

# 2020 Human Resources Committee Agenda

May 4, 2020, 10 a.m; [Zoom Link](#)

Co-Chairs:

Elena Marcuss, Esq., Partner, McGuireWoods LLP

Shawn Talley, MS, PHR, Executive VP, HR & Administration, MedZed

Staff:

Keiren Havens, Chief Strategy Officer

Rachelle Adams, MS, SHRM-CP, Director of Human Resources

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## **I. Welcome & Introductions**

- Steve Metzger, Esq., Partner, Gallagher, Evelius & Jones
- Elizabeth Drigotas, Esq., Formerly Principal, Deloitte Tax
- Warren White, SHRM-CP, CPRW, SPHR

## **II. Seeking 2020 HR Committee Candidates**

### **A. HR Experience Profile (mission-driven + health care industry preferred):**

- i. Leadership in policy & policy implementation
- ii. Data analysis
- iii. Recruitment & selection
- iv. Health benefits administration
- v. Equity & inclusion efforts

### **B. Submissions by COB Friday, May 15 to Keiren:**

- i. Name
- ii. Title
- iii. Employer
- iv. LinkedIn profile/resume

## **III. Overview of Current Status**

- A. Financials: March steady; impact projected for April
- B. Reduced headcount: 224 filled positions (28 below prior yr)
- C. Location of staff: 55 staff in-clinic at 421 Fallsway (rotating); remainder teleworking
- D. PPP secured: \$3.4M
- E. FFCRA federal paid sick leave: implemented
- F. New pay code: "Standby" implemented

## **IV. Review: 2020 HR Committee Priorities (see below)**

## **V. Discussion: COVID and Changing Workplace**

## **VI. Meetings: Week of June 15, July 27, Sept 7**

## **DRAFT 2020 Human Resources Committee Priorities**

- (1) Policy Review
  - A. New: Lactation Policy (+ Procedure), Workplace Violence Policy
  - B. Biannual Review: Professional Development, Tuition Reimbursement, Reasonable Accommodation (attached)
  - C. Input/Feedback: False Claims Act procedure, Leave donation procedure, Credentialing & Privileging
- (2) COVID + the Changing Workplace
  - Telework policies and practices
  - Additional business capacity: Telehealth launch
  - Performance evaluation
  - Flexible work schedules
  - Training
  - Staff wellness
- (3) Agency Strategic Priority 3; 2020 Initiative: Establish institutional structures to address racial equity in clinical care
  - Form Board and staff structures to create scope
  - Establish benchmarks and goals for staff recruitment, professional development and promotion
  - (+ Q4 2020 Staff Satisfaction Survey)
- (4) Preparation: Health Benefits 2021-2022