



## HUMAN RESOURCES COMMITTEE MEETING AGENDA

October 19, 2020 at 5:00 p.m.

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**Approve**

**4. APPROVAL OF SEPTEMBER 21, 2020 MINUTES**

A. September 21, 2020 HR Committee Meeting Minutes

**Approve**

**Page 2**

**5. HR METRICS**

A. HR Metrics

**Information**

**Page 6**

**6. QUARTERLY REPORTS**

**Information**

A. Demographics

**Page 8**

B. W/C Safety

**Page 12**

C. Legal

**7. OTHER BUSINESS**

Next Meeting - Monday, November 16, 2020 at 5:00 P.M.

**8. ADJOURNMENT**

**HUMAN RESOURCES COMMITTEE MEETING  
Fresno EOC Board Room 310  
September 21, 2020  
5:00 PM**

**CALL TO ORDER**

Committee Chair, Barigye McCoy, called the meeting to order at 5:06 PM.

**ROLL CALL**

Roll was called and a quorum was established.

**Commissioners Present:** Barigye McCoy (phone) Jimi Rodgers (phone) Lupe Jaime Mileham (phone), Felipe De Jesus Perez (phone) Maiyer Vang (phone)

**Commissioners Absent:**

**Others Present:** Amy Arambula, Tiffany Burn Ana Martinez, Annabelle Gamez, Connie Vang, Elizabeth Johnson, Emilia Reyes, Heather Brown, Karina Perez, Mark Tucker, Michael Garcia, Michelle Tutunjian, Vanessa Schneider

**APPROVAL OF AGENDA**

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

**APPROVAL OF June 8<sup>th</sup>, 2020 MINUTES**

A. HR Committee Meeting Minutes for June 8<sup>th</sup> , 2020 Meeting Minutes – Page 2

*M/S/C –Rodgers/M. Vang to approve the June 8<sup>th</sup>, 2020 meeting minutes. All in favor.*

**Recruitment**

**A. Job Posting as of September 14, 2020**

Garcia went over the recruitment flyer. The open positions are Teacher/Caregiver 1, Loan Processing Analyst, and Youth Care Specialist. Garcia stated that a few extra positions have been added since last Monday, which are, Head Start Family Support Assistant, Local Conservation Core Supervisor 2, and Solar Installer.

M. Vang asked if the Human Resources Coordinator, Glenn Elizarde would be actively recruiting after the pandemic is over. Garcia responded that Elizarde is currently recruiting in a virtual format by attending virtual job fairs and meet and greets with various groups. Elizarde is actively pursuing groups of all different types in order to advertise the positions that are open at Fresno EOC.

**HR Metrics**

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

Schneider highlighted that in the Safety and Workers Compensation section there were 61 COVID-19 Safety Compliance Inspections made throughout the months of July and August. Schneider moved onto the Hires & Separations section. In the month of August 38 staff were hired. Schneider stated that this was due mainly to new programs such as the COVID-19 Equity Project. This impacted the number of days to fill. Schneider added that there were also several separations. Regardless, the overall turnover rate was not significantly affected. Garcia added that in July, Human Resources was below the goal in talent with the numbers being 112 and 83. However in August, with the accelerated hiring, the numbers changed to 49-34, meaning that HR exceeded their expectations to ensure that the right personnel were hired to assist launch the new programs.

Rogers asked if the 15 personal reasons for separations were COVID-19 related. Garcia responded that they were COVID-19 related. Garcia included that July and the first part of August is usually when Head Start employees retire. Thus, retirement combined with COVID-19 made it appear as if there were a high number of separations for these particular months.

### **Health Benefits Benchmarking**

**A. Health Benchmark Data** - Alliant Benefit Consultants, Mark Tucker and Tiffany Burns were present at the meeting. Tucker gave a presentation titled the "2020 Health Plan Benchmarking." Tucker stated that it would be a basic overview of how the health plans at Fresno EOC compares to other entities with benchmarking data.

Slide 1 showed data that compared other nonprofits, entities in the western region, and large employees to the 2020 Traditional Preferred Provider Organizations (PPO) Plan, Wellness PPO Plan, and High Deductible Health (HDHP) Plan at Fresno EOC.

M. Vang stated she felt that the Out of Pocket Maximum and Prescription Copays for mail-order (90-day supply) for Fresno EOC were too high in comparison to the other agencies. M. Vang asked if there were other plans available. Tucker responded that they are not looking to increase any copays or benefits, and that they are always trying to improve efficiency and focus on what the cost benefit is.

Slide 2 showed data that compared other nonprofits, entities in the western region, and large employees to the 2020 HDHP at Fresno EOC. Tucker stated that if an employee covered a family then there is a \$1000 health savings account contribution that would soften the potential for them to pay out.

Slide 3 showed the demographics of male and female employees and which enrollment plans they had selected. At Fresno EOC, approximately 60% of employees are in the Wellness PPO, 32% are in the Traditional PPO, and 8% are in the HDHP. For coverage type, 43% of employees are covered by employee only (EE), 16% are covered by EE+ spouse, 15% are covered EE + child(ren), and 26% are covered by EE + spouse + child(ren). The average age of the Fresno EOC population is 46 years old and there are 81% of females in a health plan and 19% of males in a health plan.

Tucker noted that the higher the average age and the higher the percentage of females tends to drive claims costs higher. From a risk perspective the population at Fresno EOC is not as favorable in comparison to other agencies. Tucker highlighted that it is important to emphasize wellness programs, and it is apparent that Fresno EOC has a very active HR team that promotes wellness. If these programs are absent, claim costs can escalate at a greater rate.

M. Vang questioned why there is such a large percentage in the Fresno EOC population that only has EE coverage. M. Vang stated that most employees probably have dependents. Tucker responded that it is most likely that employees do have dependents but that these dependents can possibly be under another partner's insurance.

Slide 4 showed the average annual cost by plan type, and that the benchmarks were similar.

Slide 5 showed employee monthly contributions for employee only and family coverage. Tucker stated that family coverage for all plan types were significantly lower in comparison to other agencies.

Garcia added that possible reasons why some employees choose to opt out of health insurance is because they may be covered through their partner's insurance, and if they are age 26 and under, they can possibly be under their parent's insurance. Garcia added that the HR team is planning to devise a way to collect data on why some employees choose not to be covered by Fresno EOC's medical insurance. Tucker stated that other possible reasons could be that employees are retired military or they are retired with other benefits. He agreed that it is beneficial to collect those data points. Arambula stated that she appreciates that the HR team will be collecting data during this next open enrollment.

### **2021 HEALTH PLAN RATE UPDATES**

#### **A. 2021 Health Plan Rate**

Garcia briefly reviewed Fresno EOC's 2021 Health Plan Rate, and stated that these updates keep up with rising health care costs. Fresno EOC continues to gradually adopt strategies reflecting industry standards and best practices. Fresno EOC's insurance broker projected a 12.7% increase in overall health plan costs for 2021. In 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. The Traditional PPO will be 80% ER and 20% EE. The Wellness Incentive will be 85% ER and 15% EE. The HDHP will be 85% ER and 15% EE.

#### Two Year Historical Reference of Increases

In 2019, ER contributions increased by 3.8% and EE monthly premium contributions increased from 2.5 -7%. In 2020, ER contributions increased by 5% and EE monthly premium contributions increased 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 where the recommended IBNR reserve is \$1,254,000, percentage of annual claims is 11.9%, IBNR months covered is 1.43, and the total reserve per employee is \$1470.79. Alliant's reserve recommendation would be an amount sufficient to accommodate the IBNR study plus 10-20% for claims fluctuations. 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

For the ER/Agency Health Plan 2021, the changes will increase Employer/Agency contributions by approximately 5.6%. Based on current enrollment, the above increases will generate an estimated \$519,840 annually. For Employee Health Plan monthly premium rates for 2021, the 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. The HDHP plan rates and cost share structure would remain the same except for family coverage, which will increase by \$12 per month. This provides an affordable option while promoting health care consumerism. The health plan rates changes will result in the following cost share structure for ER/EE: Traditional PPO is 81.0%/ 19.0%, Wellness Incentive PPO is 84.8%/ 15.2%, and HDHP is 89.2%/ 10.8%. Garcia repeated that the agency cost share structure goal for employer/employee is as follows: Traditional PPO is 80%/20%, Wellness Incentive is 85% ER/15% EE, and HDHP is 85%/15%. Garcia affirmed that HR is slowly making strides to achieving goal.

#### Alliant Market Benchmark Data

The changes to employer contributions and employee premiums will generate an estimated \$792,864, which represents a 7.2% overall increase to the 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.

M. Vang asked if the 2021 health plan rate updates would go to the full board for approval. Garcia stated that it has been approved by the CEO. Rodgers stated that the pandemic has made it a difficult year for many employees financially and asked if there is another route Fresno EOC can take where premiums would not have to be increased by 16%. Garcia responded that there are other routes but those routes would not necessarily bring funds into the account. Benefits can be cut so that it is cheaper, however, if this happens, it will not bring money into the plan. Garcia reiterated that Alliant recommended a 12.7% increase. The Fresno EOC finance department did an analysis and created two separate plans with a basic 5% and 10% increase. As a result, Fresno EOC opted in between for a 7.2% increase in order to keep it solvent as well as not make a huge financial impact on employees.

Reyes agreed with Garcia. Reyes added that this decision was made with the understanding that an increase was needed to keep up with the rising health care costs and still wanting to provide employees with full quality health insurance. Firstly, to minimize the impact on employees, Fresno EOC opted for a 7.2% increase. Secondly, Fresno EOC did not want employees to cover the entire 13% because in two years when there is no longer an additional reserve, employees would have an additional 5-10% increase. Reyes concluded that this is a transitional phase to ensure there is minimal impact on employees while also helping employees maintain coverage for the next calendar year.

Gamez added that the overall premium that employees are paying for family coverage does not compare to other agencies. Overall, Fresno EOC has been conservative in raising premiums for employees. Historically, there have been several years in a row where premiums were not raised at all due to reserves being in good condition. However, as a result, Fresno EOC has been lagging behind the market. That is why there is a disparity in the family premium and the employee family coverage because it was held so low for many years. Unfortunately, the cost of healthy care is continuing to rise. Gamez said that despite this, even with the new adjustment, Fresno EOC family coverage is relatively low in comparison to other agencies, and is still affordable compared to what employees would be able to obtain elsewhere.

Rodgers/M. Vang motioned that the 2021 Healthcare Plan Updates go to the full board for approval.

#### **UNION NEGOTIATIONS UPDATE- L39 & ATU**

##### **A. Union Negotiations- Page 22**

Garcia noted that the last meeting with ATU was on July 29<sup>th</sup>, 2020, and there have been no other meetings since then. Garcia noted that there is a general consensus that further discussions will be delayed until there is an update on how the program is going to be funded before any recommendations are made for salary increase.

Gracia stated that L39 have tentative dates for meetings but no session schedules are yet determined.

#### **ANNOUNCEMENTS/ ADJORNMENT**

*Meeting was adjourned at 6:43 P.M. The next meeting is scheduled for Monday, October 19th, 2020 at 5:00 P.M.*

Respectfully submitted,  
Barigye McCoy  
Chair

## HUMAN RESOURCES COMMITTEE MEETING

<b>Date:</b> October 19, 2020	<b>Program:</b> Human Resources
<b>Agenda Item #:</b> 5	<b>Director:</b> N/A
<b>Subject:</b> HR Metrics	<b>Officer:</b> 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:

- 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

September 2020

## What's Trending in HR?

Key

Exceeded Goal

Met Goal

Below Goal

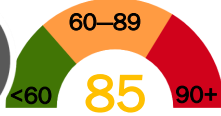
### Talent



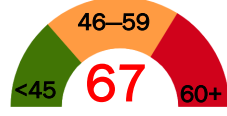
14 New Hires



Avg. Days to Fill <sup>1</sup>



Avg. Days to Hire <sup>2</sup>



11 Separations

- 2 Accept another job
- 2 At-will
- 1 Moved out of town
- 1 Other Resignation
- 4 Personal reasons
- 1 Retirement



Net Gain/Loss  
**+3 staff**

### Employee Relations & Engagement

Hosted first Virtual Wellness Fair

- 6 Live Educational Sessions  
Average 21 participants
- 3 Live Wellness Activity Sessions  
Pilates, Boxing, Cooking Demo
- 18 On-Demand Trainings



**Most popular Session:**

How to Fully Benefit from your  
Halcyon EAP Benefits

52 Raffle Prizes

### Compensation & Benefits



**83.6%** of Benefit Eligible Staff  
have **enrolled in Medical**  
benefits



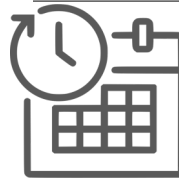
**84.6%** of Benefit Eligible Staff  
have **enrolled in Dental** benefits

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

**# August Enrollments**

6 New Enrollees

8 Waivers



**90 staff members used**  
**FMLA/CFRA**

51 Extended Absence  
39 Intermittent Absence

### Systems & Data



**ADP Module Implementation**

**Open Enrollment— 10% Complete**  
-Electronic system to process  
upcoming employee enrollment  
elections

### Safety & Worker's Compensation

**6 Injuries** requiring medical treatment



- Unruly client/child
- Improper use of equipment
- Overextension
- Animal
- Improper lifting technique

**2 Unpreventable**



- Dog bite
- Human bite
- Strain/sprain



**15** on-site COVID-19 safety  
compliance inspections completed

### Training & Development

**4** Training videos created

**124** total views



**1** remote training with **75**  
participants: 5 Activities for Virtual  
Meetings



**Most Watched:**

Virtual Wellness Fair Tour

<sup>1</sup> Time to fill—posting date to hire date

<sup>2</sup> Time to hire—date applied to hire date



## HUMAN RESOURCES COMMITTEE MEETING

<b>Date:</b> October 19, 2020	<b>Program:</b> Human Resources
<b>Agenda Item #:</b> 6	<b>Director:</b> N/A
<b>Subject:</b> Quarterly Reports	<b>Officer:</b> Michael Garcia

### Background

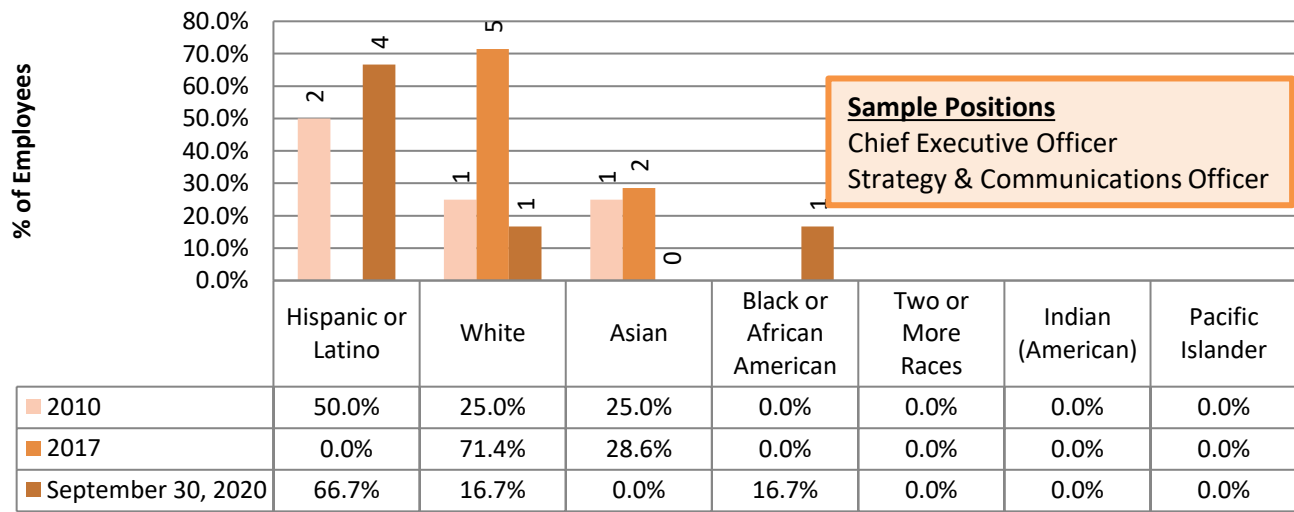
The following information is presented to the HR Committee at the end of each quarter. The reports and information are as follows:

- 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. Along with Agency data, Fresno County and Agency client data has been included for reference only.
- B. W/C Safety** – A quarterly overview of worker's compensation claims and injuries.
- C. 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.

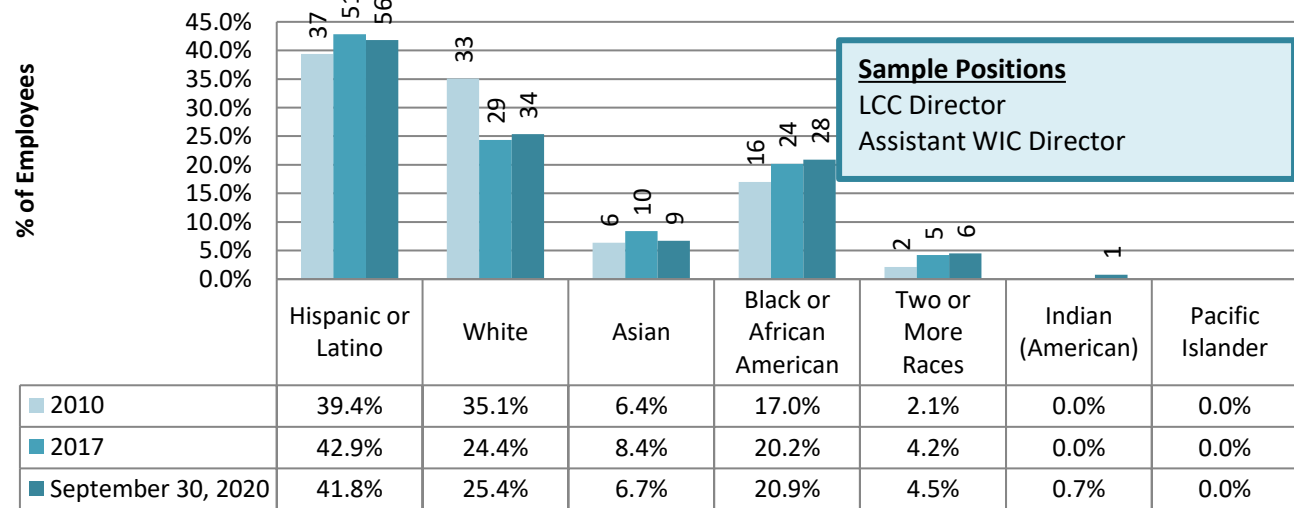


**Fresno EOC Quarterly Update - Agency Demographics**  
**EEO-1 Annual Report Comparisons**

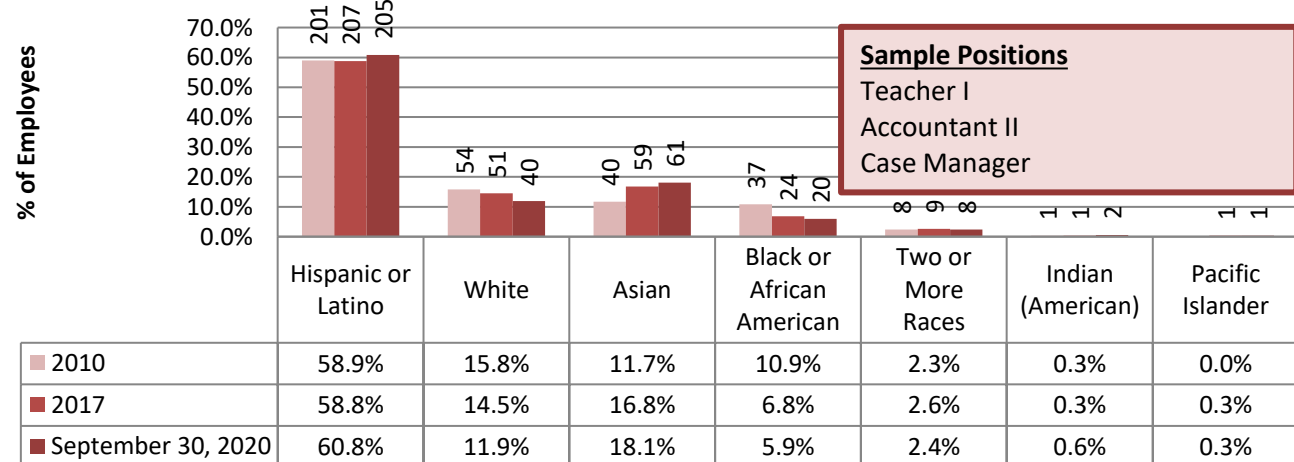
### Executive/Senior Level Officials and Managers



### First/Mid-Level Officials and Managers

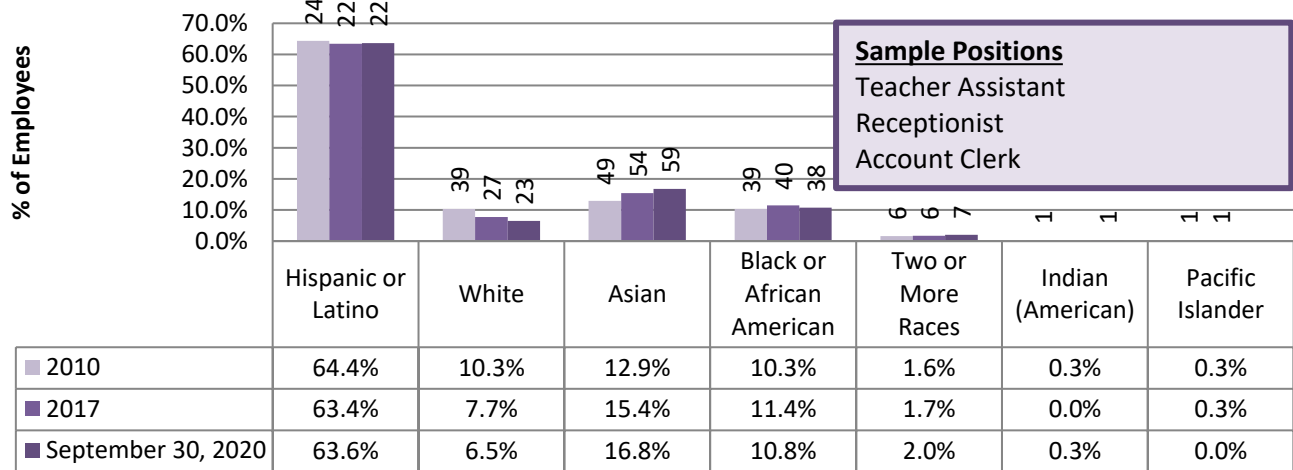


### Professionals

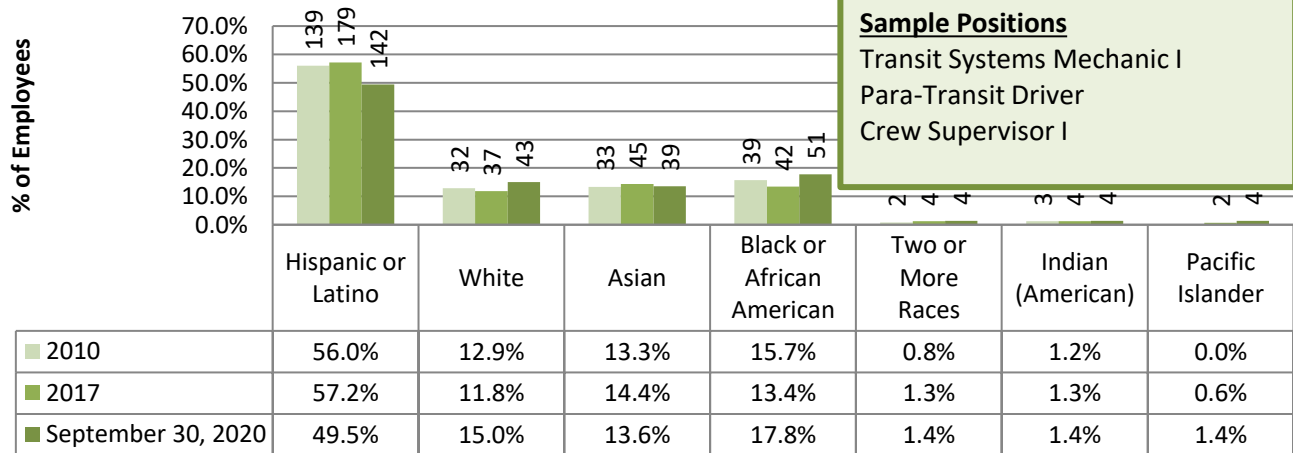


**Fresno EOC Quarterly Update - Agency Demographics**  
**EEO-1 Annual Report Comparisons**

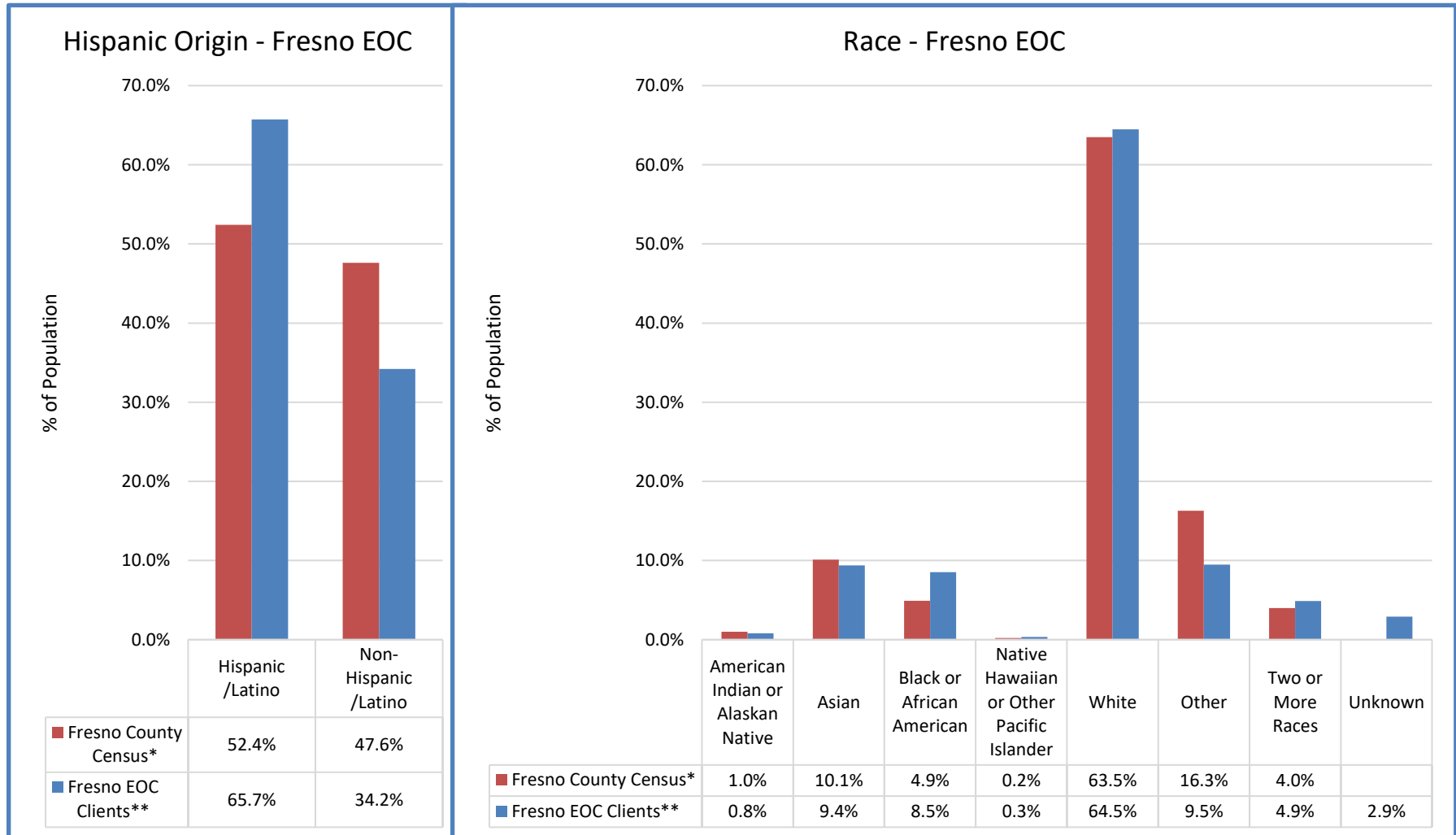
### Administrative Support Workers



### Craft Workers/Operatives/Laborers & Helpers/Service Workers



**Quarterly Update**  
**Fresno County & Fresno EOC Program Client Data Comparisons**



\*2013 - 2017 American Community Survey 5-Year Estimates - <https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF>

\*\*2018 CSBG/Agency Stats

The federal government considers race and Hispanic origin to be two separate and distinct concepts. Hispanics and Latinos may be of any race.

# Fresno Economic Opportunities Commission

## Workers' Compensation Analysis

### Reportable Injuries by Month

Through 3rd Quarter 2020

				Reportable Injuries							
				Reportable Injuries		Med Only		Med Lost Time			
				2020	2019	2020	2019	2020	2019		
January	5	8	1st Quarter	January	5	6		0	2	1st Quarter	
February	2	5		February	2	4		0	1		
March	0	5		March	0	3		0	2		
April	1	3	2nd Quarter	April	1	3		0	0	2nd Quarter	
May	1	5		May	0	5		1	0		
June	0	7		June	0	5		0	2		
July	2	5	3rd Quarter	July	1	3		1	2	3rd Quarter	
August	3	7		August	3	5		0	2		
September	3	8		September	3	4		0	4		
October			4th Quarter	October						4th Quarter	
November				November							
December				December							
Annual Total	17	53		Annual Total	15	38		2	15		
Monthly Average	1.89	5.89		Monthly Average	1.67	4.22		0.22	1.67		

