

# MINUTES

North Broward Hospital District Board Of Commissioners  
1700 Northwest 49<sup>th</sup> Street, Suite #150, Ft. Lauderdale, 33309

## **HUMAN RESOURCE COMMITTEE MEETING 2:00 p.m., October 29, 2018**

### **NOTICE**

Notice of this meeting is attached to the official Minutes as EXHIBIT I. The official Agenda for this meeting, as presented for the consideration of the Committee, is attached to the official Minutes as EXHIBIT II.

**CALL TO ORDER** 4:15 p.m.

### **COMMITTEE MEMBERS**

*Present:* Commissioner Steven A. Wellins, Chair  
Commissioner Ray T. Berry

*Not Present:* Commissioner Christopher T. Ure

#### *Senior Leadership*

*Additionally Present:* Nancy W. Gregoire/Commissioner, Stacy L. Angier (pending oath of office), Andrew M. Klein/Commissioner, Gino Santorio/Acting President/Chief Executive Officer, Alan Goldsmith/Chief Financial Officer, Lynn Barrett/Corporate General Counsel

**PUBLIC COMMENTS** None

**APPROVAL OF MINUTES** None

### **TOPIC OF DISCUSSION**

1. Personal Leave Policy for Board Reports - Melanie Hatcher

Ms. Hatcher highlighted the key points of the policy applicable to Broward Health employees who report directly to the Board of Commissioners as Board Reports

\* Due to this being the first official live stream meeting, technical difficulties presented themselves, which resulted in inaudible recording for a portion of this item.

**MOTION:** It was *moved* by Commissioner Berry, *seconded* by Commissioner Wellins, to:

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**Amend first bullet point under section “F” to allow the CEO to request approval for personal time off (PTO) from the Chairman of the Board versus all six Board Members.**

Motion *carried* unanimously.

2. Review Board Report evaluation forms and process to be used – Melanie Hatcher

Ms. Hatcher reported on the evaluation process for all employees, which included managers and Board Reports. On day of evaluation, a general average score would be taken and reported in an open meeting format, in an effort to maintain transparency. The Committee agreed this process should continue to be followed.

3. Schedule review for Board Reports – Melanie Hatcher

**MOTION:** It was *moved* by Commissioner Berry, *seconded* by Commissioner Wellins, to:

**Approve the Proposed Board Report Evaluation Form and Process.**

Motion *carried* unanimously.

4. Review new NBHD Board & Non- Board Report employment contract template

Commissioner Wellins stated that he would not be opposed to deferring review of the template with the caveat that no new employment contract would be executed until after the Committee’s review was complete. It was agreed that the item be tabled until November, to allow additional time to consult with outside counsel.

\* Commissioner Klein excused himself from the meeting due to a previous engagement.

5. Review new Board Report contract process.

**MOTION:** It was *moved* by Commissioner Berry, *seconded* by Commissioner Wellins, that:

**The Board of Commissioners of the North Broward Hospital District consider the Contract Negotiation Process for Board Reports.**

Motion *carried* unanimously.

6. Review new job description and job title for Board Liaison – Melanie Hatcher

Commissioner Wellins requested that Ms. Hatcher combine items 6 and 7 and present them together.

7. Review job description and job posting for new executive assistant to Board – Melanie Hatcher

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Discussion ensued clarifying that the Records Custodian and 119 responsibilities remain within the legal department.

**MOTION:** It was *moved* by Commissioner Berry, *seconded* by Commissioner Wellins, that:

**The job description for the Director of the Offices of the Board of Commissioners Support Services be approved.**

Motion *carried* unanimously

Ms. Hatcher described the scope and responsibilities for an additional position titled, Executive Secretary Analyst to the Director of the Offices of the BOC Support Services and that the position was at a pay-grade level (11).

Ms. Hatcher recommended that the Special Assistant to the Board of Commissioners be upgraded to the position of Director of the Board of Commissioners Support Services. Ms. Hatcher shared two salary options as a starting point for discussion, option #1, at a minimum salary of \$91,520 with possibility of reevaluation at six months and option #2, at a midrange salary of \$114,504.

**MOTION:** It was *moved* by Commissioner Wellins, *seconded* by Commissioner Berry, that:

**The salary for Patricia Alfaro, Director of the Board of Commissioners Support Services, be approved at \$100K, an exempt position, with a six month performance review and that an Executive Assistant Analyst be retained in support of the new position.**

Motion *carried* unanimously.

8. Office of the Board of Commissioners' Budget – Melanie Hatcher

Item postponed.

9. Market Adjustment Staff – Melanie Hatcher

Ms. Hatcher further reported that the adjustment recommendation was for approximately \$2.74 million, impacting 1500 Allied Health clinical positions. This item was previously approved and already reflected in the budget, which should have gone into effect last July 1, 2018.

**MOTION:** It was *moved* by Commissioner Berry, *seconded* by Commissioner Wellins, that:

**The Allied Health Clinical Staff Market Adjustment be approved retroactively to July 1, 2018.**

Motion *carried* unanimously.

10. Tier II Proposal – Melanie Hatcher

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Commissioner Wellins reported that the Tier II item had previously been approved subject to a document being drafted that would memorialize the Tier II Management Incentive Plan for fiscal year 2018.

**MOTION:** It was *moved* by Commissioner Berry, *seconded* by Commissioner Wellins, to:

**Accept the document as planned.**

Motion *carried* unanimously.

**MEETING ADJOURNED**

**The Human Resource Committee meeting was adjourned by Commissioner Wellins, the Human Resource Chair, at 6:15 p.m.**

Respectfully submitted,  
Commissioner Stacy L. Angier, Secretary/Treasurer

APPROVED