



HUMAN RESOURCES COMMITTEE MEETING AGENDA

November 16, 2020 at 5:00 p.m.

- | | | |
|---|--------------------|---------------|
| 1. CALL TO ORDER | | |
| 2. ROLL CALL | | |
| 3. APPROVAL OF AGENDA | Approve | |
| 4. APPROVAL OF OCTOBER 19, 2020 MINUTES | | |
| A. October 19,2020 HR Committee Meeting Minutes | Approve | Page 2 |
| 5. HR METRICS | | |
| A. HR Metrics | Information | Page 4 |
| 6. POLICY UPDATES | | |
| A. COVID-19 Supplemental Paid Sick Leave | Approve | Page 6 |
| B. Update Fresno EOC Response To COVID-19 | Information | Page 9 |
| 7. UNION NEGOTIATIONS UPDATE – L39 & ATU | Information | |
| 8. ADJOURNMENT | | |

HUMAN RESOURCES COMMITTEE MEETING
Fresno EOC Board Room 310
October 19, 2020
5:00 PM

CALL TO ORDER

Jimi Rodgers called the meeting to order at 5:07 PM.

ROLL CALL

Roll was called and a quorum was established.

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

Commissioners Absent: Barigye McCoy

Others Present: Amy Arambula, Annabelle Gamez, Connie Vang, Elizabeth Johnassan, Emilia Reyes, Jennifer Tierce, Michelle Tutunjian, Mike Garcia, Vanessa Schneider

APPROVAL OF AGENDA

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

APPROVAL OF September 21st, 2020 MINUTES

A. HR Committee Meeting Minutes for September 21st, 2020 Meeting Minutes

M/S/C – M. Vang/Rodgers to approve the September 21st, 2020 meeting minutes. All in favor.

HR Metrics

A. Staff Report HR Metrics – September 2020 – Page 7

Garcia briefly went over the scorecard and asked if there were any questions from the committee.

Rodgers noted that the average days to hire for September was below the goal, and asked if the average days to hire have possibly been impacted by COVID-19. Garcia answered that within the time frame of quarantining during COVID-19, the recruitment process was somewhat shut down and delayed. The recruitment has revisited some processes to adapt to the changing times. This includes the use of electronic signature and form routing to streamline the overall recruitment process. Rodgers asked if background checks are causing delays. Garcia stated that the groups who conduct background checks for Fresno EOC have noted that there may be difficulty collecting information needed from different counties and states.

QUARTERLY REPORTS

A. Demographics- Page 9

Garcia directed committee members to the annual report comparisons of agency demographics. The compared years were 2010, 2017, and 2020. Arambula, Rodgers, and M. Vang noted that there are no Asian employees in Executive/Senior Level Official and Manager positions. M. Vang

asked if the HR recruiter is reaching out to prominent Southeast Asian (SEA) agencies in Fresno. Garcia answered yes. C. Vang added that the HR recruiter, Glenn Elizarde asked for information and contacts to SEA agencies during his first week in his position. Reyes thanked committee members for their concern and added that Fresno EOC wants to ensure that Executive/Senior Level Officials and Managers reflect the SEA community. Garcia agreed.

B. W/C Safety- Page 12

There were no questions for the Workers' Compensation Analysis Reportable Injuries by Month

C. Legal- Closed Session

OTHER BUSINESS

A. Virtual Wellness Fair

Gamez briefly went over the successful Virtual Wellness Fair. The Virtual Wellness Fair was a one week-long event filled with live sessions and pre-recorded videos. Gamez highlighted that the most well attended session was from Halycon. In addition, there were recreational classes such as boxing, yoga, zumba, and cooking demos. Gamez noted that there were multiple raffle prizes for employees who participated.

Rodgers thanked Gamez and the HR team for reaching out to employees during these difficult times, and for hosting a successful event.

ANNOUNCEMENTS/ ADJORNMENT

A. COVID-19 Tests

Reyes announced that Fresno EOC will be hosting a free drive-up and walk-up COVID-19 testing in downtown Fresno every Tuesday from 3:00 -5:00pm at Fresno EOC Executive Plaza, 1900 Mariposa St.

Meeting was adjourned at 6:25 P.M. The next meeting is scheduled for Monday, November 16th, 2020 at 5:00 P.M.

Respectfully submitted,
Jimi Rodgers
Committee Member



HUMAN RESOURCES COMMITTEE MEETING

Date: November 16, 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:

- 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

October 2020

What's Trending in HR?

Key

Exceeded Goal

Met Goal

Below Goal

Talent



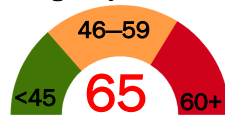
7 Recruitment New Hires



Avg. Days to Fill ¹



Avg. Days to Hire ²



37 Separations

- 4 Accept another job
- 2 Moved out of town
- 3 Other Resignation
- 6 Personal reasons
- 20 Reduction in force/layoff
- 2 Retirement

Net Gain/Loss

-30 staff



Systems & Data



ADP Module Implementation

Open Enrollment—100% Complete
-Electronic system to process current Open Enrollment Elections

17 Open Enrollment Assistance videos created and posted in system

Compensation & Benefits



80.8% of Benefit Eligible Staff have enrolled in Medical benefits



79.8% of Benefit Eligible Staff have enrolled in Dental benefits

National enrollment average of benefit eligible employees is 78%

July Enrollments

- 5 New Enrollees
- 5 Waivers



76 staff members used FMLA/CFRA

- 40 Extended Absence
- 36 Intermittent Absence

Employee Relations & Engagement



5 staff terminated within first year of employment

Turnover Tracker - August		
Year	Fresno EOC	JOLTS ³
2019	2.50%	3.10%
2020	2.51%	3.00%

Safety & Worker's Compensation



1 Injury requiring medical treatment
-Standing up from chair
1 Preventable



-Strain/sprain



4 on-site COVID-19 safety compliance inspections completed

Training & Development



2 Training videos created
76 total views

3 remote trainings for Programs and Directors

Family Development Credential (FDC) Cohort began



Most Watched:
Wellness Incentive

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: November 16, 2020	Program: Human Resources
Agenda Item #: 6A	Director: N/A
Subject: COVID-19 Supplemental Paid Sick Leave	Officer: Michael Garcia

Recommended Action

Staff recommends Committee review and approval for full Board consideration of Fresno EOC New Policy & Procedure.

Background

The following Fresno EOC Policy & Procedure has been created to comply with new state laws, rules and regulations regarding COVID-19:

- A. New – Policy # TBD – COVID-19 Supplemental Paid Sick Leave

Fiscal Impact

Unknown.

Conclusion

If approved, Fresno EOC Policies and Procedures will be updated accordingly.

If not approved, Fresno EOC Policies and Procedures will remain unchanged and staff will not have a policy to address the state mandated COVID-19 Supplemental Paid Sick Leave law.

POLICY TBD – COVID-19 SUPPLEMENTAL PAID SICK LEAVE

PURPOSE: To provide Supplemental Paid Sick Leave to Fresno EOC employees in compliance with state mandates.

POLICY: It is the policy of Fresno EOC to provide Supplemental Paid Sick Leave to food sector and non-food sector employees. Food sector employees are those that work in the retail food supply chain, including pick-up, delivery, supply, packaging, retail, or preparation. All other employees are considered non-food sector employees.

REFERENCE: Executive Order N-51-20, Labor Code Section 248

PROCEDURES:

I. DEFINITION(S)

An employee must be unable to work due to one of the following reasons:

- 1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- 2) The employee is advised by a health care provider to self-quarantine or self-isolate due to concerns related to COVID-19.
- 3) The employee is prohibited from working by the worker's hiring entity due to health concerns related to the potential transmission of COVID-19.

If an employee lives with another person who is exposed, experiences symptoms or diagnosed with COVID-19 may be eligible for Supplemental Paid sick leave if one of the above listed criteria is in effect.

A general stay-at-home order does not meet the definition of "quarantine" or "isolation order".

II. ELIGIBILITY

Fresno EOC employees who leave their homes or place of residence to perform work are eligible for COVID-19 Supplemental Paid Sick Leave.

III. EFFECTIVE DATE

This policy is in effect as of April 16, 2020 for food sector employees. It is in effect as of September 19, 2020 for all other Fresno EOC employees in compliance with state and federal law.

COVID-19 Supplemental Paid Sick Leave remains in effect for food sector workers and non-food sector employees until December 31, 2020, the same date that the federal law that provides supplemental paid sick leave is set to expire. However, if the federal law is extended, then COVID-19 Supplemental Paid Sick Leave under California law will be extended to the same end date as the federal law. If the law expires while an employee is taking COVID-19 Supplemental Paid Sick Leave, the employee can finish taking the amount of leave they are entitled to receive.

IV. USABLE HOURS

Full-time employees are eligible for 80 hours of Supplemental Paid Sick Leave. Part-time, temporary and sub on-call employees are eligible to use the equivalent of two weeks' work of time in which they are regularly scheduled or scheduled for during an assignment. For part-time, temporary, or sub on-call employees who works variable hours, the employee may take fourteen times the average number of hours the employee worked each day for or through the Agency in the six months preceding the date the employee took COVID-19 Supplemental Paid Sick Leave. If the part-time, temporary, or sub on-call employee has worked for Fresno EOC for fewer than six months,

this calculation would be done over the entire period that the employee has worked for the Agency. If the variable schedule calculation results in an average work schedule of at least 40 hours per week, the variable-scheduled employee would be considered full time and entitled to 80 hours of leave because the laws require the Agency to pay 80 hours of COVID-19 Supplemental Paid Sick Leave to an employee it properly considers full time, but does not require payment for more than 80 hours. In calculating the average number of hours worked by a part-time employee with a variable schedule over the past six months, the figure is determined based on the total number of days in the 6-month period, not just the number of days worked. An employee who is newly working for Fresno EOC (i.e., connected to the Agency for 14 days or fewer) and works variable hours will be entitled to the number of COVID-19 Supplemental Paid Sick Leave hours that they have worked in the preceding two weeks.

V. USE AND APPROVAL OF SUPPLEMENTAL PAID SICK LEAVE

An employee is entitled to take COVID-19 Supplemental Paid Sick Leave immediately upon the worker's oral or written request. The leave is not conditioned on medical certification.

It is within Fresno EOC's rights, in certain circumstances, to ask for documentation before paying the sick leave when Fresno EOC has other information indicating that the worker is not requesting COVID-19 Supplemental Paid Sick leave for a valid purpose.

Time off for Supplemental Paid Sick Leave will not count towards the Fresno EOC Attendance Policy (see Policy 1150 Hours of Work, Punctuality, and Attendance).

VI. SUPPLEMENTAL PAID SICK LEAVE PAY

Employees will be paid their regular rate of pay or minimum wage. This amount is not to exceed \$511 per day and \$5,110 in total.

VII. NOTICE TO EMPLOYEES

A poster describing Supplemental Paid Sick Leave rights shall be located in the break room or other common area frequented by staff.

VII. FOOD SERVICE WORKERS

Any program or department that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption at the retail level must permit employees working with food, food equipment or utensils, or food-contact surfaces to wash their hands every 30 minutes and additionally as needed.



HUMAN RESOURCES COMMITTEE MEETING

Date: November 16, 2020	Program: Human Resources
Agenda Item #: 6B	Director: N/A
Subject: Update Fresno EOC Response To COVID-19	Officer: Michael Garcia

Background

The following information discussion is presented to the HR Committee as an update on Fresno EOC's response to COVID-19 to include the processes we have in place to handle possible exposures.