encouraged the involvement of the Board Chair, as well keeping the Board informed of broader success planning, which could be done in small groups or on an individual basis.

ACTION TAKEN: No action taken

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)***

- Review and discuss results of salary compensation RFQ at the May 12th meeting, if received and correlated timely. As this will likely be the only agenda item, members may participate by telephone. If the results are not ready in time, the meeting may be cancelled.

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 4:45 p.m. Chairman Lopez-Hobbs adjourned the meeting.

APPROVED:

Laura E Hobbs
Laura Lopez-Hobbs, Committee Chair

ATTEST:

Cindy Dwyer
Cindy Dwyer, Board Secretary