



AGENDA

**HUMAN RESOURCES COMMITTEE
A COMMITTEE OF THE BOARD OF DIRECTORS**

REGULAR MEETING
Wednesday, November 16, 2022
9:00 AM
Administration Boardroom
600 N. Highland Springs Avenue, Banning, CA 92220

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at (951) 769-2101. **Notification 48 hours prior to the meeting** will enable the Hospital to make reasonable arrangement to ensure accessibility to this meeting. [28 CFR 35.02-35.104 ADA Title II].

TAB

I. Call to Order

R. Rader

II. Public Comment

A five-minute limitation shall apply to each member of the public who wishes to address the Human Resources Committee of the Hospital Board of Directors on any matter under the subject jurisdiction of the Committee. A thirty-minute time limit is placed on this section. No member of the public shall be permitted to “share” his/her five minutes with any other member of the public. (Usually, any items received under this heading are referred to staff for future study, research, completion and/or future Committee Action.) (PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD.)

On behalf of the San Gorgonio Memorial Hospital Board of Directors, we want you to know that the Board/Committee acknowledges the comments or concerns that you direct to this Committee. While the Board/Committee may wish to occasionally respond immediately to questions or comments if appropriate, they often will instruct the CEO, or other Administrative Executive personnel, to do further research and report back to the Board/Committee prior to responding to any issues raised. If you have specific questions, you will receive a response either at the meeting or shortly thereafter. The Board/Committee wants to ensure that it is fully informed before responding, and so if your questions are not addressed during the meeting, this does not indicate a lack of interest on the Board/Committee’s part; a response will be forthcoming.

OLD BUSINESS

III. ***Proposed Action - Approve Minutes**

R. Rader

- September 16, 2022, Regular meeting

A

NEW BUSINESS

IV. A. Employment Activity/Turnover Reports

A. Karam

B

1. Employee Activity by Job Class/Turnover Report (09/13/2022 – 11/09/2022)
2. Separation Reason Analysis – All Associates (09/13/2022 – 11/09/2022)
3. Separation Reason Analysis – Full and Part Time Associates (09/13/2022 – 11/09/2022)
4. Separation Reason Analysis – Per Diem Associates (09/13/2022 – 11/09/2022)
5. FTE Vacancy Summary (09/13/2022 – 11/09/2022)
6. RN Vacancy Summary (09/13/2022 – 11/09/2022)

- B. Workers Compensation report (10/01/2022 – 10/31/2022) C
- V. Education: A. Karam D
- Personal Best Newsletter: November
 - Top Performance
- VI. Future Agenda Items R. Rader
- VII. Next Meeting: February 15, 2023
- VIII. Adjourn R. Rader

*** Requires Action**

In accordance with The Brown Act, Section 54957.5, all public records relating to an agenda item on this agenda are available for public inspection at the time the document is distributed to all, or a majority of all, members of the Committee. Such records shall be available at the Hospital office located at 600 N. Highland Springs Avenue, Banning, CA 92220 during regular business hours, Monday through Friday, 8:00 am - 4:30 pm.

Certification of Posting

I certify that on November 11, 2022, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of San Gorgonio Memorial Hospital Human Resources Committee, and on the San Gorgonio Memorial Hospital website, said time being at least 72 hours in advance of the regular meeting of the Human Resources Committee (*Government Code Section 54954.2*).

Executed at Banning, California, on November 11, 2022



Ariel Whitley, Executive Assistant

TAB A

REGULAR MEETING OF THE
 SAN GORGONIO MEMORIAL HOSPITAL
 BOARD OF DIRECTORS

HUMAN RESOURCES COMMITTEE
 September 16, 2022

The regular meeting of the San Gorgonio Memorial Hospital Board of Directors Human Resources Committee was held on Friday, September 16, 2022, in the Administration Boardroom, 600 N. Highland Springs Avenue, Banning, California.

Members Present: Susan DiBiasi, Ron Rader (C), Steve Rutledge, Siri Welch

Excused Absence: Joel Labha

Staff Present: Steve Barron (CEO), Pat Brown (CNO/COO), Annah Karam (CHRO), Ariel Whitley (Executive Assistant)

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
Call To Order	Chair Ron Rader called the meeting to order at 9:05 am.	
Public Comment	No public was present.	
OLD BUSINESS		
Proposed Action - Approve Minutes: May 18, 2022, Regular Meeting	Chair Rader asked for any changes or corrections to the minutes of the May 18, 2022, regular meeting. There were none.	The minutes of the May 18, 2022, regular meeting was reviewed and will stand as presented.
NEW BUSINESS		
Reports		
A. Employment Activity/Turnover Reports		
1. Employee Activity by Job Class/Turnover Report (05/11/2022)	Annah Karam, Chief Human Resources Officer, reviewed the report "Employee Activity by Job Class/Turnover Report" for the period of 05/11/2022 through 09/12/2022 as included in the Committee packet.	

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
<p>through 09/12/2022)</p>		
<p>2. Separation Reasons Analysis All Associates (05/11/2022 through 09/12/2022)</p>	<p>Annah reviewed the “Separation Reason Analysis for All Associates” for the period of 05/11/2022 through 09/12/2022 as included in the Committee packet.</p> <p>For this period, there were 60 Voluntary Separations and 5 Involuntary Separations for a total of 65.</p>	
<p>3. Separation Reason Analysis Full and Part Time Associates (05/11/2022 through 09/12/2022)</p>	<p>Annah reviewed the “Separation Reason Analysis for Full and Part Time Associates” for the period of 05/11/2022 through 09/12/2022 as included in the Committee packet.</p> <p>For this period, there were 34 Voluntary Separations and 5 Involuntary Separations for a total of 39.</p>	
<p>4. Separation Reason Analysis Per Diem Associates (05/11/2022 through 09/12/2022)</p>	<p>Annah reviewed the “Separation Reason Analysis for Per Diem Associates” for the period of 05/11/2022 through 09/12/2022 as included in the Committee packet.</p> <p>For this period, there were 26 Voluntary Separations and 0 Involuntary Separations for a total of 26.</p>	
<p>5. FTE Vacancy Summary (05/11/2022 through 09/12/2022)</p>	<p>Annah reviewed the “FTE Vacancy Summary” for the period of 05/11/2022 through 09/12/2022 as included in the Committee packet.</p> <p>Annah reported that the Facility Wide vacancy rate as of 09/12/2022 was 21.48%.</p>	
<p>6. RN Vacancy Summary (05/11/2022 through 09/12/2022)</p>	<p>Annah reviewed the “RN Vacancy Summary” for the period of 05/11/2022 through 09/12/2022 as included in the Committee packet.</p> <p>Annah reported that the Overall All RN Vacancy rate as of 09/12/2022 was 20.83%.</p>	
<p>B. Workers Compensation Report</p>		

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
Workers Compensation Report (08/01/2022 through 08/31/2022)	Annah reviewed the Workers Compensation Reports covering the period of 08/01/2022 through 08/31/2022 as included in the Committee packet.	
Education	Annah reviewed each education article as included in the committee packets: <ul style="list-style-type: none"> • Hospital and Skilled Nursing Facility COVID-19 Worker Retention Payments FAQs • Suicide Prevention Awareness Month 	
Future Agenda items	None.	
Next regular meeting	The next regular Human Resources Committee meeting is scheduled for November 16, 2022.	
Adjournment	The meeting was adjourned at 10:34 am.	

In accordance with The Brown Act, *Section 54957.5*, all reports and handouts discussed during this Open Session meeting are public records and are available for public inspection. These reports and/or handouts are available for review at the Hospital Administration office located at 600 N. Highland Springs Avenue, Banning, CA 92220 during regular business hours, Monday through Friday, 8:00 am - 4:30 pm.

Minutes respectfully submitted by Ariel Whitley, Executive Assistant

TAB B

A B C D E F G H I J K

EMPLOYEE ACTIVITY BY JOB CLASS / TURN OVER REPORT

09/13/2022 THROUGH 11/09/2022

JOB CLASS/FAMILY	CURRENT NEW HIRES	2021 NEW HIRES	YTD NEW HIRES	CURRENT SEPARATIONS	2021 SEPARATIONS	YTD TERMS	ACTIVE ASSOCIATE COUNT	LOA ASSOCIATE COUNT	CURRENT TURNOVER	ANNUALIZED TURNOVER	
	09/13/2022 THROUGH 11/09/2022		01/01/2022 THROUGH 11/09/2022	09/13/2022 THROUGH 11/09/2022		01/01/2022 THROUGH 11/09/2022	AS OF 11/09/2022	AS OF 11/09/2022	AS OF 11/09/2022		
ADMIN/CLERICAL	3	17	18	5	22	20	79	4	6.33%	25.32%	1
ANCILLARY	2	28	13	1	24	15	62	1	1.61%	24.19%	2
CLS	0	7	2	0	8	3	19	1	0.00%	15.79%	3
DIRECTORS/MGRS	0	2	2	0	3	2	27	1	0.00%	7.41%	4
LVN	1	5	2	2	8	6	19	3	10.53%	31.58%	5
OTHER NURSING	4	30	23	4	27	20	75	0	5.33%	26.67%	6
PT	0	3	0	1	3	2	9	0	11.11%	22.22%	7
RAD TECH	1	6	5	2	7	6	34	0	5.88%	17.65%	8
RN	7	59	40	6	51	43	168	4	3.57%	25.60%	9
RT	0	4	0	0	2	1	22	0	0.00%	4.55%	10
SUPPORT SERVICES	4	34	27	5	32	25	79	3	6.33%	31.65%	11
FACILITY TOTAL	22	195	132	26	187	143	593	17	4.38%	24.11%	12
<i>Full Time</i>	13	113	81	17	97	75	394	14	4.31%	19.04%	13
<i>Part Time</i>	2	15	8	1	17	11	51	1	1.96%	21.57%	14
<i>Per Diem</i>	7	67	43	8	73	57	148	2	5.41%	38.51%	15
TOTAL	22	195	132	26	187	143	593	17	4.38%		16

Current Turnover: J22
Annualized Turnover: K22

Southern California Hospital Association (HASC) Benchmark:
Turnover for all Associates = 13.90%
Turnover for all RNs = 16.30%

SEPARATION ANALYSIS
ALL ASSOCIATES
09/13/2022 THROUGH 11/09/2022

REASON	Current Qtr % by Category	Length Of Service						Total Separations
		Less than 90 days	90 days - 1 year	1-2 years	2-5 years	5-10 years	10+ years	
Voluntary Separations								
Full-Time	61.5%	4	6	2	2	0	2	16
Part-Time	3.8%	0	0	1	0	0	0	1
Per Diem	30.8%	2	2	2	2	0	0	8
Subtotal, Voluntary Separations	96.2%	6	8	5	4	0	2	25
Involuntary Separations								
Full-Time	3.8%	0	0	0	1	0	0	1
Part-Time	0.0%							0
Per Diem	0.0%							0
Subtotal, Involuntary Separations	3.8%	0	0	0	1	0	0	1
Total Separations	100.0%	6	8	5	5	0	2	26

Separation Reason Analysis
FULL AND PART TIME ASSOCIATES
09/13/2022 THROUGH 11/09/2022

REASON	Current Qtr % by Category	Length Of Service						Total Separations
		Less than 90 days	90 days - 1 year	1-2 years	2-5 years	5-10 years	10+ years	
Voluntary Separations								
Family/Personal Reasons	27.8%	1	1	2	0	1	0	5
New Job Opportunity	38.9%	1	4	0	1	1	0	7
Job Dissatisfaction	5.6%	0	0	1	0	0	0	1
Relocation	5.6%	0	0	0	1	0	0	1
Medical Reasons	0.0%							0
Did not Return from LOA	0.0%							0
Job Abandonment	5.6%	1	0	0	0	0	0	1
Return to School	0.0%							0
Pay	0.0%							0
Employee Death	0.0%							0
Not Available to Work	11.1%	1	1	0	0	0	0	2
Unknown	0.0%							0
Retirement	0.0%							0
Subtotal, Voluntary Separations	94.4%	4	6	3	2	2	0	17
Involuntary Separations								
Attendance/Tardiness	0.0%							0
Didn't meet certification deadline	0.0%							0
Didn't meet scheduling needs	0.0%							0
Conduct	5.6%	0	0	0	1	0	0	1
Poor Performance	0.0%							0
Temporary Position	0.0%							0
Position Eliminations	0.0%							0
Subtotal, Involuntary Separations	5.6%	0	0	0	1	0	0	1
Total Separations	100.0%	4	6	3	3	2	0	18

Separation Reason Analysis

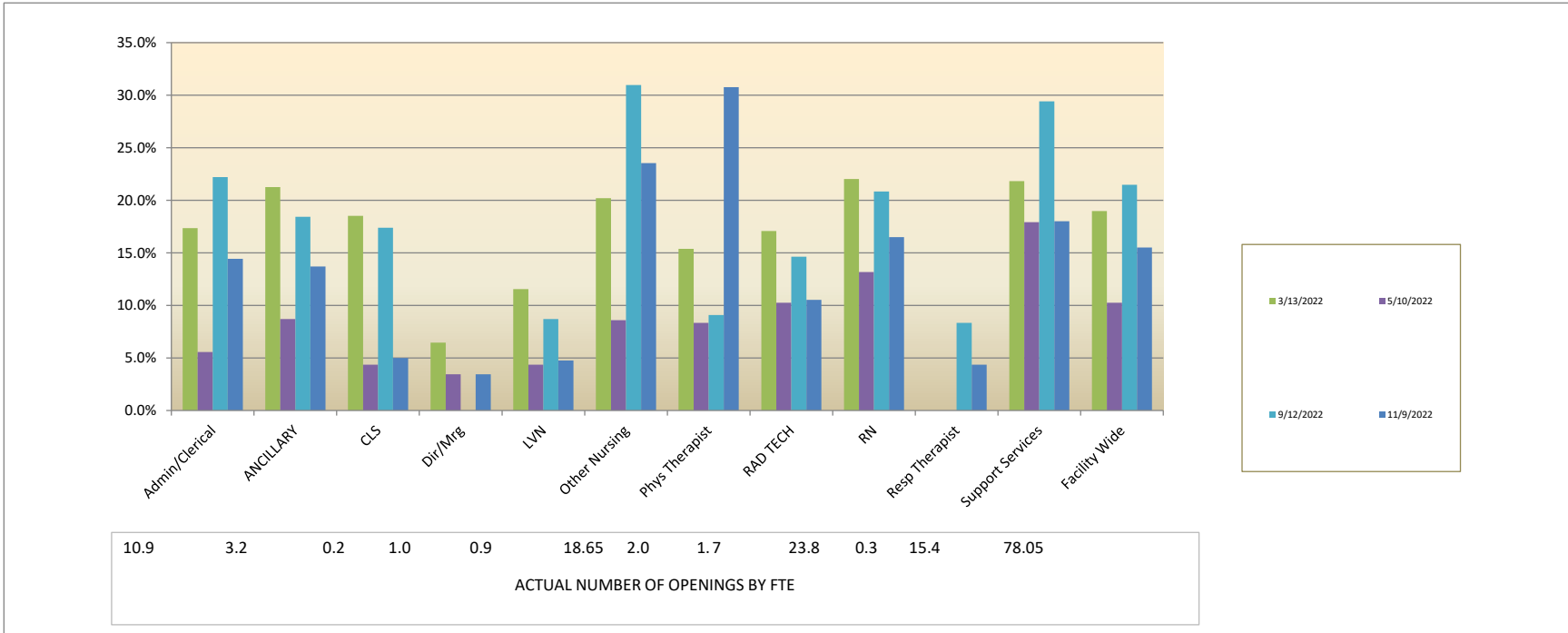
Per Diem Associates Only

09/13/2022 THROUGH 01/09/2022

REASON	Current Qtr % by Category	Length Of Service						Total Separations
		Less than 90 days	90 days - 1 year	1-2 years	2-5 years	5-10 years	10+ years	
<i>Voluntary Separations</i>								
Family/Personal Reasons	0.0%							0
New Job Opportunity	50.0%	1	1	1	1	0	0	4
Job Dissatisfaction	0.0%							0
Relocation	12.5%	0	0	1	0	0	0	1
Medical Reasons	0.0%							0
Did not Return from LOA	12.5%	0	0	0	1	0	0	1
Job Abandonment	0.0%							0
Return to School	0.0%							0
Pay	0.0%							0
Employee Death	0.0%							0
Not Available to Work	25.0%	1	1	0	0	0	0	2
Unknown	0.0%							0
Retirement	0.0%							0
<i>Subtotal, Voluntary Separations</i>	100.0%	2	2	2	2	0	0	8
<i>Involuntary Separations</i>								
Attendance/Tardiness	0.0%							0
Didn't meet certification deadline	0.0%							0
Didn't meet scheduling needs	0.0%							0
Conduct	0.0%							0
Poor Performance	0.0%							0
Temporary Position	0.0%							0
Position Eliminations	0.0%							0
<i>Subtotal, Involuntary Separations</i>	0.0%	0	0	0	0	0	0	0
Total Separations	100.0%	2	2	2	2	0	0	8

FTE Vacancy Summary: 09/13/2022 THROUGH 11/09/2022

	<u>Admin/Clerical</u>	<u>ANCILLARY</u>	<u>CLS</u>	<u>Dir/Mrg</u>	<u>LVN</u>	<u>Other Nursing</u>	<u>Phys Therapist</u>	<u>RAD TECH</u>	<u>RN</u>	<u>Resp Therapist</u>	<u>Support Services</u>	<u>Facility Wide</u>
3/13/2022	17.35%	21.25%	18.52%	6.45%	11.54%	20.19%	15.38%	17.07%	22.03%	0.00%	21.82%	18.97%
5/10/2022	5.56%	8.70%	4.35%	3.45%	4.35%	8.60%	8.33%	10.26%	13.17%	0.00%	17.92%	10.25%
9/12/2022	22.20%	18.42%	17.39%	0.00%	8.70%	30.97%	9.09%	14.63%	20.83%	8.33%	29.41%	21.48%
11/9/2022	14.43%	13.70%	5.00%	3.45%	4.76%	23.53%	30.77%	10.53%	16.50%	4.35%	18.00%	15.51%

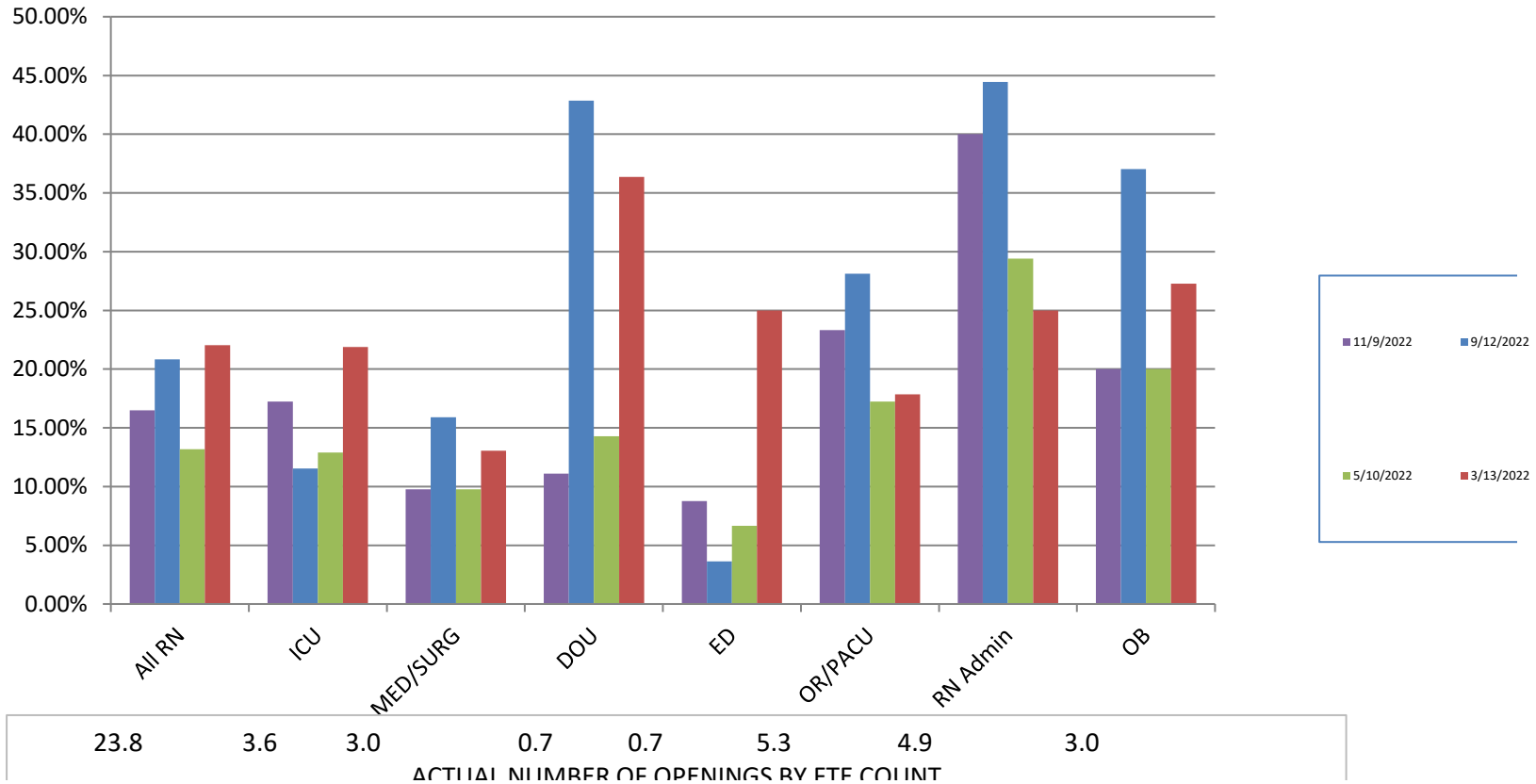


RN FTE Vacancy Summary: 09/13/2022 through 11/09/2022

VACANCY RATE = Number of openings/(total staff + openings)

	11/9/2022	9/12/2022	5/10/2022	3/13/2022
All RN	16.50%	20.83%	13.17%	22.03%
ICU	17.24%	11.54%	12.90%	21.88%
MED/SURG	9.76%	15.91%	9.76%	13.04%
DOU	11.11%	42.86%	14.29%	36.36%
ED	8.77%	3.64%	6.67%	25.00%
OR/PACU	23.33%	28.13%	17.24%	17.86%
RN Admin	40.00%	44.44%	29.41%	25.00%
OB	20.00%	37.04%	20.00%	27.27%

	OPEN POSITIONS	TOTAL STAFF	VACANCY RATE
All RN	34	172	16.50%
ICU	5	24	17.24%
Med Surg	4	37	9.76%
DOU	1	8	11.11%
ER	5	52	8.77%
OR/PACU	7	23	23.33%
RN Adm.	8	12	40.00%
OB	4	16	20.00%



TAB C



DASHBOARD REPORT

Fiscal Year Basis: July

San Gorgonio Memorial Hospital

Data as of 10/31/2022

Reporting Period 10/1/2022 - 10/31/2022

SUMMARY DATA

Values						
FiscalYear	ValuationDate	Total Paid	Total Reserves	Total Incurred	Count	Open Count
2015-2016	2022-10-31	843,082	81,342	924,425	40	4
2016-2017	2022-10-31	205,546	-	205,546	27	-
2017-2018	2022-10-31	72,312	-	72,312	18	-
2018-2019	2022-10-31	87,684	7,313	94,997	15	1
2019-2020	2022-10-31	68,021	6,544	74,565	15	2
2020-2021	2022-10-31	228,795	69,662	298,457	22	3
2021-2022	2022-10-31	70,839	55,470	126,309	18	6
2022-2023	2022-10-31	905	24,444	25,349	3	2
Grand Total		1,577,183	244,776	1,821,959	158	18

CONTINUE TO NEXT PAGE

DASHBOARD REPORT

San Geronio Memorial Hospital

Fiscal Year Basis: July

Data as of 10/31/2022

Reporting Period 10/1/2022 - 10/31/2022

TOP TEN CLAIMS

Claim Number	Claimant	Department	Cause	DOI	Status	Total Paid	Total Reserves	Total Incurred
16000811		Environmental Services	Fall, Slip or Trip Injury	2016-05-31	Open	172,482	19,434	191,915
20805905		Surgical Services	Fall, Slip or Trip Injury	2020-08-04	Open	128,541	52,151	180,692
16000026		Obstetrics	Fall, Slip or Trip Injury	2016-01-05	Open	136,724	20,723	157,446
16001005		Medical Surgical	Burn or Scald - Heat or Cold Exposures -	2016-07-21	Closed	98,814	-	98,814
16000233		Environmental Services	Strain or Injury By	2016-02-20	Closed	93,934	-	93,934
16000357		Medical Surgical	Struck or Injured By	2016-03-16	Open	82,643	10,906	93,549
16000185		Medical Surgical	Fall, Slip or Trip Injury	2016-02-13	Closed	77,289	-	77,289
15000959		Environmental Services	Miscellaneous Causes	2015-07-06	Closed	61,315	-	61,315
15001161		CT/Echotechnology	Strain or Injury By	2015-08-20	Re-Open	27,084	30,280	57,364
15001966		Emergency Department	Cut, Puncture, Scrape Injured by	2015-12-05	Closed	55,952	-	55,952

FREQUENCY BY DEPARTMENT

Department	Claim Count	% of Claims	Total Incurred	% of Total Incurred
Environmental Services	34	21.52%	583,872	32.05%
Medical Surgical	33	20.89%	456,495	25.06%
Dietary	18	11.39%	18,098	0.99%
Emergency Department	18	11.39%	95,949	5.27%
Surgical Services	7	4.43%	216,077	11.86%
Intensive Care Unit (ICU)	7	4.43%	5,706	0.31%
Obstetrics	5	3.16%	214,744	11.79%
Laboratory	5	3.16%	7,777	0.43%
Medical Staff	4	2.53%	14,706	0.81%
Business Office	4	2.53%	27,225	1.49%

SEVERITY BY DEPARTMENT

Department	Claim Count	% of Claims	Total Incurred	% of Total Incurred
Environmental Services	34	21.52%	583,872	32.05%
Medical Surgical	33	20.89%	456,495	25.06%
Surgical Services	7	4.43%	216,077	11.86%
Obstetrics	5	3.16%	214,744	11.79%
Emergency Department	18	11.39%	95,949	5.27%
CT/Echotechnology	1	0.63%	57,364	3.15%
Security Department	3	1.90%	47,323	2.60%
Nursing Administration	2	1.27%	36,846	2.02%
Business Office	4	2.53%	27,225	1.49%
Dietary	18	11.39%	18,098	0.99%

FREQUENCY BY CAUSE

Cause	Claim Count	% of Claims	Total Incurred	% of Total Incurred
Strain or Injury By	44	27.85%	428,712	23.53%
Fall, Slip or Trip Injury	25	15.82%	767,138	42.11%
Struck or Injured By	20	12.66%	189,209	10.38%
Burn or Scald - Heat or Cold Exposures - Contact	16	10.13%	131,230	7.20%
Cut, Puncture, Scrape Injured by	13	8.23%	73,001	4.01%
Exposure	12	7.59%	62,314	3.42%
Caught In, Under or Between	11	6.96%	25,369	1.39%
Miscellaneous Causes	8	5.06%	88,426	4.85%
Rubbed or Abraded By	8	5.06%	43,560	2.39%
Motor Vehicle	1	0.63%	13,000	0.71%

SEVERITY BY CAUSE

Cause	Claim Count	% of Claims	Total Incurred	% of Total Incurred
Fall, Slip or Trip Injury	25	15.82%	767,138	42.11%
Strain or Injury By	44	27.85%	428,712	23.53%
Struck or Injured By	20	12.66%	189,209	10.38%
Burn or Scald - Heat or Cold Exposure	16	10.13%	131,230	7.20%
Miscellaneous Causes	8	5.06%	88,426	4.85%
Cut, Puncture, Scrape Injured by	13	8.23%	73,001	4.01%
Exposure	12	7.59%	62,314	3.42%
Rubbed or Abraded By	8	5.06%	43,560	2.39%
Caught In, Under or Between	11	6.96%	25,369	1.39%
Motor Vehicle	1	0.63%	13,000	0.71%

TAB D

Boost Brain Health

Thinking about your mental fitness? Many everyday habits and conditions can impact our brain power — up or down. Memory lapses can occur at any age, and aging alone is generally not a cause of mental decline.

When significant memory loss occurs as we age, it is likely due to physical disorders, brain injury or neurological illness. Many studies indicate we can help protect our brain health and reduce dementia risk with basic good health habits. Do your best to:

- **Stay physically active.** People who regularly exercise throughout life are less likely to experience a decline in mental function as they age and have a lower risk of developing dementia, including Alzheimer’s disease.
- **Get adequate sleep.** For body and brain health, we need seven to nine consecutive hours of sleep every 24 hours.
- **Manage stress and guard brain health and recall.** Your brain is similar to a muscle; use it or lose it. Choose enjoyable mental activities that may boost brain power, such as doing crossword puzzles, reading for learning or taking classes.
- **Socialize.** Regular interaction with family, friends, coworkers and others helps us manage stress or depression; both may contribute to memory loss.
- **Choose a Mediterranean-style diet.** Studies suggest those who do may be less likely to develop cognitive decline compared to people who follow a typical Western diet. Foods in the Mediterranean eating pattern include vegetables, fruit, whole grains, legumes, fish, olive oil, dairy, chicken, eggs and herbs, while reducing highly processed foods, sweets and red meat.

Habits to avoid: If you drink, limit alcohol use to no more than one drink a day for women or two drinks for men. Don’t smoke. And avoid long periods of sitting. Get up and move frequently.



BEST bits

■ **To reduce your risk of coronary heart disease (CHD) it may help to limit screen time that involves sitting.** Excessive TV viewing and leisure time screen use have been linked to CHD. Limiting leisure screen time to less than one hour a day could help prevent more than one in ten cases, regardless of your genetic makeup, according to recent University of Cambridge research. In this study, **people who viewed screens more than four hours per day were at greatest risk for CHD**, regardless of their risk for other genetic disorders. To examine the link between time spent in screen-based sedentary behaviors, including TV viewing and leisure computer use, an individual’s DNA, and their CHD risk, researchers reviewed about 12 years of data from more than 500,000 adults.



■ **The U.S. Surgeon General has designated Thanksgiving as Family Health History Day.** Many of us have family members who have developed type 2 diabetes, heart disease or cancer — some of the most common serious conditions that can threaten our health and shorten our lives. You are more likely to get the same disease as your parent or sibling and you should consider earlier screening. Ask your health care provider about (1) when to start screening for identified diseases and (2) what other steps to take to prevent or manage the disease. Take action to protect your health.



■ **November is National Family Caregivers Month, a time to remember those who clean and shop for, as well as comfort and tend to millions of elderly, ill and disabled loved ones.** Are you or someone you know a caretaker? You aren’t alone. According to National Alliance for Caregiving (NAC) and AARP research, 53 million Americans are providing unpaid care for relatives and friends. If you are a caregiver, don’t forget to care for yourself. The NAC offers self-care tips and information about finding community services, communicating with health care providers and more at caregiving.org.

“It’s better to look ahead and prepare, than to look back and regret.”

— Jackie Joyner-Kersey

 **The Smart Moves Toolkit**, including this issue’s printable download, **Conquer That Cough**, is at personalbest.com/extras/22V11tools.

Note: Due to production lead time, this issue may not reflect the current COVID-19 situation in some or all regions of the U.S. For the most up-to-date pandemic information visit coronavirus.gov.

Type 2 Diabetes: Are You at Risk?

November
is Diabetes
Month.



Diabetes is a complex disease that affects your body's primary source of energy — glucose (sugar). Most people with diabetes have type 2, in which the body doesn't use the hormone **insulin** properly.

When this happens, glucose accumulates in your bloodstream, leading to serious health complications. *Eventually, high blood sugar levels can create disorders of your circulatory, nervous and immune systems.* The longer you've had type 2, the higher your risk for medical side effects. Once diabetes is treated with medication, blood sugar levels can drop to dangerously low levels, too, so it's important to keep track.

How common is type 2 diabetes? More than 37 million Americans have diabetes (about one in ten), and more than 90% of them have type 2 diabetes. Type 2 most often affects people in middle age, but increasing numbers of children, teens and young adults are also diagnosed.

What are your chances of developing type 2 diabetes? It depends on multiple factors, including your genes and lifestyle. While you can't change your family history, age or ethnicity, you can control lifestyle risk factors. You are more likely to develop type 2 if you are physically inactive, eat mostly ultra-processed foods and are overweight or obese. Other risks include:

- Age 45 or older.
- A family history of diabetes.
- High blood pressure.
- Low HDL (good) cholesterol or high LDL (bad) cholesterol.
- A history of gestational diabetes or giving birth to a baby weighing nine pounds or more.

To learn more, search for **risk** at diabetes.org.

What are symptoms of type 2 diabetes? Common symptoms include increased thirst, frequent urination and unintended weight loss. Overall, symptoms can be mild and develop slowly for several years; many people will have no symptoms. You may not be aware of the disease until you have related health problems, including blurred vision, heart trouble or circulation problems.

Managing diabetes requires healthy eating, weight control and being physically active. Your health care provider may prescribe insulin, other injectable medications or oral diabetes medicines. You'll need to eat healthy, exercise regularly and keep your blood pressure and cholesterol close to your provider-recommended targets, and get regular screening for related health problems.

Tobacco: Quit to Win

The Great American Smokeout
is November 17.



No Tobacco '22 is this year's national program sponsored by the American Lung Association, helping people to stop using all tobacco products. You'll find quit tips and resources on social media and at lung.org.

Cigarette smoking is a leading cause of death in the U.S., taking nearly a half million lives every year, including deaths from secondhand smoking. That's about one in five deaths due to preventable diseases caused by smoking. It is also linked to nearly half of the deaths from 12 types of cancer combined.

Fortunately, the number of cigarette smokers continues to decline. The number of smokers has dropped from nearly 21 of every 100 adults, or 20.9% (age 18 and older) in 2005 to about 13 of every 100 adults (12.5%) in 2020. Among youth (12 to 17 years old) who smoked, 44% have quit smoking cigarettes since 2013.

Most smokers want to kick cigarettes and there is help for saying goodbye to tobacco and vaping for good. One common approach is a combination of medicine, emotional support and changing lifestyle habits. Here are three great sources to help motivate you:

- See your health care provider for guidance.
- Get quitting advice and tools at smokefree.gov.
- Visit cancer.org for phone and app quitline counseling services that show a high rate of quitting success.

Quitters share one thing in common: They have a strong desire to be tobacco-free.

Prediabetes Research Update

There's good news from a 21-year follow-up of more than 3,200 adults with prediabetes who participated in the original Diabetes Prevention Program trial. The trial period confirmed that lifestyle interventions or the medication metformin were effective long-term in preventing or delaying type 2 diabetes among adults with prediabetes compared to participants who received standard care. Participants in the lifestyle change program lowered their chances of developing type 2 diabetes by 58% while those who took metformin lowered their diabetes risk by 31%.

Celebrate Healthy Eating

By Cara Rosenbloom, RD



Play is essential for children's mental health. Unfortunately, free play time has decreased in modern life. This has taken a toll on some youngsters' emotional well-being, according to the American Academy of Pediatrics. The good news? A University of Exeter study revealed that youngsters who were able to play more, even during the COVID-19 lockdown, were happier and experienced less anxiety and depression. Researchers suggest supporting children's mental health by encouraging adventurous activities (with appropriate supervision), such as camping, exploring a forest and trying out new skills on a skateboard or bike.

TIP of the MONTH



Think Before You Drink

Alcohol is common during holiday meals, and it's easy to drink too much. As part of your healthy eating regimen, remember to be moderate with alcohol. If you don't drink alcohol, don't start. If you enjoy alcohol, remember that moderate drinking is considered one drink a day for women, or two drinks a day for men (one drink is 5 ounces of wine, 12 ounces of beer or 1.5 ounces of other alcohol). Alternate alcoholic drinks with water, tea or seltzer. And never drink and drive.

Holiday season is a time to celebrate with family and friends, and many events revolve around food. Sometimes this can be challenging for people who have special dietary needs or follow a rigid eating pattern. The influx of treats, sweets and celebrations focused on eating can be overwhelming.

Here are five tips on how to manage the festive season:

- 1. Remember moderation.** You may be invited to many holiday events, and it's nice to enjoy a decadent treat at each party. Moderation allows you to enjoy small portions without overdoing it. Plan ahead, pick your favorites and savor them.
- 2. Slow down.** When conversation (and alcohol) is flowing, it's easy to become distracted, ignore fullness cues and eat too much too quickly. Practice portion control with your first plate of food. Take your time with every bite.
- 3. Give yourself permission to indulge.** While accommodating any food intolerances, make sure to enjoy some holiday favorites, too. Mix nutrient-dense foods, such as turkey and vegetables, with side dishes, such as candied yams and stuffing, so you can enjoy a bit of everything.
- 4. Don't skip meals.** You may think you should save up your calories for a festive dinner by passing on breakfast or lunch, but this often backfires. It can make you ravenous and grumpy by dinnertime, forcing you to overeat. Instead, eat sensibly all day long, and enjoy your meal.
- 5. Bring a dish.** If you are concerned about meal choices to accommodate your needs, ask your host about making your own additions to the meal. Hosts are usually happy to have an extra vegetable dish, salad or protein option. Remember to make enough for everyone.



Parmesan-Roasted Broccoli

EASY recipe

- | | |
|-------------------------------|---------------------------------------|
| 6 cups broccoli florets | 1 tbsp balsamic glaze (thick vinegar) |
| 2 tbsp extra-virgin olive oil | Freshly ground pepper to taste |
| ¼ tsp salt or more to taste | ¼ cup fresh chopped basil |
| ⅓ cup grated Parmesan cheese | |



Preheat oven to 400°F. **Line** baking sheet with parchment paper. **On** baking sheet, toss broccoli with olive oil and salt. **Bake** 15 minutes; then remove from oven. **Add** Parmesan, stir to coat, and bake 10–15 minutes more. **Pour** broccoli onto serving platter and top with glaze, pepper and basil. **Toss** and serve.

Makes 4 servings. Per serving: 142 calories | 7g protein | 10g total fat | 2g saturated fat | 5g mono fat | 2g poly fat | 10g carbohydrate | 2g sugar | 4g fiber | 316mg sodium

Stay in Touch

Keep those questions and suggestions coming!

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EXPERT advice — Eric Endlich, PhD

Q: Tips to overcome fear of missing out (FOMO)?

A: Since we can't be everywhere at once, we're always missing out on something and that's normal. While

many people turn to social media when feeling dissatisfied, it can actually worsen FOMO. Instead, choose to pay attention to the things that make you feel *better* rather than worse. In addition:



- Know what situations trigger your FOMO and limit your exposure to them.
- Prioritize quality over quantity of experiences. Choose your commitments thoughtfully.
- Limit multitasking. Trying to do multiple things simultaneously is inefficient, stressful and unsatisfying.
- Let go of having it all. It's not realistic or necessary for a fulfilling life.
- Take time to be thankful. What do you appreciate in your life?
- Focus on enjoying what you already have in the here and now. Savor your experiences.

Nighttime Commuting

It's late, you've worked a long day and you have a long commute home. How do you reduce the dangers of drowsy driving? Here are some ways:

- Get adequate sleep every night. Sleep experts recommend seven to nine hours.
- Avoid taking medications that can make you sleepy or tired before driving. **Examples:** antihistamines, muscle relaxants, opioid pain relievers and antidepressants.
- Consider carpooling or taking public transportation if you work a long day and are tired.
- Never drink alcohol before driving.
- Don't drive if you've been awake for 16 hours or more.
- Maintain your vehicle to avoid breaking down at night.
- Make sure your headlights are clean and adjusted correctly.
- Make sure your windshield is clean.
- Slow down to compensate for limited visibility.
- Watch for wildlife.



Drowsy Driving Prevention Week is November 6 to 12.



DR. ZORBA'S corner

— Zorba Paster, MD



Coconut oil is more hype than truth. There are lots of claims that it's good for the heart, but they're not backed up by rigorous, peer-reviewed scientific research published in reputable medical journals. When reputable journals review these studies as a whole (what's known as a meta-analysis), they find that coconut oil may raise LDL cholesterol levels, which is detrimental to heart health. As such, coconut oil is not recommended as the primary oil in a heart-healthy diet. My suggestion: Stick with heart-friendly oils. Extra-virgin olive oil is clearly the best one hands down. It's high in unsaturated fats and lower in saturated fats. Canola, avocado, peanut and flax oils are also healthful.

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👂 The Art of Listening 🗣️

According to the International Listening Association, we remember about half of what someone says immediately after hearing it, and we only recall about 20% of what we hear over the long term. The key to learning and retaining more of what you hear — and to having more productive workplace conversations — is listening.

Practice the art of listening with these tips:

Seek to understand. Often, our goal in conversations is getting our own point across or trying to be right. Flip your attitude so you view workplace interactions as opportunities to understand your colleagues' opinions.

Observe. Instead of filling every conversational pause with words, closely observe the speaker. Check body language, vocal tone and facial expression, as well as words spoken. Give others a chance to complete their thoughts before you jump in with your own ideas and ask questions.

Listen. Maintain eye contact and give the speaker your full attention. Turn off your phone or tablet unless you're taking notes.

In today's fast-paced world, it may seem that talking is prized, but listening is crucial to a productive workplace.



Today's workforce is increasingly mobile, and you can work just about anywhere you have an electronic device and a reliable internet signal. Follow these strategies to stay productive and keep your information private while traveling:

Pack smart. Make sure you have everything you need on hand, including chargers and headphones, to ensure a smooth connection to those who need you.

Communicate. Set up check-in times with your home base and your supervisor. Automate outgoing work email and voice mail messages so people know you are out of the office and how to reach you.
Note: Don't leave a message on your personal phone that you're away from home, and don't advertise your absence on social media.

Plan connection spots. Internet on the road can be spotty depending on where you're traveling. Plan a stop in a hotel, café or business center that has free Wi-Fi, or explore mobile (Mi-Fi) services or tethering options for connectivity on the go.

Take precautions. Keep sensitive work and personal data safe from prying eyes by being cautious and using an encryption program when you access public Wi-Fi connections. Also, avoid leaving your work materials and electronic devices unattended or unlocked to prevent theft and damage.

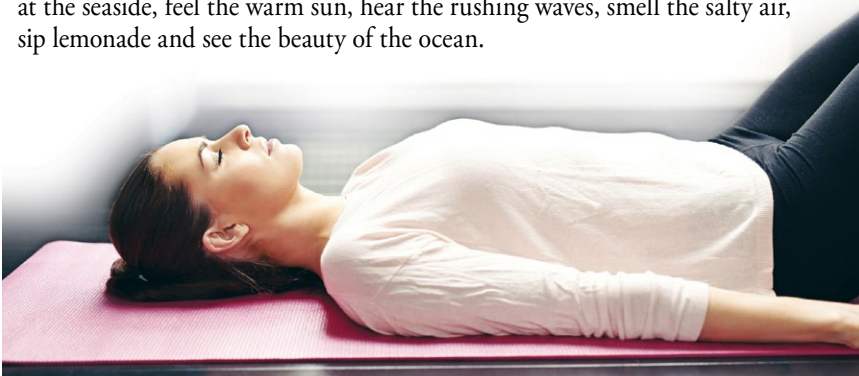
Easy Relaxation Techniques

When you feel tension rising, take a quick break with one of these easy relaxation techniques, and return to your work refreshed and ready to take on anything.

① **Breathe.** You can practice sitting, standing or lying down: Place your hand on your abdomen and breathe in slowly and deeply so you feel your hand rise. Count to three slowly as you hold your breath in, then breathe out and pause again for a count of three. Repeat this several times.

② **Scan.** Sit down, close your eyes and internally scan your body for any signs of tension, from your toes to your head. Consciously release any tension you find — for example, let your arms hang loose, open your mouth slightly, shrug your shoulders and let them drop, uncross your legs and feel yourself sink into your chair.

③ **Visualize.** Close your eyes, and picture yourself in a relaxing place. Engage all five senses in your mental picture. For example, if you're mentally at the seaside, feel the warm sun, hear the rushing waves, smell the salty air, sip lemonade and see the beauty of the ocean.



Working well or over-working?

Productivity experts agree there's more to productivity than checking off items on a to-do list and working longer, which doesn't ensure working better. Aim for efficiency and quality in your work, and always work toward your larger goals. **These three habits can help:**

- 1 Give one task your complete focus, instead of multitasking.
- 2 Identify the work that furthers your important goals, and spend more time and energy on it.
- 3 Batch low-priority tasks and schedule a standing appointment to complete them so you spend the bulk of your time on work that truly matters.

Parenting and Marriage

Parenting adds a new dimension to home life and relationships.

In particular, keeping a marriage strong through parenthood can be challenging. Here are ways to offset the stress:

Share the

duties. University of Missouri researchers found that when fathers shared the day-to-day household chores, beyond just child care, the marriage was happier. How the partners divided their duties didn't much matter. What counted was that both partners felt equally responsible for all aspects of running the home and raising the children.

Ask for help. Decades ago, extended families lived in close proximity and helped each other with child rearing. Today, that's often not the case. Build a support network so you can call upon friends, neighbors, fellow parents, a religious organization or babysitters to provide support.

Take time for yourself. Schedule time free of responsibilities to care for yourself and your relationship. Regular date nights help, even if they consist of ordering takeout and watching a movie after the kids go to bed. Be sure to exercise, eat nutritiously and do solo activities you enjoy. When both partners take care of themselves, the entire family is the better for it.



Turning Wishes Into **ACTIONS**



Too often, our goals go unrealized. Go beyond simply setting goals, and do something that will help you reach your mark.

According to Shane J. Lopez, a senior scientist with the Gallup organization and a leading researcher on hope, people can learn to be more hopeful and focus on a better future. In his book *Making Hope Happen*, Lopez outlines ways to cultivate hope and use it to turn wishes into actions, including the GPA method:

- ◆ **Goals thinking:** Set goals, and then refine them so they are reachable.
- ◆ **Pathways thinking:** Map out concrete strategies for how to get from where you are now to where you want to be.
- ◆ **Agency thinking:** Develop the skills, confidence and stamina you need to follow the path toward your goals.

As you work to think about your goals in these three different ways, use these strategies to help you along the path:

- ◆ **Focus.** Break down goals into small, achievable steps and focus only on the step you are working to complete.
- ◆ **Schedule.** Find creative ways to use the time you have, such as getting up earlier, using your work breaks productively, or giving up time spent watching television or using electronics to work on your goal.
- ◆ **Share.** Tell other people about your wishes and plans. This will strengthen your commitment and provide a ready-made support network to help you through the tough parts.



People in positions of power

perceive time differently, according to a University of California at Berkeley study. Researchers found that authority figures often think they have more control over time than their subordinates. However, as people gain power, they may tend to over-commit themselves or adhere to an unrealistic schedule.

Note: Due to production lead time, this issue may not reflect the current COVID-19 situation in some or all regions of the U.S. For the most up-to-date information visit [coronavirus.gov](https://www.coronavirus.gov).

The **Smart Moves Toolkit**, including this issue's printable download, **Conquer That Cough**, is at personalbest.com/extras/22V11tools.



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