



Human Resources Committee Meeting

November 15, 2021 at 5:00 p.m.

Zoom Link: <https://fresnoeoc.zoom.us/j/85120800981>

Meeting ID: 851 2080 0981

1-669-900-6833



HUMAN RESOURCES COMMITTEE MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AUGUST 17, 2021 MINUTES

A. August 16, 2021 Meeting Minutes

Approve

3

4. HR METRICS

A. HR Scorecard – Q3 2021

Information

6

5. WORKERS COMPENSATION RENEWAL

A. Workers Compensation Renewal

Information

8

6. UNION NEGOTIATIONS

A. Union Negotiations

Information

9

7. 2021 Q3 LEGAL SUMMARY

A. 2021 Q3 Legal Summary

Information

10

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
August 16, 2021
5:00 PM

MINUTES

1. **CALL TO ORDER**
Committee Chair, Barigye McCoy, called the meeting to order at 5:05 PM.
2. **ROLL CALL**
Roll was called and a quorum was established.
Commissioners Present: Barigye McCoy, Jimi Rodgers, Linda Hayes, Maiyer Vang
Commissioners Absent: Daniel Martinez
Others Present: Mike Garcia, Vanessa Schneider, Jennifer Tierce, Erika Cortes, Heather Brown, Emilia Reyes. Jack Lazzarini
3. **APPROVAL OF PREVIOUS MINUTES**
May 17, 2021 Meeting Minutes
Public Comment: None heard.
Motion by: Rodgers **Second by:** McCoy to approve the May 17, 2021 meeting minutes.
All in favor.
4. **HR METRICS**
A. 2021 Second Quarter Scorecard
There was an increase in average days to fill and average days to hire. A part of that is due to a few Head Start positions that took a long time to fill. There may have been some positions on hold during the restructure that affected these numbers. HR is working with Head Start to continue to bring those numbers down. Feedback was provided by new hires in regards to their first 30 days with the agency. Our Training and Development Coordinator launched a Poverty Fighters podcast this year. The second quarter sessions are listed.

Commissioner Rodgers asked if Head Start is still hiring. Schneider confirmed the program is continuing to recruit for the roles that need to be filled. Lazzarini commented Head Start is actively hiring. Reyes inquired how many of the open positions belong to Head Start and Garcia advised he will get those numbers to her. Commissioner Hayes asked for clarification about the difference between average days to fill and average days to hire. Schneider responded the average days to fill are the number of days between the posting of a requisition and the applicant being hired, the average days to hire are the number of days it takes from the applicant submitting an application to their first day of work. Hayes asked if it is taking 115 days to hire. Vanessa responded yes, on average. The goal is less than 60 days to fill and less than 45 days to hire. The 115 days referenced is impacted by Head Start since their time to fill and time to hire are higher than other programs on average.

5. 2022 HEALTH PLAN RATE

A. 2022 Health Plan

To enrich the Flexible Spending Account plan, we are proposing to allow staff to rollover unused funds to the next plan year, with a maximum rollover amount of \$550.

The second proposal is enhancing our insurance plan by adding telehealth services to our network. These plans are typically billed at a per employee per month fee. We, along with our benefit broker, Alliant, reviewed three different providers and have decided on Teledoc Health. We feel it is the best option for staff and will provide our benefit enrolled staff the capability to seek out a telehealth appointment. The main benefits include providing greater flexibility to our staff and reducing cost per visit billed to the insurance, therefore creating savings for the self-insured fund.

Hayes asked if this would be an additional coverage to the healthcare, or if it would be available through staff's current health care provider. Schneider responded it would be an enhancement, and if the staff's provider utilized tele-health then staff could use it in lieu of an in-office visit. Instead of going to the urgent care, they can just have a quick call with a doctor 24/7. Heather added our employees can use an Anthem service called Live Health, that comes with a \$60 copay.

Lastly, Alliance is projecting a 1.63% overall increase in benefit cost for the plans that we currently carry. The goal is to offset \$165,000 to ensure that we have enough funding to cover our benefits through the next year. To achieve offsetting the cost of health care increases, the increase for staff is 8.5%. There is also a chart for reference to compare our plans to other nonprofit organizations, large employers and the Kaiser Foundation. Our numbers are very competitive including the proposed rates to staff. In looking at the traditional PPO, even with the proposed increase to the family rates, our benefit offerings are very generous for our staff. Since the agency is self-insured, we are able to provide such a competitive pricing to our staff. The final increase proposed is for dental rates. The dental with medical has the increase calculated in the medical plan, so the rate increase here is when someone enrolls in dental insurance only.

Rodgers asked if there were any major impact to medical claims this year. Schneider responded people are not using their benefits as we would typically see in past years, so there have not been any major changes.

Motion by: Hayes **Second by:** Rodgers to approve the health insurance changes as proposed. All in favor.

6. POLICY AND PROCEDURES

A. Personnel Policies and Procedures Manual

Garcia introduced the policy and procedure manual revisions. Garcia stated every year we are subject to legislative changes at the federal and state levels. The Human Resources Office has done a complete review of the policy manual this year. The entire policy manual with track changes was provided in the HR Committee Packet for board member review. There is also a summary page providing a list of changes to highlight the revisions made to the policy manual.

Commissioner McCoy asked if the program managers are now in charge of posting and hiring. Garcia explained how the ADP system allows programs to post their own requisitions and schedule interviews. Recruitment continues to provide the updated job

description, interview questions, and assistance throughout the entire process. McCoy asked if HR is providing training to the hiring managers. Garcia responded yes, there is a written training guide, training videos and ADP provides their own training modules. Rodgers asked if the hiring managers understood to have a diverse interview panel. Garcia stated yes, there is an interview process training that staff are required to pass (by test) before being allowed on an interview panel. HR reviews the hiring panel, and make suggestions if it appears to need more diversity. There is also a guideline on what questions can and cannot be asked, as well as requiring HR approved interview questions prior to the interviews being held.

Motion by: Hayes **Second by:** Rodgers to approve the policy manual changes as proposed. All in favor.

7. **2021 QUARTER 2 LEGAL SUMMARY**

At the end of the first quarter, there were two active lawsuits. NIAC confirmed they are considering the one closed due lack of response by the claimant and lawyer leaving one active employment case. Both cases came from former Transit Systems staff. One was related to a resignation, that the employee believed it was a wrongful discharge, and what they called a 132A, somewhat tied to a worker's comp case. We are waiting for the next phase to see how this will proceed. Next, there are 18 litigated workers' comp cases Most of these are far along in the process, and should be closed by next quarter reporting.

8. **OTHER BUSINESS**

The next scheduled meeting is November 15, 2021.

9. **PUBLIC COMMENTS**

None heard.

10. **ADJOURNMENT**

The meeting was adjourned at 5:42 PM

Respectfully submitted,

Barigye McCoy
Chair

HUMAN RESOURCES COMMITTEE MEETING

Date: November 15, 2021	Program: Human Resources
Agenda Item #: 4	Director: N/A
Subject: HR Scorecard – Q3 2021	Officer: Michael Garcia

Background

The following information is intended to provide the HR Committee a high-level snapshot of Human Resources quarterly 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

Key

Exceeded Goal

Met Goal

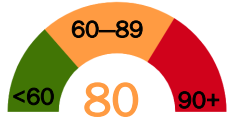
Below Goal

Talent

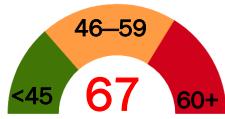


73 Recruitment Hires
17 Agency Promotions

Avg. Days to Fill ¹



Avg. Days to Hire ²



98 Separations



- 37 Accept Another Job
- 5 At Will
- 6 Attend School
- 3 Death
- 10 End Temp. Assignment
- 4 Health Reasons
- 2 Moved out of Town
- 6 No Notice or Reason
- 16 Personal Reasons
- 9 Retirement

Net Gain/Loss: **-25 staff**

Systems & Data



No additional features activated in ADP.

Open Enrollment is active: Nov. 1– 30

Compensation & Benefits



77.5% of Benefit Eligible Staff are enrolled in Medical benefits



80.1% of Benefit Eligible Staff are enrolled in Dental benefits

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

Employee Relations & Engagement



37 staff terminated within first year of employment

Turnover Tracker	
Year	Fresno EOC
Q3–2020	4.33%
Q3–2021	9.39%

New Hire Survey Highlights

18 Respondents

Did New Hire Orientation meet your expectations?
Yes—100%

Is your supervisor available to answer your questions in a timely manner? Yes—100%

Do you feel you were provided sufficient training to successfully perform your job duties and responsibilities? Yes—94.4%

Safety & Worker's Compensation



Injuries requiring Medical Treatment:

- 3 Improper Lifting



Preventable Injuries - Type:

- 3 Sprain/Strain

Training & Development



- 20 Trainings conducted
- 350 Total participants
- 775 Training hours earned



Most Popular:
Professionalism & Boundaries

Average Training Rating: 4.5/5.0



Poverty Fighters Podcast Episodes
August—Aaron Foster (Advance Peace)
September—Shawn Riggins (LCC)

¹ Time to fill—posting date to hire date

² Time to hire—date applied to hire date

UMAN RESOURCES COMMITTEE MEETING

Date: November 15, 2021	Program: Human Resources
Agenda Item #: 5	Director: N/A
Subject: Workers Compensation Renewal	Officer: Michael Garcia

Background

The following information has been prepared for the Human Resources Committee to provide an overview of the status of annual Workers Compensation Renewal process.

- Marketing research and bid preparation
- Time line

HUMAN RESOURCES COMMITTEE MEETING

Date: November 15, 2021	Program: Human Resources
Agenda Item #: 6	Director: N/A
Subject: Union Negotiations	Officer: Michael Garcia

Background

The following information has been prepared for the Human Resources Committee to provide an overview of the status of union negotiations.

- Amalgamated Transit Union (ATU)
- Stationary Local 39

HUMAN RESOURCES COMMITTEE MEETING

Date: November 15, 2021	Program: Human Resources
Agenda Item #: 7	Director: N/A
Subject: 2021 Q3 Legal Summary	Officer: Michael Garcia

Background

The following information has been prepared for the Human Resources Committee to provide an overview of litigated cases through quarter 3 2021.

The information is broken down into two categories:

- Open/potential litigated cases (DFEH, EEOC, Other)
- Workers Compensation litigated cases