

Human Resources Committee Meeting

February 16, 2021 at 5:00 p.m.

Zoom Link: https://fresnoeoc.zoom.us/j/85676072654

Meeting ID: 856 7607 2654

1-669-900-6833



HUMAN RESOURCES COMMITTEE MEETING AGENDA

February 16, 2021 at 5:00 p.m.

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- 2. ROLL CALL
- 3. APPROVAL OF NOVEMBER 16, 2020 MINUTES

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A. November 16, 2020 Meeting Minutes	Approve	Page 3
4. HR METRICS		
A. 2020 Human Resources Annual Report	Information	Page 5
5. COMPENSATION PHILOSOPHY GOALS		
A. Compensation Philosophy Goals	Information	Page 9
6. 2020 LEGAL SUMMARY		
A. 2020 Legal Summary	Information	Page 10

7. OTHER BUSINESS

• Next scheduled meeting Monday, May 16, 2021

8. PUBLIC COMMENTS

(This portion of the meeting is reserved for persons wishing to address the Committee on items within jurisdiction but not on the agenda. Comments are limited to three minutes).

9. ADJOURNMENT



HUMAN RESOURCES COMMITTEE MEETING Fresno EOC – Zoom Meeting November 16, 2020 5:00 PM

MINUTES

I. <u>CALL TO ORDER</u>

Jimi Rodgers called the meeting to order at 5:06 PM.

II. ROLL CALL

Roll was called and a quorum was established.

Commissioners Jimi Rodgers, Lupe Jaime Mileham, Felipe De Jesus Perez, Maiyer

Present: Vang, Barigye McCoy

Commissioners

Absent:

Others Present: Emilia Reyes, Heather Brown, Mike Garcia, Annabelle Gamez,

Vanessa Schneider, Melissa Soto, Elizabeth Jonasson, Michelle

Tutunjian, Jennifer Tierce

III. APPROVAL OF AGENDA

M/S/C - Jesus Gomez/Mileham to approve the agenda as presented. All in favor.

IV. APPROVAL OF PREVIOUS MINUTES

October 19, 2020 Meeting Minutes

M/S/C – Mileham/Jesus Gomez to approve the October 19, 2020 meeting minutes. All in favor.

V. HR Metrics

Schneider reviewed the HR Metrics scorecard. Rodgers asked if the staff laid off in October were offered other jobs. Garcia stated that Food Service jobs were offered to the Transit staff subject to lay-off but if they are on the separation list then the employee chose not to accept a transfer.

VI. Policy Updates

A. COVID-19 Supplemental Paid Sick Leave

Mileham/Jesus Perez to approve the COVID-19 Supplemental Sick Pay Leave

B. Update Fresno EOC Response to COVID-19

Garcia said that the Agency is doing everything possible, and in some instances too much. Vang asked if there was education provided to staff regarding new COVID rulings. Garcia stated that staff have been educated and reminded of COVID pay and COVID safety. Mileham asked if staff can provide feedback on agency policies. Garcia stated that right now staff/management ask for clarification from HR if they have any questions. Mileham stated that is more reactive, Brown acknowledged that more can be done to communicate with









staff on individual policies. However, the last major overhaul/review of the Fresno EOC Policy Manual was done in 2018 and final drafts were sent out to management throughout the agency for input.

VII. **Union Negotiations Update - L39 and ATU**

Negotiations are suspended pending budgets review for the next fiscal year.

VIII. **ADJOURNMENT**

The meeting was adjourned at 5:41pm.

No December meeting is scheduled at this time.

Respectfully submitted,

Jimi Rodgers Chair









HUMAN RESOURCES COMITTEE MEETING

Date: February 16, 2021	Program: Human Resources
Agenda Item #: 4	Director: N/A
Subject : 2020 Human Resources Annual Report	Officer: Michael Garcia

Background

The following information has been prepared to provide the Board an overview of Human Resources (HR) 2020 activities in relation to its strategic goals. The HR strategic goals for 2020 were as follows:

- A. Employee Relations & Engagement
- B. Talent
- C. Compensation & Benefits
- D. Safety & Workers' Compensation
- E. Training & Development
- F. Systems & Data
- G. Supplemental COVID-19 Response

The report closes with an overview of the staff demographics activity for 2021.







2020 HUMAN RESOURCES ANNUAL REPORT

Fresno EOC Human Resources Mission:

We are valued partners who model professionalism in a diverse and inclusive environment, empowering and supporting individuals to create innovative solutions.

YEAR IN REVIEW

2020 was an unprecedented year for everyone. The advent of COVID-19 led to many new obstacles for our Agency and the Human Resources (HR) team was able to adapt to the ever-changing environments and laws, while still ensuring that our leadership, management, and staff had the high-level HR support they have come to know and expect. While responding to "the new normal" HR continued to focus on its strategic goals, making progress in most categories, and identifying areas that will continue to improve in 2021.

EMPLOYEE RELATIONS & ENGAGEMENT TALENT COMPENSATION & BENEFITS SAFETY & WORKERS' COMPENSATION TRAINING & DEVELOPMENT 2019 **Reportable Injuries** The Agency had an overall Conducted 48 trainings. 85.7% of benefit Avg. Days to Fill Avg. Days to Hire retention rate of eligible staff enrolled in Created 21 training **Med Lost** 83.7% Medical benefits during Open videos. Enrollment **Med Only Time** slightly above all industries 975 total views **88.9%** of benefit average of 82%. The recruitment team has been closely monitoring requisition life-cycles and has eligible staff enrolled in partnered with programs that are below A total of **Dental** benefits during Open With 59 promotions agency average to continue to identify and Enrollment 1,838 eliminate bottlenecks. Fresno EOC had a promotion National enrollment average of benefit training hours 2020 2019 17 43 eligible staff is **78**% rate of 5.1% matching Avg. Days to Fill Avg. Days to Hire earned by agency industry average across **Waive Reasons** staff. similar sectors. Participating in Another Employer 2020 3 24 Sponsored Plan 4 Participating in Domestic Partner's Plan **Most Popular Training:** There was a 11 Participating in Parent's Plan Created and initiated a 5 Activities for Virtual There was an 83 day reduction 55% decrease 30-day new hire 22 Participating in State Plan Meetings (56.5%) in average days to fill and a survey to analyze in reportable injuries 47 Chose not to Enroll **40 day reduction** (48.2%) in average onboarding process. **Most Popular Training Video:** throughout the agency in 2020. Participating in days to hire in 2020. Spouse's Plan Tips for working from home **SYSTEMS & DATA** Added "Safety is No Accident" section, • The Agency transitioned to ADP for its Created and hosted Virtual Wellness Fair • Transitioned all staff from old Employee • Created one page "cheat sheets" to with number of days without injury Applicant Tracking system in 2021. online platform which featured 9 live assist staff with learning ADP navigation. Self-Service system to new ADP solution. sessions and 18 on-demand trainings. information for the Agency, to Pay Day • Created morning announcement videos • Supervisors began posting requisitions Developed ADP requisition training Communique bi-weekly newsletter to as a new way to connect with staff who electronically to fill vacancies. • Implemented a more user-friendly guides for hiring mangers. promote safety awareness. electronic Open Enrollment platform in were suddenly working remotely. • The efficiency of this system allowed for Created 17 Open Enrollment assistance ADP and achieved 100% completion rate. the elimination of ever-green positions. videos for staff. **COVID-19 RESPONSE ACTIVITIES** • Conducted a mid-year FSA special open • Conducted 92+ on-site COVID-19 safety • Properly responded to daily COVID-19 Assisted with placement of staff into Transitioned training catalog from on-site enrollment to allow adjustments to compliance site visits. concerns to reduce potential exposures. alternative jobs due to COVID-19 to remote curriculums.

accounts.

• Ensured compliance with all CMS, DOL,

and IRS COVID-19 related regulations.

restrictions.

Participated in virtual job fairs.

• Created electronic daily screener for staff

to complete.

return-to-work safety protocols.

• Developed COVID-19 Safety Program and

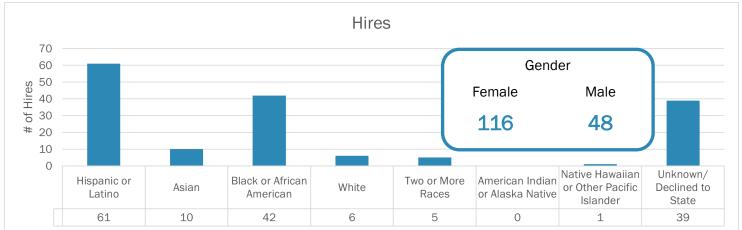
Developed COVID-19 return to work-site

training video.

AGENCY DEMOGRAPHICS AS OF DECEMBER 31, 2020

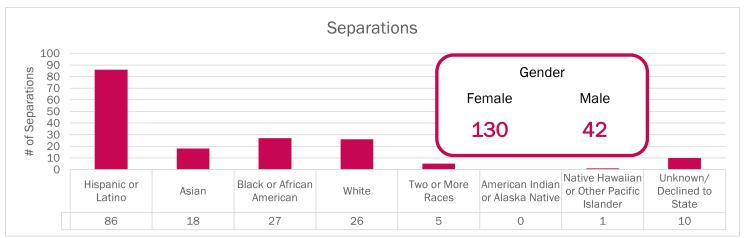


The average Fresno EOC hire was 35 years old.



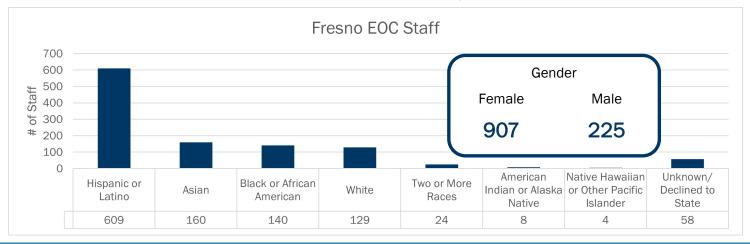
WHO LEFT?

The average separated Fresno EOC employee was 41 years old with 5 years, 7 months of service.



WHO WE ARE

The average Fresno EOC employee is 45 years old with 10 years, 7 months of service.





HUMAN RESOURCES COMMITTEE MEETING

Date: February 16, 2021	Program: Human Resources	
Agenda Item #: 5	Director: N/A	
Subject: Compensation Philosophy Goals	Officer: Michael Garcia	

Background

Fresno EOC would like to formally adopt Compensation Philosophy Goals that reflects the mission of the Agency and values our employees.

Compensation Philosophy Goals are formal statements documenting a company's position about employee compensation. It creates a framework for consistency. Employers use their Compensation Philosophy Goals to attract, retain and motivate employees. It should answer the question "What are we hoping to accomplish with our compensation budget dollars?"

The following are proposed Fresno EOC Compensation Philosophy Goals presented to the HR committee for consideration. These goals provide a high-level view of the Agency's position in regards to compensation.

Fresno EOC Proposed Compensation Philosophy Goals

- 1. Ensure and maintain pay equity (internal/external).
- 2. Affordable and sustainable over time.
- 3. Attract quality talent with values aligned to the Agency.
- 4. Recognize high performers by providing growth opportunities.
- 5. Identify & communicate pay standards for greater consistency and transparency.
- 6. Support Agency goals and culture.







HUMAN RESOURCES COMMITTEE MEETING

Date: February 16, 2021	Program: Human Resources	
Agenda Item #: 6	Director: N/A	
Subject: 2020 Legal Summary	Officer: Michael Garcia	

Background

The following information has been prepared for the Human Resources Committee to provide an overview of litigated cases against the Agency for 2020.

The information is broken down into two categories:

- Open/pending cases DFEH, EEOC Other
- Workers Compensation cases

Fresno EOC Legal Summary Litigated Claims Fourth Quarter 2020

Open/Pending Cases:

Program: Transit Systems Job Title: School Bus Driver

Type of Claim: \square DFEH \square EEOC \square Other

Date Filed: Original 07/09/2019

Nature of case: Harassment/Discrimination/W/C 132a

Status: Open – Attorney Bauer assigned and responded on 10/01/2019. Employee voluntarily resigned 07/03/2019. Alleged failure to reasonably accommodate, harassment and discrimination. Later filed for section 132a wrongful termination due to W/C injury and wage and hour claims. Received demand letter for settlement on 03/06/2020. Depositions scheduled for 03/12/21.

Workers' Compensation Legal Summary Litigated Claims Fourth Quarter 2020

Transit Systems:

Job Title: Transit Systems Clerk

Date of Injury: 03/14/18

Work Status: Voluntarily resigned from Agency Injury: Legs, knees, ankles, hands and back.

Job Title: FCRTA Driver

Date of Injury: 02/21/88, 10/13/15, 10/14/15, 09/10/15, 01/08/16

Work Status: Voluntary resigned from Agency. One claim denied.

Injury: Cumulative trauma bilateral knee, hand, writs, fingers, shoulder, neck,

back.

Job Title: Driver

Date of Injury: 03/02/17

Work Status: Out on State Disability

Injury: Head, face, cheek, back, psych, right ear, bilateral arms.

Job Title: School Bus Driver Date of Injury: 09/17/18

Work Status: Actively working full duty with no work restrictions.

Injury: Left eye.

Job Title: Para-Transit Driver Date of Injury: 09/17/18

Work Status: Separated unable to accommodate work restrictions.

Injury: Lower back.

Job Title: Para-Transit Driver

Date of Injury: 03/13/18, 06/25/19

Work Status: Actively working full duty with no work restrictions. Claim denied.

Injury: Inhalation of fumes.

Head Start 0 - 5

Job Title: Teacher Director IV Date of Injury: 05/02/16

Work Status: Out on State Disability due to work restrictions, interactive process

pending.

Injury: Bilateral wrist/hand contusion, bilateral knee contusion.

Job Title: Home Base Educator

Date of Injury: 02/27/17, 01/01/17, 02/21/16

Work Status: Cases closed

Injury: Cumulative trauma bilateral hands/wrists/arms due to repetitive motion.

Job Title: Family Development Specialist

Date of Injury: 02/08/18

Work Status: Actively working under temporary work restrictions. Injury: Stress fracture of left hand, right trigger/middle fingers.

Job Title: Family Support Assistant I

Date of Injury: 08/10/18

Work Status: Actively working under temporary work restrictions.

Injury: Left ankle/wrist, right femur/knee.

Job Title: Teacher III

Date of Injury: 11/27/17

Work Status: Off on total temporary disability.

Injury: Right elbow, right upper arm.

Job Title: Teacher I

Date of Injury: 08/15/18

Work Status: Actively working with temporary work restrictions.

Injury: Left wrist.

Job Title: Family Support Assistant I

Date of Injury: 01/09/2020

Work Status: Off on temporary total disability, medical treatment continues.

Injury: Right wrist/hand, right ankle/foot, lumbar spine.

Food Services:

Job Title: Food Production Worker 1/Driver

Date of Injury: 02/21/17, 02/21/17, 02/21/16

Work Status: Separated unable to accommodate work restrictions. Claim three

denied.

Injury: Left knee.

Employment & Training:

Job Title: Program Supervisor Date of Injury: 05/15/17

Work Status: Actively working under work restrictions. Injury: Lower back strain, bilateral knee contusion.

Local Conservation Corps:

Job Title: Case Manager Date of Injury: 07/16/18

Work Status: Actively working full duty with no work restrictions.

Injury: Left knee.

Valley Apprenticeship Connection:

Job Title: Business Services Facilitator

Date of Injury: 06/24/19

Work Status: Voluntarily resigned from Agency. Depositions held 10/05/2020.

Injury: Right knee.