

REGULAR MEETING OF THE
SAN GORGONIO MEMORIAL HOSPITAL
BOARD OF DIRECTORS

HUMAN RESOURCES COMMITTEE
January 17, 2024

The regular meeting of the San Gorgonio Memorial Hospital Board of Directors Human Resources Committee was held on Wednesday, January 17, 2024, in Classroom C, 600 N. Highland Springs Avenue, Banning, California.

Members Present: Susan DiBiasi, Perry Goldstein, Ron Rader, Steve Rutledge (C)

Excused Absence: None

Staff Present: Steve Barron (CEO), Angela Brady (CNE), Annah Karam (CHRO), Daniel Heckathorne (CFO) Ariel Whitley (Executive Assistant), John Peleuses (VP, Ancillary and Support Services), Karan P. Singh, MD (CMO)

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
Call To Order	Chair Steve Rutledge called the meeting to order at 9:32 am.	
Public Comment	No public was present.	
OLD BUSINESS		
Proposed Action - Approve Minutes: July 19, 2023, Regular Meeting, and September 26, 2023, Special Meeting	Chair Rutledge asked for any changes or corrections to the minutes of the July 19, 2023, regular meeting or the September 26, 2023, Special Meeting. There were none.	The minutes of the July 19, 2023, Regular Meeting, and the September 26, 2023, Special Meeting were reviewed and will stand as presented.
NEW BUSINESS		
Reports		
A. Employment Activity/Turnover Reports		
1. Employee	Annah Karam, Chief Human Resources Officer, reviewed	

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Activity by Job Class/ Turnover Report (07/01/2023 through 12/31/2023)	the report “Employee Activity by Job Class/Turnover Report” for the period of 07/01/2023 through 12/31/2023 as included in the Committee packet.	
2. Separation Reasons Analysis All Associates (07/01/2023 through 12/31/2023)	Annah reviewed the “Separation Reason Analysis for All Associates” for the period of 07/01/2023 through 12/31/2023 as included in the Committee packet. For this period, there were 82 Voluntary Separations and 18 Involuntary Separations for a total of 100.	
3. Separation Reason Analysis Full and Part Time Associates (07/01/2023 through 12/31/2023)	Annah reviewed the “Separation Reason Analysis for Full and Part Time Associates” for the period of 07/01/2023 through 12/31/2023 as included in the Committee packet. For this period, there were 48 Voluntary Separations and 18 Involuntary Separations for a total of 66.	
4. Separation Reason Analysis Per Diem Associates (07/01/2023 through 12/31/2023)	Annah reviewed the “Separation Reason Analysis for Per Diem Associates” for the period of 07/01/2023 through 12/31/2023 as included in the Committee packet. For this period, there were 34 Voluntary Separations and 0 Involuntary Separations for a total of 34.	
5. FTE Vacancy Summary (07/01/2023 through 12/31/2023)	Annah reviewed the “FTE Vacancy Summary” for the period of 07/01/2023 through 12/31/2023 as included in the Committee packet. Annah reported that the Facility Wide vacancy rate as of 12/31/2023 was 25.13%.	
6. RN Vacancy Summary	Annah reviewed the “RN Vacancy Summary” for the period of 07/01/2023 through 12/31/2023 as included in the	

AGENDA ITEM	DISCUSSION	ACTION / FOLLOW-UP
(07/01/2023 through 12/31/2023)	Committee packet. Annah reported that the Overall All RN Vacancy rate as of 12/31/2023 was 35.29%.	
B. Workers Compensation Report		
Workers Compensation Report (07/01/2023 through 12/31/2023)	Annah reviewed the Workers Compensation Reports covering the period of 12/01/2023 through 12/31/2023 as included in the Committee packet. The agenda incorrectly stated 07/01/2023 through 12/31/2023.	
Education	Annah reviewed each education article as included in the committee packets: <ul style="list-style-type: none"> • California Employers Are Now Required to Pay for Food Handler Cards: Your 4-Step Action Plan • HR Manager’s Legal Alert for Supervisors 	
Future Agenda items	None.	
Next regular meeting	The next regular Human Resources Committee meeting is scheduled for April 17, 2024, @ 9 am.	
Adjournment	The meeting was adjourned at 10:19 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