



HUMAN RESOURCES COMMITTEE MEETING AGENDA

September 21, 2020 at 5:00 p.m.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA Approve
4. APPROVAL OF JUNE 8, 2020 MINUTES

A. HR Committee Meeting Minutes for June 08, 2020

Approve Page 2
5. RECRUITMENT

A. Job Postings as of September 14, 2020.pdf

Information Page 5
6. HR METRICS

A. HR Scorecard – July & August 2020

Information Page 7
7. HEALTH BENEFITS BENCHMARKING

A. Health Benchmark Data

Information Page 10
8. 2021 HEALTH PLAN RATE UPDATES

A. 2021 Health Plan Rate

Information Page 11
9. UNION NEGOTIATIONS UPDATE – L39 & ATU

A. Union Negotiations Update

Information Page 15
10. OTHER BUSINESS

Next Meeting - Monday, October 19, 2020 at 5:00 P.M.
11. ADJOURNMENT

HUMAN RESOURCES COMMITTEE MEETING
Fresno EOC Board Room 310
June 8, 2020
5:00 PM

CALL TO ORDER

Committee Chair, Barigye McCoy, called the meeting to order at 5:03 PM.

ROLL CALL

Roll was called and a quorum was established.

Commissioners Present by phone: Barigye McCoy, Jimi Rodgers, Lupe Jaime Mileham, Maiyer Vang

Commissioners Absent: Felipe De Jesus Perez

Others Present by phone: Amy Arambula, Annabelle Gamez, Connie Vang, Elizabeth Johnson, Emilia Reyes, Heather Brown, Karina Perez, Melissa Soto, Michael Garcia, Michelle Tutunjian, Vanessa Schneider, Kathleen Shivaprasad

APPROVAL OF AGENDA

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

APPROVAL OF PREVIOUS MINUTES

A. May 11th , 2020 Meeting Minutes – Page 2

M/S/C –Rodgers/M. Vang to approve the May 11th, 2020 meeting minutes. All in favor.

Recruitment

A. Job Posting as of May 28, 2020 - Page 6

Garcia went over the recruitment flyer. The open positions are Case Manager, Community Outreach Specialist, Loan Processing Analyst, Assistant Teacher/ Caregiver, Business Development Specialist, Teacher/ Caregiver, Credit Underwriter, Solar Installer III, and Driver in Training. Garcia added that there were recent hires, such as the Chief Financial Officer and an Accountant Manager.

HR Metrics

A. Staff Report HR Metrics – May 2020 – Page 9

Schneider noted that there has been an added measure onto the HR Scorecards in the Employee Relations & Engagement Section, which is a turn over tracker. An important benefit of keeping track of turn over in Fresno EOC is that it can be compared to the turnover rate in the nation. These data can be found on the monthly federal report called the Job Openings and Labor Turnover Survey (JOLTS). Schneider stated that as of today, the JOLTS released the data from March, and that the data for April would be released by tomorrow. As a result, the HR Scorecard of May compares the turnover rate of Fresno EOC in March of 2019 and 2020 to the JOLTS in March of 2019 and 2020. In 2019, Fresno EOC had a turnover rate of 1.21% versus the JOLTS at 2.90%. In 2020, Fresno EOC had a turnover rate of .78% versus the JOLTS at 6.90%. Schneider stated that the rates of turnover for Fresno EOC were substantially lower compared to other similar companies across the nation. Schneider added that in March 2020, these numbers were severely impacted by COVID-19. Regardless, Fresno EOC has been able to maintain employees through out the ordeal.

Schneider moved onto the Talent Section and stated that there had been an increase in the average days to hire. This was expected due to many positions becoming remote and processes changing. Even so, there were 5 new hires, and 1 of the 5 was a rehire. Schneider mentioned that the Talent Team felt it was beneficial to highlight the number of employees who return to the agency.

Schneider briefly went over the Training & Development Section. 7 training videos were created with a total of 402 views. In addition, there was a total of 23 Board Effect trainings.

Mileham and M. Vang positively reviewed the HR scorecard and thanked HR staff for creating the cards.

QUARTERLY REPORTS

A. Legal- Page 10

POLICY UPDATES

A. Policy Update- Page 11

Garcia stated that Policy 5100 and Policy 6030 were created and Policy 7060 was revised to address issues that may arise due to a pandemic or other unforeseen event.

B. 5100 Remote Work and Access Guidelines- Page 12

Garcia announced that Policy 5100 is a new policy that establishes remote work and access guidelines. Garcia briefly mentioned that HR used the framework of the IT policy for remote work and access guidelines, and modernized the policy to fit for all employees who must work remotely. Garcia stated that Attorney Paul Bauer has reviewed this policy.

C. 6030 Infection Disease Control- Page 16

Garcia announced that Policy 6030 is a new policy that establishes guidelines and protocols during an infectious disease outbreak. Eight sections in this policy are as follows: 1) Preventing the spread of infectious diseases. 2) Personal Protective Equipment, 3) Limiting Travel, 4) Telecommuting, 5) Staying home when ill, 6) Requests for medical information and/or documentation, 7) Confidentiality of medical information, and 8) Social distancing guidelines for workplace infectious disease outbreaks.

D. 7050 Layoffs and Furloughs- Page 19

Garcia noted that Policy 7060 establishes a fair and consistent procedure for determining and notifying employees of pending layoffs, and that this policy has been revised to include the term, "furloughs." Garcia stated that furloughed employees are essentially employees that have been downsized to the point where there are no hours scheduled; however they are not separated from the company. Garcia mentioned that benefits can be paid out to furloughed employees, and that their medical insurance to this point in time is still maintained. This allows them an avenue in which they can pay their monthly premiums.

Rodgers asked if employees would be checked for their temperature. Garcia responded that Fresno EOC has screening tools for employees before they integrate back into their physical worksite. Reyes added that all HS staff, parents, and children will be temperature checked before going back on site.

M/S/C –M. Vang/Rodgers to approve the policies as presented. All in favor.

COMPENSATION- DEFINING TOTAL COMPENSATION

A. TOTAL Compensation – Page 21

Gamez gave a presentation on defining total compensation. Gamez stated that total compensation looks at the base wage, benefits that contribute to work/life balance, and the entire health & wellness benefit package. Gamez emphasized that it is important for Fresno EOC to define total compensation because it can show how Fresno EOC values their employees, and can also be used as a retention tool for current employees and a recruitment tool for future prospective employees. Gamez noted that a complete benefit package may be valued up to 52% of an employee's pay. A goal of HR is to be able to communicate overall total compensation value to current and future staff through ADP. With ADP, there is the capability of having all of the data in one place to disseminate and create a total compensation statement.

Gamez stated that a survey will be sent to the HR Committee via email. The survey will be used to assist the development of a Compensation Strategy and Pay Philosophy for Fresno EOC. The goal is that by the next HR Committee Meeting, HR can present a sample draft that includes the feedback that was received in the survey.

Rodgers asked why some employees opt out of the benefits package. Gamez responded that when employees provide that information, the most common reason is that they have other coverage.

UNION NEGOTIATIONS UPDATE- L39 & ATU

A. Union Negotiations- Page 22

Garcia briefly went over L39 & ATU. Garcia mentioned that ATU has unionized and bargained for the Transit Systems yard in Fresno, and that several negotiation sessions have taken place with the expiration of the ATU contract at the end of April 2020. Language proposals from ATU are currently under consideration. While ATU has made an economic proposal calling for significantly higher wages during the next three years, ATU has agreed with Fresno EOC to delay further discussion about economic language until approximately November 2020. This delay has been due to COVID-19. A negotiation session focused on non-economic and day-to-day situations arising under COVID-19 is scheduled on June 12th, 2020.

Garcia stated that L39 has sought wage increases for a different term or time than the ATU contract. Fresno EOC has sought to maintain parity between the two contracts due to identical job positions and the harm of “leap frogging” between the two unions’ contracts on Fresno EOC. They are currently at a stand still. No negotiation sessions are currently scheduled since the ATU contract has expired and Fresno EOC is unable to converse upon economic language during COVID-19 and its effects on existing Fresno EOC service contracts. Negotiation session schedules are to be determined.

ANNOUNCEMENTS/ ADJORNMENT

Meeting was adjourned at 6:25 P.M. The next meeting is scheduled for Monday, July 20th, 2020 at 5:00 P.M.

Respectfully submitted,
Barigye McCoy
Chair



HUMAN RESOURCES COMMITTEE MEETING

Date: September 21, 2020	Program: Human Resources
Agenda Item #: 5	Director: N/A
Subject: Job Posting	Officer: Michael Garcia

Background

The following information will provide the HR Committee with a listing of all the positions actively being recruited. The information is broken down by position title and program.



NOW HIRING

As of 9/14/2020

Teacher /Caregiver I
Early Head Start

Loan Processing Analyst
Access Plus Capital

Youth Care Specialist
Sanctuary and Support Specialist

**Fresno EOC is committed
to a diverse workforce
which is reflective of the
communities we serve.**

**Fresno EOC is proud of its
commitment to our staff by
offering generous benefits:**

13 paid holidays

12 paid sick days

3 weeks paid vacation

**Comprehensive Group Medical
Insurance**

Dental Insurance

Prescription Coverage

Vision Insurance

Pension plan & 403(b)

*Note that some benefits are only
available to employees working
30 or more hours per week.*

Apply Today!

Visit our online career center to
view and apply for current
opportunities. We look forward
to hearing from you!

www.FresnoEOC.org/careers



Fresno **Economic Opportunities Commission**



HUMAN RESOURCES COMMITTEE MEETING

Date: September 21, 2020	Program: Human Resources
Agenda Item #: 6	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 the program has identified:

- Talent
- Compensation & Benefits
- Safety & Worker's Compensation
- Systems & Data
- Employee Relations & Engagement
- 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

July 2020

What's Trending in HR?

Key

Exceeded Goal

Met Goal

Below Goal

Talent

4 Recruitment Hires

3 New Hires

1 Promotion

Avg. Days to Fill ¹

Avg. Days to Hire ²



10 Separations

4 Accept another job

1 Attend school

1 At-will

4 Retirement

Net Gain/Loss

- 6 staff

Systems & Data

ADP Module Implementation

LOA— 90% Complete
-Electronic LOA tracking

Talent—10% Complete
-Electronic Performance Management

Compensation & Benefits

80.7% of Benefit Eligible Staff
have enrolled in Medical
benefits

81.8% of Benefit Eligible Staff
have enrolled in Dental benefits

National enrollment average of benefit

eligible employees is 78%

June Enrollments

5 New Enrollees

0 Waivers

87 staff members used
FMLA/CFRA

40 Extended Absence
47 Intermittent Absence

Employee Relations & Engagement

1
YEAR

2 staff terminated within first
year of employment

Turnover Tracker - May

Year	Fresno EOC	JOLTS ³
2019	1.11%	2.60%
2020	0.69%	2.50%

Safety & Worker's Compensation



2 Injuries requiring medical treatment

-Overextension

-Side effect

1 Unpreventable

- Strain

- Rash



37 on-site COVID-19 safety
compliance inspections completed

Training & Development



6 Training videos created

235 total views

39 average views



Most Viewed:
COVID-19 Safety Program

¹ Time to fill—posting date to hire date

² Time to hire—date applied to hire date

³ Job Openings and Labor Turnover, seasonally adjusted (Table A) from BLS—Category Education and Health Services (includes Social Assistance)

Fresno EOC Human Resources Scorecard

August 2020

What's Trending in HR?

Key

Exceeded Goal

Met Goal

Below Goal

Talent

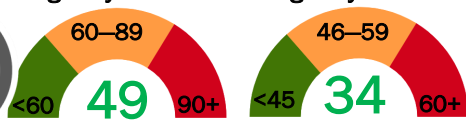
38 Recruitment Hires

36 New Hires

2 Rehires

Avg. Days to Fill ¹

Avg. Days to Hire ²



29 Separations

5 Accept another job

1 Attend school

4 At-will

1 Health reasons

1 Moved out of town

1 No notice or reason

15 Personal reasons

1 Retirement

Net Gain/Loss

+9 staff

Compensation & Benefits



80.7% of Benefit Eligible Staff have enrolled in Medical benefits



81.8% of Benefit Eligible Staff have enrolled in Dental benefits

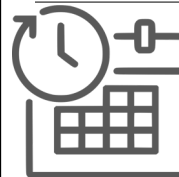
National enrollment average of benefit

eligible employees is 78%

July Enrollments

3 New Enrollees

1 Waivers



94 staff members used FMLA/CFRA

47 Extended Absence

47 Intermittent Absence

Safety & Worker's Compensation



6 Injuries requiring medical treatment

-Unruly client/child

-Improper use of equipment

-Non-industrial

2 Unpreventable

-Contusion

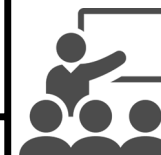
-Human bite

-Strain



24 on-site COVID-19 safety compliance inspections completed

Training & Development



5 Training videos created

84 total views

2 remote trainings conducted for Head Start Preservice



Most Attended:
Microsoft 101

Systems & Data

ADP Module Implementation

LOA— 95% Complete

-Electronic LOA tracking

Talent—10% Complete

-Electronic Performance Management

Employee Relations & Engagement



9 staff terminated within first year of employment

Turnover Tracker - June		
Year	Fresno EOC	JOLTS ³
2019	0.59%	2.80%
2020	0.78%	2.50%

¹ Time to fill—posting date to hire date

² Time to hire—date applied to hire date

³ Job Openings and Labor Turnover, seasonally adjusted (Table A) from BLS—Category Education and Health Services (includes Social Assistance)

HUMAN RESOURCES COMMITTEE MEETING

Date: September 21, 2020	Program: Human Resources
Agenda Item #: 7	Director: N/A
Subject: Health Benefits Benchmarking	Officer: Michael Garcia

Background

Our health insurance broker, Alliant Insurance Services, will be providing a brief overview of Fresno EOC's health plan as it compares to current market benchmark data.

HUMAN RESOURCES COMMITTEE MEETING

Date: September 21, 2020	Program: Human Resources
Agenda Item: 8	Director: N/A
Subject: 2021 Health Plan Rate Update	Officer: Michael Garcia

Background

Fresno EOC's 2021 Health Plan rate updates keep up with rising health care costs and to continues to gradually adopt strategies reflecting industry standards and best practices.

Fresno EOC offers the following Health Plan options to benefit eligible employees:

- Traditional PPO Plan
 - with Wellness Incentive
 - without Wellness Incentive
- High Deductible Health Plan (HDHP) with HSA (Health Savings Account)
- Sub On-Call Plan
- Vision (included with all Health Plans)
- Dental with Medical
- Dental Only

Health care costs are continually on the rise and after a detailed analysis of our plan by our insurance broker Alliant, they are projecting a 12.7% increase in overall health care plan costs for 2021, This represents an increase in funding by approximately \$1.4M as shown below.

Alliant Initial Analysis	
2020 Current Total Plan Cost	\$11,305,186
2021 Projected Total Plan Cost	\$12,739,342
Difference	(\$1,434,156)
%age	12.7%

For comparison, fully insured health plan costs are projected to increase by 23 to 28% in 2021.

Agency Cost Share Structure Goal for Employer/Employee

Last year the Board approved the strategy to gradually streamline towards the following Employer (ER) and Employee (EE) cost share structure for all health plans. This goal has been factored into the review for 2021.

- Traditional PPO 80% ER - 20% EE
- Wellness Incentive 85% ER - 15% EE
- HDHP 85% ER - 15% EE

Two Year Historical Reference of Increases:

- Plan Year 2019 – ER contributions increased by 3.8%. EE monthly premium contributions increased from 2.5 - 7%.
- Plan Year 2020 – ER contributions increased by 5%. EE monthly premium contributions increase from 1.2 - 5.5%.

Fresno EOC Reserve Position:

- Fresno EOC Reserve Position as of July 31, 2020, was \$3,256,715.
- In May 2020, Alliant conducted an Incurred But Not Reported (IBNR) study. Highlight of results are below:
 - IBNR study performed by Alliant actuarial department estimates the reserve for self-funded insurance programs should be as follows:

	Recommended IBNR Reserve	% of Annual Paid Claims	IBNR Months Covered	Total Reserve per Employee
Medical	\$1,079,000	15.3%	1.83	\$1,266.63
Prescription Drug	\$130,000	4.7%	0.57	\$152.96
Dental	\$34,000	5.3%	0.64	\$38.49
Vision	\$11,000	10.6%	1.28	\$12.71
Total	\$1,254,000	11.9%	1.43	\$1,470.79

* Estimated IBNR reserve is rounded and does not include terminal administrative expenses.

** Estimated IBNR reserve is rounded and includes 5.0% additional risk margins.

- Alliant's reserve recommendation would be an amount sufficient to accommodate the IBNR study plus 10-20% for claims fluctuations. This should be reviewed annually and adjusted accordingly. Alliant recognizes every organization may set their reserve amount based on several different factors including risk tolerance.
- IBNR study accounts for claims lag but does not account for any cushion for multiple high dollar claims potentially hitting the plan at the same time while not reaching the per claim stop loss deductible of \$175k.

Health Plan Rate Changes

1. Changes to the Employer/Agency Health Plan 2021 monthly contributions are as follows:

COVERAGE CATEGORY	2021 EMPLOYER/AGENCY MONTHLY CONTRIBUTIONS	
	MEDICAL W/DENTAL	
	Current Contribution	2021 Contribution
EE Only	\$590.00	\$594.00
Employee + Child(ren)	\$1150.00	\$1074.00
Employee + Family	\$1220.00	\$1428.00
Employee + Spouse	\$1150.00	\$1194.00

- These changes will increase Employer/Agency contributions by approximately 5.6%. Based on current enrollment, the above increases will generate an estimated \$519,840 annually.

2. Changes to Employee Health Plan monthly premium rates for 2021 are as follows:

COVERAGE CATEGORY	2021 EMPLOYEE MONTHLY PREMIUMS					
	TRADITIONAL PPO		WELLNESS INCENTIVE		HDHP PLAN	
	Current Premium	2021 Premium	Current Premium	2021 Premium	Current Premium	2021 Premium
EE Only	\$120.00	\$138.00	\$90.00	\$108.00	\$72.00	\$72.00
Employee + Children	\$222.00	\$252.00	\$168.00	\$192.00	\$132.00	\$132.00
Employee + Family	\$282.00	\$336.00	\$210.00	\$258.00	\$162.00	\$174.00
Employee + Spouse	\$246.00	\$282.00	\$186.00	\$210.00	\$144.00	\$144.00

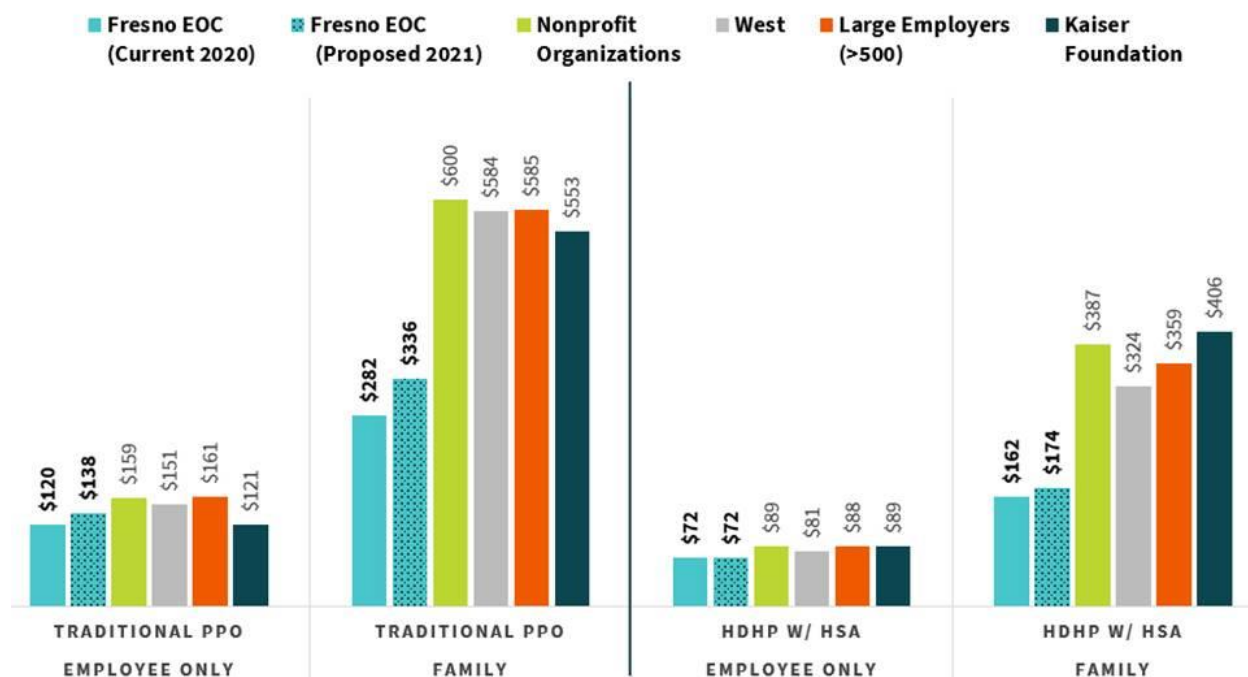
- These changes would increase Employee premiums by an average of 16.1%. Increases would vary between \$18 - \$54/month depending on coverage category. Based on current enrollment, the above increases would generate an estimated \$273,024.

- HDHP plan rates and cost share structure would remain the same except for family coverage, which will increase by \$12/month. This provides an affordable option while promoting health care consumerism.
- Health plan rates changes illustrated above will result in the following cost share structure for Employer/Employee.

Avg. Cost Share (ER/ EE)		
Traditional	Wellness	HDHP
81.0%/ 19.0%	84.8%/ 15.2%	89.2%/ 10.8%

Alliant Market Benchmark Data

Market benchmark data provided by Alliant displays Fresno EOC 2020 employee monthly premium contribution and 2021 rates compared to benchmarks.



Fiscal Impact

The changes to employer contributions and employee premiums will generate an estimated \$792,864, which represents a 7.2% overall increase to our health care plan cost. Although, this is below Alliant's projected amount, Fresno EOC's reserves would be able to subsidize any actualized costs above the amount generated by the 2021 plan rate increases. The ability to utilize reserves if needed, reduces any further financial impact on Agency programs and employees in 2021.

BOARD OF COMMISSIONERS MEETING

Date: September 21, 2020	Program: Human Resources
Agenda Item #: 9	Director: N/A
Subject: Union Negotiations Update	Officer: Michael Garcia

Background

The following information will provide the HR Committee with an update on the status of union contract negotiations with Amalgamated Transit Union (ATU Fresno) and Stationary Engineers Union (Local 39 Madera) with the Transit Systems at Fresno EOC.