



MAY 2020 HUMAN RESOURCES COMMITTEE

AGENDA

1 CALL TO ORDER

2 ROLL CALL

3 APPROVAL OF AGENDA

Approve

4 APPROVAL OF FEBRUARY 18, 2020 MINUTES

Approve

4.1 HR Committee Minutes February 18, 2020

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5 HR METRICS

Information

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Information

7.1 Compensation – Defining A Strategy

7.2 Union Negotiations Update – L39 & ATU

7.3 Post COVID-19 Employee Reintegration Plan

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8 ANNOUNCEMENTS / ADJOURNMENT

HUMAN RESOURCES COMMITTEE MEETING
Fresno EOC Board Room 310
February 18, 2020
5:00 PM

MINUTES

1. CALL TO ORDER

Committee Chair, Barigye McCoy, called the meeting to order at 5:13 PM.

2. ROLL CALL

Roll was called and a quorum was established.

Commissioners Barigye McCoy (phone) Jimi Rodgers (phone) Lupe Jaime

Present: Mileham

Commissioners Felipe De Jesus Perez, Maiyer Vang

Absent:

Others Present: Ana Martinez, Connie Vang, Elizabeth Jonasson., Emilia Reyes, Glenn Elizarde, Heather Brown, Melissa Soto, Michael Garcia, Linda Hayes, Vanessa Schneider

3. APPROVAL OF AGENDA

M/S/C –Rodgers/Perez to approve the agenda as presented. All in favor.

4. APPROVAL OF PREVIOUS MINUTES

January 21, 2020 Meeting Minutes

M/S/C –Rodgers/McCoy to approve the January 21, 2020 meeting minutes. All in favor.

5. HR Metrics

A. HR Scorecard

Brown proposed to have an HR scorecard at every meeting to better serve the committee. Brown distributed an example HR scorecard and reviewed what an HR scorecard is to the committee. She explained that an HR scorecard is an easily readable and clear visual representation of key measures in the HR department, and would contain measures that are important to the agency and committee. Brown emphasized that the HR scorecard would be useful as a snapshot of important measures, and asked the committee what they would like to see on the HR scorecard.

Mileham asked if the number of employee promotions, and advancements, and the kind of leaves that employees are requesting could be included into the scorecard. Brown answered yes. McCoy asked if demographics could be included as well. Brown answered yes. Rodgers asked if internal versus external hires could also be added in. Brown answered yes, and stated that HR will continue to amend and change the scorecard to what the agency and committee would like to see.

6. OTHER

A. Minimum Wage Through 2022 and the Impact of Compression

Schneider gave a presentation on the impact of compensation compression, and distributed the presentation and compensation definitions to those in attendance. Schneider indicated that since minimum wage has been progressing so quickly in California, the agency must come up with a strategic compensation solution for the year 2022 in order to prevent the impact of compression. Schneider explained that compression occurs when salary tables are not properly updated to address the new starting rate. She emphasized that in the year 2022, minimum wage in California will be at \$15 per hour, so the agency must begin to create a solution as soon as possible before compression occurs. Research suggests that when compression occurs, turnover rates become higher. Schneider stated that to begin this process both, programs and leadership, must be on board to define a unified compensation strategy, which is a whole overview on how the organization will direct its pay.

Previous practice in the agency has been that programs have individually been able to determine their own raises and wages. However, this leads to a disconnect on how compensation is handled throughout the agency. Thus, there has been inconsistency with pay throughout different programs.

Brown stated that one example of inconsistency can be a comparison of a program with limited funding not being able to offer raises while a program with sufficient funding can. Although people work for different programs, their positions are similar, and we would like applicants and employees to be able to expect a degree of consistency in terms of pay, wherever they are placed in the agency.

Reyes commented that compression can hugely impact 2022, and thanked the Human Resources team for beginning to start finding a solution for this issue. Brown agreed and stated that the goal is to think of the impact of compression holistically rather than on a case-by-case basis with programs.

7. ANNOUNCEMENTS/ ADJOURNMENT

Meeting was adjourned at 6:05 P.M. The next meeting is scheduled for Monday, March 9, 2020 at 5:00 P.M.

Respectfully submitted,
Barigye McCoy
Chair

HUMAN RESOURCES COMMITTEE MEETING

Date: May 11, 2020	Program: Human Resources
Agenda Item #: 5	Director: N/A
Subject: HR Metrics	Officer: Michael Garcia

Background

The following information is intended to provide the HR Committee a high-level snapshot of Human Resources monthly activity. The information is broken down into the six strategic goal areas that the program has identified:

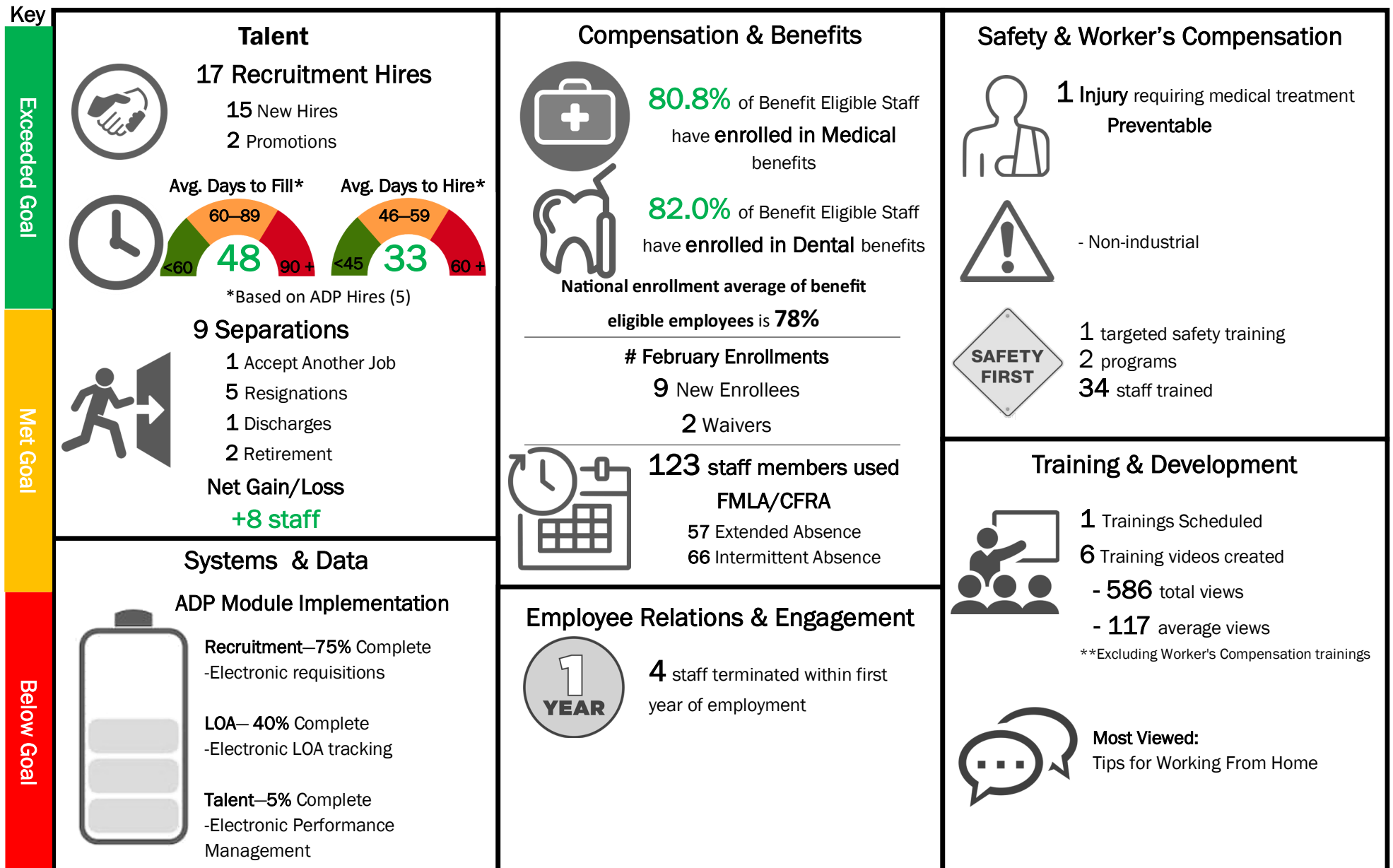
1. Talent
2. Compensation & Benefits
3. Safety & Worker's Compensation
4. Systems & Data
5. Employee Relations & Engagement
6. Training & Development

This scorecard is meant to be a versatile tool that can adapt to present pertinent information to the HR Committee each month.

Fresno EOC Human Resources Scorecard

March 2020

What's Trending in HR?



Fresno EOC Human Resources Scorecard

April 2020

What's Trending in HR?

Key

Exceeded Goal

Met Goal

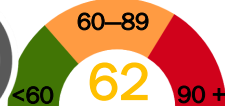
Below Goal

Talent

4 Recruitment Hires

3 New Hires
1 Promotions

Avg. Days to Fill*



Avg. Days to Hire*



7 Separations

6 Accept Another Job
1 Discharge

Net Gain/Loss
- 3 staff

Systems & Data

ADP Module Implementation

Recruitment—85% Complete
-Electronic requisitions

LOA— 75% Complete
-Electronic LOA tracking

Talent—10% Complete
-Electronic Performance Management

Compensation & Benefits

83.1% of Benefit Eligible Staff
have **enrolled in Medical**
benefits

85.5% of Benefit Eligible Staff
have **enrolled in Dental** benefits

National enrollment average of benefit
eligible employees is **78%**

March Enrollments

2 New Enrollees

4 Waivers

111 staff members used

50 Extended Absence
61 Intermittent Absence

Employee Relations & Engagement

1
YEAR

3 staff terminated within first
year of employment

Safety & Worker's Compensation

1 Injury requiring medical treatment
Sprain or strain
Preventable

- Slip/trip/fall

SAFETY
FIRST

3 targeted safety training videos

Training & Development

15 Training videos created

- **984** total views

- **65** average views

Most Viewed:
Ergonomics

HUMAN RESOURCES COMMITTEE MEETING

Date: May 11, 2020	Program: Human Resources
Agenda Item #: 6	Director: N/A
Subject: Quarterly Reports	Officer: Michael Garcia

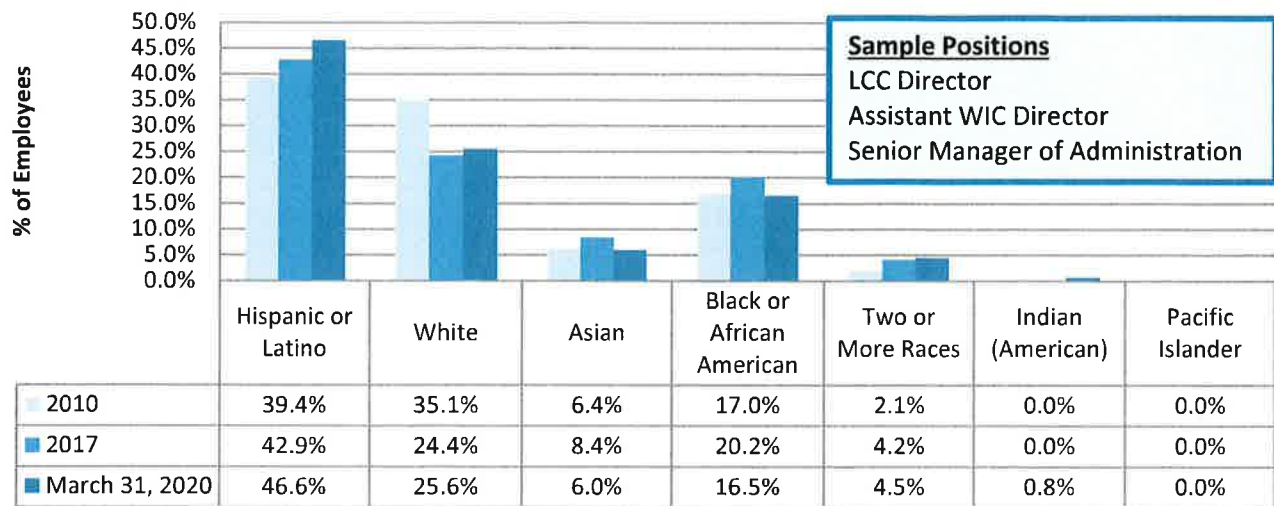
Background

The following information is presented to the HR Committee at the end of each quarter. The reports and information are as follows:

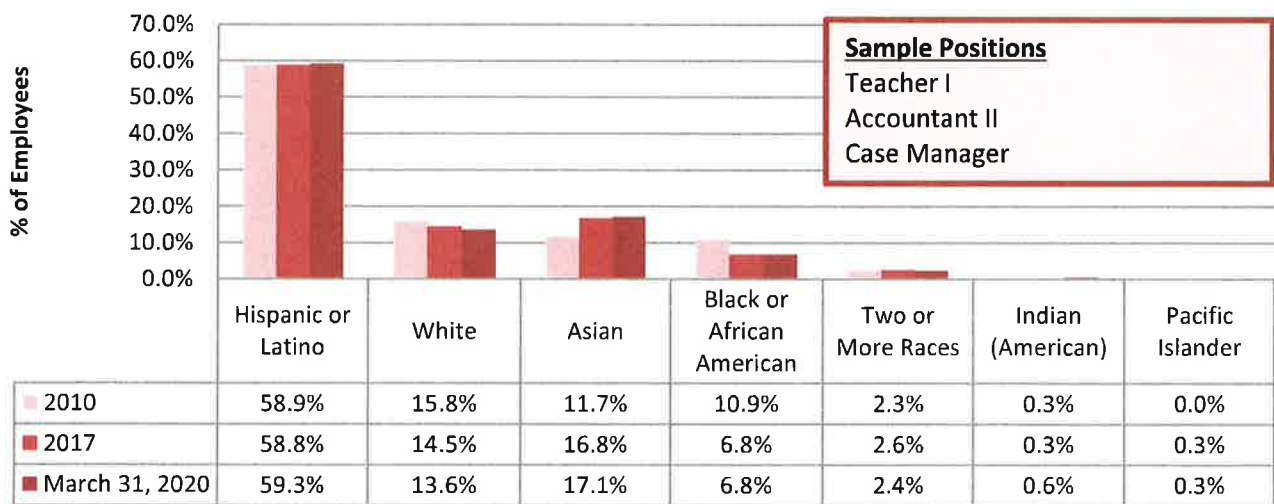
- A. Demographics** – Graphical representation of the ethnic make-up of Fresno EOC staff. For comparison purposes, the data is compared in the following years, 2010, 2017, and current. The information is divided into EEO-1 categories that are reported to the Federal Government each year.
- B. Performance Evaluations** – A table showing the number of evaluations past due by 90 days or greater by program.
- C. W/C Safety** – A quarterly overview of worker's compensation claims and injuries.
- D. Employee Relations** – A summarized report of employee complaints that have been presented to Human Resources.
- E. Training** – A monthly listing of the trainings arranged and/or presented by Human Resources to Fresno EOC staff.
- F. Legal** – A confidential report handed out to the HR Committee for review that summarizes any outstanding legal claims that Human Resources is handling. These claims may employment or worker's compensation related.

**Fresno EOC Quarterly Demographics
EEO-1 Annual Report Comparisons**

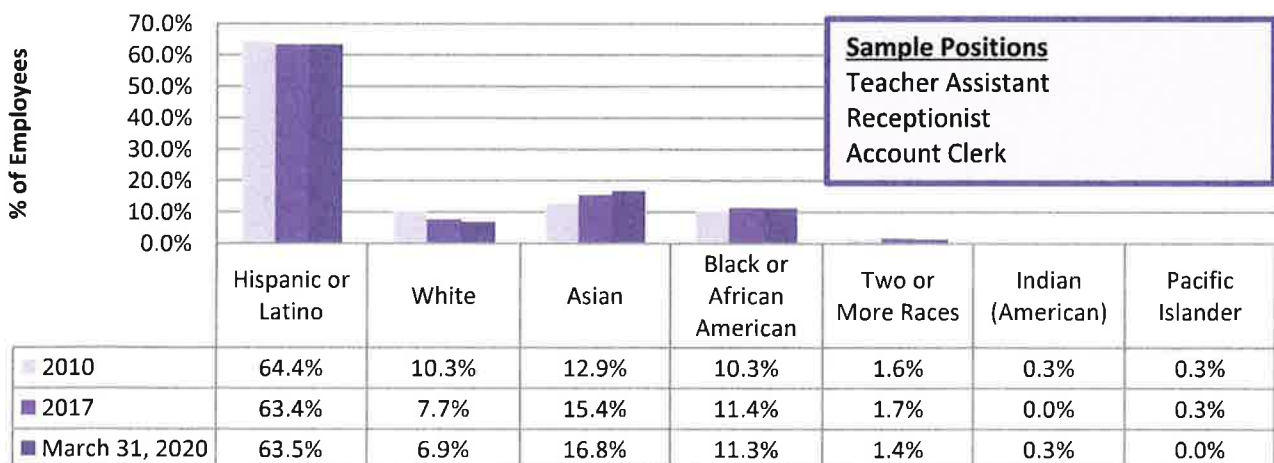
First/Mid-Level Officials and Managers



Professionals

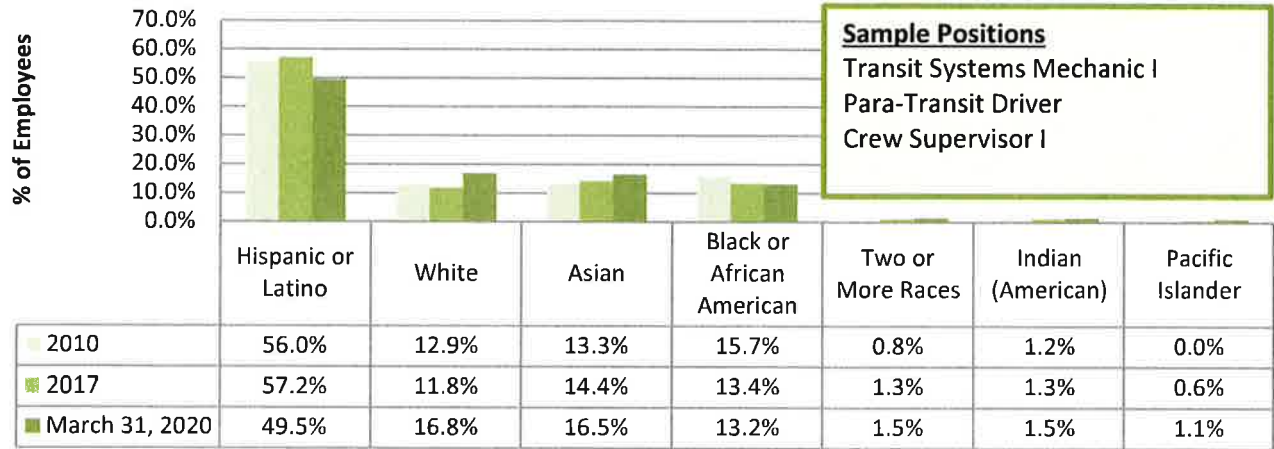


Administrative Support Workers



Fresno EOC Quarterly Demographics
EEO-1 Annual Report Comparisons

Craft Workers/Operatives/Laborers & Helpers/Service Workers



Fresno EOC Performance Evaluation Report

May 2020

Program	1st Quarter 2020			4th Quarter 2019		
	Evaluations More than 90 Days Past Due	Total Employees in Program	Percentage of Past Due Evaluations	Evaluations More than 90 Days Past Due	Total Employees in Program	Percentage of Past Due Evaluations
Access Plus Capital	6	13	46.15%	8	13	61.54%
Community Services Programs	1	22	4.55%	3	23	13.04%
Early Head Start	16	64	25.00%	26	64	40.63%
Employment and Training	1	18	5.56%	1	16	6.25%
Energy Services	1	18	5.56%	1	18	5.56%
Executive Office	2	15	13.33%	2	12	16.67%
Finance, Facilities, IT	6	29	20.69%	3	29	10.34%
Food Services	3	78	3.85%	6	79	7.59%
Fresno Street Saints	5	8	62.50%	1	8	12.50%
Head Start	131	555	23.60%	196	548	35.77%
Health and Dental Services, AFLP	6	42	14.29%	6	43	13.95%
Human Resources	0	13	0.00%	0	13	0.00%
Internal Audit	0	2	0.00%	0	2	0.00%
Local Conservation Corps	6	25	24.00%	4	24	16.67%
Sanctuary and Support Services	0	36	0.00%	0	38	0.00%
SACC, SOUL	0	31	0.00%	1	30	3.33%
Transit	22	117	18.80%	19	116	16.38%
Valley Apprenticeship Connection	0	6	0.00%	0	8	0.00%
Women, Infants and Children	4	75	5.33%	2	74	2.70%
Total	210	1167	17.99%	279	1158	24.09%

1st Quarter 2020 does not account for those on LOA

Accounts for evaluations received through 3/16/20

Through 1st Quarter 2020

Month	2019	2020
January	5	5
February	3	3
March	0	4
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0

Fresno EOC Employee Relations Activities 1st Quarter 201

Internal Complaints:

Data collected for period beginning January 1, 2020 through March 31, 2020

- Total number of complaints investigated during this period: 2
- Investigation distribution:

Melissa Soto, Employee Relations Manager - 0
Michael Garcia, HR Officer – 1
Melissa Soto, ER Manager - 0
Jennifer Tierce, HR Generalist – 1
Heather Brown, HR Officer - 0
- Total Number of complaints closed: 2
- Total number of complaints withdrawn by complainant: 0
- Total number of complaints still open/pending: 0
- Average number of calendar days from acknowledgement to completion: 42
- Average number of calendar days from acknowledgement to completion factoring out for leaves of absences: 42

Open Communications Sessions/Visits to External Sites:

Open Communications:

Access Plus Capital	Manager	01/15/2020
Access Plus Capital	Directors	01/16/2020
Access Plus Capital	Line Staff	01/27/2020

Fresno EOC HR Training Schedule May 2020

#	Date	Program(s)	Training Event	Location	Time	Primary Speaker
January 2020						
1	1/7/2020	CWPC Personnel Committ	The Interview Process	Exectuive Board Room	1:30 pm - 3:30 pm	Antonio Aguilar
2	1/16/2020	All Programs	Time Management	HR Training Room	3:00 pm - 5:00 pm	Antonio Aguilar
3	1/15/2020	Leadership Forum	First Line Supervision	Nielsen Conference Center	8:30 am - 10:30 am	Roberta Barton
4	1/17/2020	All Programs	Goal Setting	HR Training Room	9:30 am - 11:30 am	Antonio Aguilar
5	1/21/2020	All Programs	Communication	HR Training Room	3:00 pm - 5:00 pm	Antonio Aguilar
6	1/23/2019	All Programs	Team Building	HR Training Room	9:30 am - 11:30 am	Antonio Aguilar
7	1/28/2019	All Programs	Positivity in the Workplace	HR Training Room	9:30 am - 11:30 am	Antonio Aguilar
8	1/29/2019	All Programs	Proffesionalims & Boundaries	HR Training Room	3:00 pm - 5:00 pm	Antonio Aguilar
9	1/30/2019	All Programs	Diversity in the Workplace	HR Training Room	9:30 am - 11:30 am	Antonio Aguilar
Februrary 2020						
1	2/12/2020	All Programs	LOA Policy Review	HR Training Room	3:00 pm - 5:00 pm	Ana Martinez
2	2/13/2020	All Programs	The Interview Process	HR Training Room	9:30 am - 11:30 am	Antonio Aguilar
3	2/14/2020	HR	HR Team Retreat	Grizzly Stadium	8:30 am - 11:30 am	Heather Brown
4	2/18/2020	All Programs	Conflict Resolution	HR Training Room	3:00 pm - 5:00 pm	Antonio Aguilar
5	2/20/2020	Head Start	Professionalism	Franklin Head Start	2:00 pm - 4:00 pm	Antonio Aguilar
6	2/21/2020	All Programs	Time Manamgnet	HR Training Room	9:30 am - 11:30 am	Antonio Aguilar
7	2/25/2020	All Programs	Goal Settgin	HR Training Room	9:30 am - 11:30 am	Antonio Aguilar
8	2/28/2020	Head Start	Professionalism & Boundaries	Franklin Head Start	8:30 am - 10:30 am	Antonio Aguilar
March 2020						
1	3/12/2020	All Programs	Customer Service	HR Training Room	9:30 am - 11:30 am	Antonio Aguilar
2	3/23/2030	All Programs	Meetings Through Teams	Training Video	Email	Antonio Aguilar
3	3/24/2030	All Programs	Working From home	Training Video	Email	Antonio Aguilar
4	3/25/2030	All Programs	The Qurantine 15	Training Video	Email	Antonio Aguilar
5	3/26/2030	All Programs	Using Microsoft Froms	Training Video	Email	Antonio Aguilar
6	3/31/2030	All Programs	Navigating the Intranet	Training Video	Email	Antonio Aguilar
April 2020						
1	4/1/2020	All Programs	Erganomics	Training Video	Email	Antonio Aguilar
2	4/2/2020	All Programs	Changing your 'ADP Password	Training Video	Email	Antonio Aguilar
3	4/3/2020	All Programs	Office 365	Training Video	Email	Antonio Aguilar
4	4/6/2020	All Programs	Zoom Overview	Training Video	Email	Antonio Aguilar
5	4/7/2020	All Programs	PPE (Gloves)	Training Video	Email	Antonio Aguilar
6	4/8/2020	All Programs	PPE (Masks)	Training Video	Email	Antonio Aguilar
7	4/9/2020	All Programs	Halcyon EAP	Training Video	Email	Antonio Aguilar
8	4/14/2020	All Programs	Time Management	Training Video	Email	Antonio Aguilar
9	4/15/2020	All Programs	Wellness & Self-Care	Training Video	Email	Antonio Aguilar

**Fresno EOC HR Training Schedule
May 2020**

#	Date	Program(s)	Training Event	Location	Time	Primary Speaker
10	4/16/2020	All Programs	Finding a medical provider	Training Video	Email	Antonio Aguilar
11	4/22/2020	All Programs	Scheduling in Outlook	Training Video	Email	Antonio Aguilar
12	4/23/2020	All Programs	ER vs. Urgent Care	Training Video	Email	Antonio Aguilar
13	4/24/2020	All Programs	De-Stressing Tips	Training Video	Email	Antonio Aguilar
14	4/28/2020	All Programs	Email Etiquette	Training Video	Email	Antonio Aguilar
15	4/30/2020	All Programs	Prescriptino Coverage	Training Video	Email	Antonio Aguilar

May 2020

1	5/1/2020	All Programs	Updating Contact in ADP	Training Video	Email	Antonio Aguilar
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Fresno EOC Post COVID-19 Employee Reintegration Plan

1. Be mindful of all federal, state and local re-opening orders.
 - a. Follow the most health-protective and binding guidance
2. Check with insurance brokers to discuss policies and their coverages for COVID-19 related possibilities.
 - a. Workman's Compensation
 - b. Health insurance
 - c. Premium changes
3. **Revise Employee Policies & Procedure Manual**
 - Update layoff policy to include furloughs
 - Update/create policy on remote work/tele-work
 - Update/create policy for non-essential travel
 - Update/create policy for personal distancing, group activities such as training sessions and the use of Personal Protective Equipment (PPE)
 - Create policy for pandemic response including directives for employees and clients
 - Update policy to include discipline for violations of any of the above
4. **Avoid ADA/Discrimination issues**
 - Temporarily continue with temperature testing of employees
 - Temporarily continue with survey screening of employees
 - Require use of PPE as outlined by Center for Disease Control and California Public Health Department. Continue to stress no less than 20 second handwashing with soap and warm water
 - Be mindful of reasonable accommodations necessity for:
 - High risk employees
 - Special accommodations for the most vulnerable employees
 - Requests for tele-work accommodations
 - Issues with childcare due to school and daycare closures
 - Supervisors must provide full, verifiable explanation of undue hardship claim as a reason for denying reasonable accommodations
5. **OSHA Obligations and Other Protocols**

Both federal and state OSHA requires a workplace be free from all recognized hazards that cause death or serious illness. This general duty

remains in place and will apply to all work locations which predicates new procedures:

- Implement new daily cleaning requirements of workstation, office and all high touch surfaces
 - Janitorial staff should be cleaning railings, push bars, door knobs, and all other high touch surfaces numerous times per working day in addition to their regular duties
 - Employees should be responsible for cleaning their personal workstations upon arriving at work and at the end of their shifts
- Ensure established protocols for proper handwashing, social distancing etc. are clearly posted at all work sites in visible locations. (See below)
- Employer should continue providing personal protective equipment (PPE) to all employees working onsite
- Programs to supply all necessary sanitizing supplies and PPE's to achieve the above. Supplies to be continuously monitored.
- Ensure proper signage is displayed per local, state and federal regulations

6. Overall Process for Employee Reintegration

Stage One:

- Consider whether staff needs to return to an office
- Consider reduced hours
- Consider staggered shift starting times
- Consider rotating daily schedule between onsite work and remote work
- Consider setting limits to size of any group meetings, trainings or gatherings in breakroom etc. Promote virtual or teleconference meetings as first option
- Consider office space reconfiguration and maximum staffing limits at any given time to allow for personal distancing

Stage Two:

- Select order of programs to phase in gradually
 - Consider funding source requirements
 - Consider operational needs
- Select dates to commence reintegration

- Communicate with staff and inform them of precautions & protocols in place to minimize risks
- For those who are afraid to come back to work
 - Be mindful of unionized or nonunionized workforce who refuse to work due to a good faith belief the workplace is not safe. This could be considered Protected Concerted Activity
 - Before automatically accepting a resignation, listen to employee concerns and address any issues where possible
 - Refer to Halcyon Employee Assistance Program (EAP)
- Consider a recruitment strategy for those employees who chose not to return to work and voluntarily resign

Stage Three:

[Insert reintegration of programs schedule here.]