

**University Medical Center of Southern Nevada
Governing Board Human Resources and Executive Compensation Committee
Monday, January 26, 2026**

Emerald Conference Room
Delta Point Building, 1st Floor
901 Rancho Lane
Las Vegas, Clark County, Nevada
Monday, January 26, 2026
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 2:00 p.m. by Chair Laura Lopez-Hobbs and the following members were present, which constituted a quorum of the members thereof:

Committee Members:

Laura Lopez-Hobbs
Renee Franklin (Teams)
Dr. Donald Mackay
Bill Noonan (Teams)
Dr. John Fildes

Absent:

None

Others Present:

Mason Van Houweling, Chief Executive Officer
Tony Marinello, Chief Operating Officer
Jennifer Wakem, Chief Financial Officer
Ricky Russell, Chief Human Resources Officer
Anna Caputo, HR Manager
Rosalind Bob, Director of Human Resources
James Conway, Assistant General Counsel
Stephanie Ceccarelli, 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 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 November 9, 2025. (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 Mackay that the agenda be approved as recommended. Motion carried by unanimous vote.

SECTION 2. BUSINESS ITEMS

ITEM NO. 4 Receive an educational update on the Employee Equal Opportunity program at UMC; and take action as deemed appropriate. (*For possible action*)

DOCUMENTS SUBMITTED:

- PowerPoint Presentation

DISCUSSION:

Ricky Russell, Chief Human Resources Officer, introduced Anna Caputo, HR Manager, who provided an update on the EO Program at UMC and what the program provides to hospital employees. A brief background of how the program was created at UMC was provided.

Through the Equal Opportunity program, Ms. Caputo and her team manages various processes, including investigations of employment discrimination, requests for accommodation, FMLA, various leaves of absence through SEIU, safety etc. The department also oversees the structured return to work, modified duty, and worker's compensation programs.

When allegations are received that are connected to protected categories, they are investigated at the department level, as well as reviewed by the EO department to determine whether they are of serious legal concern. The department also responds to external claims that are received through the EEOC and NERC. Ms. Caputo continued by providing an overview of how cases are processed in the program through the department.

Chair Lopez-Hobbs inquired about who oversees medical leaves and FMLA. Ms. Caputo responded that there the third-party administrator Absence Plus, manages those claims and are available 24/7. Ms. Caputo's team handles employee ADA accommodation claims. A discussion ensued regarding time off using CAL and EIB, including donor CAL.

Ms. Caputo continued the discussion by providing a high-level overview of the various trainings that are provided to employees, including topics related to fair employment law review, cultural competence, and employee engagement safety results.

The Committee thanked Ms. Caputo for the trainings provided. There was a brief discussion regarding individual resiliency trainings and tools provided to

employees to promote positivity in the workplace. She concluded by stating all claims are reviewed by Administration.

FINAL ACTION:

None taken

ITEM NO. 5 Review and discuss changes to the UMC Equal Opportunity, Non-Discrimination, and Anti-Harassment Action Plan, and make a recommendation for approval by the UMC Governing Board; and take action as deemed appropriate. (For possible action)

DOCUMENTS SUBMITTED:

- Equal Opportunity, Non-Discrimination, and Anti-Harassment Action Plan Policy

DISCUSSION:

Ms. Caputo reviewed various changes to the Equal Opportunity, Non-Discrimination, and Anti-Harassment Action Plan Policy. She noted they were primarily formatting and language changes to identify staff or the department.

Substantive changes included changes noting that complaints would be resolved through the department staff or its designees. Language was also updated to align with the EEOC language.

Member Franklin commented on the change related to using the term “unlawful” and added that the organization needs to be clear to the values as they relate to individuals.

Changes were also made to update the address to NERC and to clearly identify staff members.

FINAL ACTION:

A motion was made to approve the policy changes to the EO Non- Discrimination, Anti-Harassment Action Plan and recommend for approval by the UMC Governing Board. Motion carried by unanimous vote.

ITEM NO. 6 Review and discuss the FY26 YTD Turnovers & Hires report; and take action as deemed appropriate. (For possible action)

DOCUMENTS SUBMITTED:

- PowerPoint Presentation

DISCUSSION:

Mr. Russell reviewed the turnover and hires report totals for FY2026.

- Voluntary turnover for FT/PT was 3.02%, remaining consistent year-over-year. The first-year voluntary turnover rate averaged 10.51%. Management continues to monitor this statistic.

- The top three 1st year turnover departments were food services with 20 turnovers, case management with 6 turnovers and EVS with 5 turnovers. He noted that these were primarily per-diem employees. Management is investigating the root cause for these turnover rates.

There was a discussion regarding the increase in retirements in the month of May. Mr. Russell responded that it could be a coincidence due to years of service. There was continued discussion regarding voluntary separations.

- Overall, for the year, 270 employees were hired.
- There are still about 4,550 in the employee population.

There was continued discussion regarding replacing vacant positions or new positions.

FINAL ACTION:

None

ITEM NO. 7 Review and discuss the CHRO Updates; and take action as deemed appropriate. (For possible action)

DOCUMENTS SUBMITTED:

- PowerPoint Presentation

DISCUSSION:

Mr. Russell reviewed the following CHRO updates:

- **Preview Cornerstone Succession Planning Module** – Mr. Russell guided the Committee through a sample demonstration of the module and how the succession plan works. The program is anticipated to Go-Live in March.
- **IUOE Local 501 CBA Bargaining** – The first contract session is set to take place February 5, 2026. This agreement affects 33 employees.
- **Lean Six Sigma Yellow Belt Launch** – This is a one-day class and will be available to all employees, increase knowledge in the Lean Six Sigma program and will allow employees to participate in projects. The first course is scheduled for April.
- **FY26 Org Goals –HR –Status Update** – All goals are on track and are being met.

FINAL ACTION:

None

ITEM NO. 8 Review and discuss changes to various HR policies and procedures and make a recommendation for approval by the UMC Governing Board; and take action as deemed appropriate. (For possible action)

DOCUMENTS SUBMITTED:

- PowerPoint Presentation

DISCUSSION:

UMC is making modest changes to the following HR policies and procedures, effective on or around February 1st 2025:

- Disclosure of Improper Governmental Action - scheduled review no change
- Benefits Program - scheduled review no change
- Responsibilities of the Chief Human Resources Officer - scheduled review no change
- Nepotism (Hiring of Relatives) - scheduled review no change
- Objectives and Scope – Human Resources – scheduled review no change

- Educational Development Program -
 - Added LMS testing/education availability in Section D.4. Updated new hire requirements in Section E.5. Clarified scope.

- Employment Eligibility Verification -
 - Correcting Section A for new hires and adding updated counseling process for renewals in Section B. Removed Section C.

- Substance Abuse - scheduled review no change
- Requesting and Conducting a Classification Audit Study - scheduled review no change

- Employee Health Services -
 - Updated Policy section to include restrictions for non-compliant health care workers from entering, accessing, or performing services within UMC facilities

- Disciplinary Hearing Process -
 - Revised scope section.

- Progressive Discipline/Corrective Counseling -
 - Changing from a policy to a procedure. Categorized as a policy in error during the 2022 during formatting changes. Added Scope section.

- Position Classification and Compensation Plans -
 - Modified Section G to reference Section K in the Recruitment and Selection Program for requirements for new hires. Updated counseling process for existing employees needing renewals.

- Recruitment and Selection Program -

- Modified Section J to reference Sections A and B in the Employment Eligibility Verification Policy. Added the updated corrective action process in Section K for existing employees.

FINAL ACTION:

A motion was made by Member Mackay to approve the changes to the various HR Policies and Procedures and recommend to the UMC Governing Board for approval. Motion carried by majority vote.

SECTION 3. EMERGING ISSUES

ITEM NO. 9 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. *(For possible action)*

Discussion:

1. Disciplinary process

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.

SPEAKERS(S): None

There being no further business to come before the Committee at this time, at the time of 3:30 p.m. Chair Lopez-Hobbs adjourned the meeting.

Approved: March 9, 2026

Minutes Prepared by: Stephanie Ceccarelli