

April 4, 2024

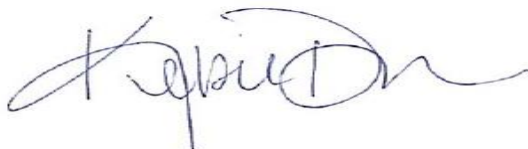
## NOTICE

The Board of Directors of the Kaweah Delta Health Care District will meet in an open Human Resources Committee meeting at 4:00 PM on April 10, 2024, in the Kaweah Health Medical Center Executive Offices Conference Room – 305 W. Acequia Avenue – Acequia Wing, Visalia, CA.

All Kaweah Delta Health Care District regular board meeting and committee meeting notices and agendas are posted 72 hours prior to meetings (special meetings are posted 24 hours prior to meetings) in the Kaweah Health Medical Center, Mineral King Wing entry corridor between the Mineral King lobby and the Emergency Department waiting room.

The disclosable public records related to agendas are available for public inspection at Kaweah Health Medical Center – Acequia Wing, Executive Offices (Administration Department) {1st floor}, 400 West Mineral King Avenue, Visalia, CA and on the Kaweah Delta Health Care District web page <https://www.kaweahhealth.org>.

KAWEAH DELTA HEALTH CARE DISTRICT  
David Francis, Secretary/Treasurer



Kelsie Davis  
Board Clerk, Executive Assistant to CEO

DISTRIBUTION:  
Governing Board  
Legal Counsel  
Executive Team  
Chief of Staff

<http://www.kaweahhealth.org>



## **KAWEAH DELTA HEALTH CARE DISTRICT BOARD OF DIRECTORS HUMAN RESOURCES COMMITTEE**

Wednesday, April 10, 2024  
Kaweah Health Medical Center  
305 W. Acequia Avenue, Executive Office Conference Room (1<sup>st</sup> Floor)

ATTENDING: Directors: Lynn Havard Mirviss (chair) & Ambar Rodriguez; Gary Herbst, CEO; Keri Noeske, Chief Nursing Officer; Dianne Cox, Chief Human Resources Officer; Brittany Taylor, Director of Human Resources; Raleen Larez, Director of Employee Relations; Hannah Mitchell, Director of Organizational Development; Jaime Morales, Director Talent Acquisition; JC Palermo, Director of Physician Recruitment; April McKee, Director of Medical Staff Services; Amy Shaver, Director of GME; Thomas Gray, M.D., Chief Medical Officer; Blanca Bedolla, recording

1. **OPEN MEETING – 4:00 PM**
2. **CALL TO ORDER** – *Lynn Havard Mirviss*
3. **PUBLIC PARTICIPATION** – Members of the public may comment on agenda items before action is taken and after it is discussed by the Board. Each speaker will be allowed five minutes. Members of the public wishing to address the Board concerning items not on the agenda and within the jurisdiction of the Board are requested to identify themselves at this time. For those who are unable to attend the beginning of the Board meeting during the public participation segment but would like to address the Board, please contact the Board Clerk (Kelsie Davis 559-624-2330) or [kedavis@kaweahhealth.org](mailto:kedavis@kaweahhealth.org) to make arrangements to address the Board.
4. **PHYSICIAN RECRUITMENT** – Overview and discussion of the monthly physician recruitment report.- *JC Palermo, Director of Physician Recruitment/Relations*
5. **KAWEAH CARE CULTURE INITIATIVES** – Discuss Kaweah Care Ideal Work Environment, Ideal Practices Environment and updates relative to current and proposed initiatives.- *Dianne Cox, Chief Human Resources Officer*
6. **HUMAN RESOURCES POLICIES** – Review of the following Human Resources policies as reviewed and recommended to be presented to the Board for approval:
  - a. **HR.04** - Special Pay Practices - Revised
  - b. **HR.70** - Meal Periods, Rest Breaks and Breastfeeding, and/or Lactation Accommodation– Revised
  - c. **HR.173** – Employee Emergency Relief – Revised
7. **ADJOURN** – *Lynn Havard Mirviss, Committee Chair*

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate at this meeting, please contact the Board Clerk (559) 624-2330. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Kaweah Delta Health Care District Board of Directors meeting.*

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**Mike Olmos – Zone 1  
President**

**Lynn Havard Mirviss – Zone 2  
Vice President**

**Dean Levitan, MD –  
Zone 3  
Board Member**

**David Francis – Zone 4  
Secretary-Treasurer**

**Ambar Rodriguez – Zone 5  
Board Member**

**Physician Recruitment and Relations**

*Medical Staff Recruitment Report - March 2024*

Prepared by: JC Palermo, Director Physician Recruitment - jpalermo@kaweahhealth.org - (559) 624-5456

Date prepared: 3/19/2024

Valley Children's Health Care	
Maternal Fetal Medicine	2
Neonatology	1
Pediatric Cardiology	1
Pediatric Hospitalist	1

Delta Doctors Inc.	
Family Medicine	2
OB/GYN	1
Adult Psychiatry	1

Key Medical Associates	
Endocrinology	1
Family Medicine/Internal Medicine	4
Gastroenterology	1
Pediatrics	1
Pulmonology	1
Rheumatology	1

Sequoia Oncology Medical Associates Inc.	
Hematology/Oncology	1

Orthopaedic Associates Medical Clinic, Inc.	
Orthopedic Surgery (General)	1
Orthopedic Surgery (Hand)	1
Orthopedic Surgery (Trauma)	1

Stanford Health Care	
Cardiothoracic Surgery	2

Sequoia Cardiology Medical Group	
EP Cardiology	1

Oak Creek Anesthesia	
Anesthesia - General/Medical Director	1
Anesthesia - Obstetrics	1
Anesthesia - Regional Pain	1
Anesthesia - Cardiac	1
CRNA	1

USC Urology	
Urology	3

Valley Hospitalist Medical Group	
GI Hospitalist	1

Other Recruitment/Group TBD	
Dermatology	2
Family Medicine	3
Gastroenterology	2
Hospice & Palliative Medicine	1
Neurology - Outpatient	1
Otolaryngology	2
Pediatrics	1
Pulmonology - Outpatient	1
Interventional Cardiology	1
General Cardiologist	1

Valley ENT	
Audiology	
Otolaryngology	1

Mineral King Radiology Group	
Diagnostic Radiology	1
Interventional Radiology	1

**Physician Recruitment and Relations**  
**Medical Staff Recruitment Report - March 2024**

Prepared by: JC Palermo, Director Physician Recruitment - jpalermo@kaweahhealth.org - (559) 624-5456  
 Date prepared: 3/19/2024

#	Specialty	Group	Date Added	Current Status
1	Orthopedic Trauma	Orthopaedic Associates	2/2/2024	Leadership call scheduled
2	Orthopedic Sports	Orthopaedic Associates Medical Clinic, inc	2/2/2024	Prescreen call pending
3	Orthopedic Hand	Orthopaedic Associates Medical Clinic, inc	2/2/2024	Leadership call pending
4	EP Cardiologist	TBD	2/2/2024	Currently under review
5	Pulmonology	TBD	1/9/2024	Currently under review
6	General Cardiology	TBD	11/1/2023	Currently under review
7	Gastroenterology	TBD	9/25/2023	Currently under review
8	EP	TBD	9/11/2023	Currently under review
9	Family Medicine	TBD	6/21/2023	Currently under review
10	Family Medicine	TBD	6/21/2023	Currently under review
11	Anesthesia - OB	Oak Creek Anesthesia	2/7/2024	Currently under review
12	Orthopedic Trauma	Orthopaedic Associates Medical Clinic, inc	8/18/2022	Currently under review
13	General Surgery	TBD	2/23/2024	Currently under review
14	General Surgery	TBD	2/23/2024	Currently under review
15	Cardiac Anesthesia	Oak Creek Anesthesia	3/15/2024	Site Visit: 4/18/24
16	Family Medicine	TBD	2/23/2024	Currently under review

#	Specialty	Group	Offer Sent
1	Medical Oncology	Sequoia Oncology	9/1/2023
2	Family Medicine	Direct/1099	9/14/2023
3	Interventional Cardiology	TBD	9/25/2023
4	Family Medicine	Direct/1099	11/2/2023
5	Family Medicine	Direct/1099	11/7/2023
6	Psychiatry	TBD	12/5/2023
7	Neurology	Kaweah Nerology	1/4/2024
8	Occupational Med	Direct/1099	2/2/2024
9	Anesthesia - Cardiac	Oak Creek	2/2/2024
10	Psychiatry	1099	Pending
11	Pulmonology	TBD	Pending
12	Bariatric/General Surgery	TBD	Pending

#	Group	Offer Sent	Expected Start Date
1	Anesthesia - General	Oak Creek Anesthesia	Spring 2024
2	CRNA	Oak Creek Anesthesia	Spring 2024
3	CRNA	Oak Creek Anesthesia	Spring 2024
4	CRNA	Oak Creek Anesthesia	Spring 2024
5	CRNA	Oak Creek Anesthesia	Spring 2024
6	CRNA	Oak Creek Anesthesia	Spring 2024
7	Anesthesia	Oak Creek Anesthesia	Fall 2024
8	Anesthesia - Critical Care	Oak Creek Anesthesia	Fall 2024
9	Orthopedic Trauma	Orthopaedic Associates Medical Clinic	Summer 2024
10	Hospice & Palliative Medicine	Independent	Summer 2024
11	CRNA	Oak Creek Anesthesia	Pending
12	Endocrinology	Direct/1099	Pending Credentialing
13	Radiation Oncology	SROSI	Summer 2024
14	Cardiothoracic Surgery	Stanford	Summer 2024
15	CRNA	Oak Creek Anesthesia	Summer 2024
16	OB Medical Director of Anesthesia	Oak Creek Anesthesia	Summer 2024

<b>Policy Number:</b> HR.04	<b>Date Created:</b> 12/19/2019
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b>
<b>Approvers: Board of Directors (Human Resources)</b>	
<b>Special Pay Practices</b>	

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

Designated departments may have special pay practices that provide for competitive compensation and/or incentives for employees to work varying shifts or additional shifts. All special pay practices are approved by the Hospital and are subject to change at any time. In all cases, Wage and Hour Law will apply.

**Pay Practices:**

- Other Hours- Base rate of pay for additional hours or shifts worked for certain exempt positions.
- MICN: \$1.50 for active MICN certification. Effective upon submission/validation of certification to Human Resources.
  - TNCC: \$1.50 for active TNCC certification. Effective upon submission/validation of certification to Human Resources. Eligible job codes include:
    - RN: 2217 2247 in ED
    - Charge Nurse: 2277 in ED
    - Assistant Nurse Manager: 2187/2188 in ED

**Donning and Doffing Sterile Scrubs**

Employees who work in surgical services or sterile procedural areas are entitled to up to 10 minutes to change into provided sterile scrubs before and after their shift.

**Sleep Pay**

Hourly rate paid to Surgery and Cath Lab employees for those who require an 8-hour gap between the current shift worked and the next scheduled shift. The employee will be paid at the start of the next scheduled shift but is not expected to work until the 9th hour after finishing a prior shift.

**Private Home Care Holiday**

Rate is based on where the employee travels. Holiday differential is received for Kaweah Health observed holidays, in addition to Mother’s Day and Easter.

**Private Home Care On-Call**

Eligible Job Codes:

- PHC Staffing Coordinator: 0123 (Base rate of pay for a minimum of 1-hour for on-call)

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<b>Policy Number:</b> HR.70	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b>
<b>Approvers:</b> Board of Directors (Administration)	
<b>Meal Periods, Rest Breaks and Breastfeeding, and/or Lactation Accommodation</b>	

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**PURPOSE:**

It is important that Kaweah Health employees receive their meal periods and rest breaks. These assist staff in attending to personal matters as well as downtime. Kaweah Health will facilitate meal periods and rest breaks by relieving employees of duties for specified amounts of time. In addition, Kaweah Health will provide rest and recovery periods related to heat illness for occupations that may be affected by same (i.e. Maintenance employees who work outdoors). Kaweah Health supports new mothers who desire to express milk for their infants while at work. Kaweah Health will provide the use of a room, or other location to the nursing mothers work area for expressing milk.

**MEAL PERIOD POLICY AND PROCEDURE:**

For non-exempt employees working more than five hours per day, including 8-, 9-, or 10-hour shift employees, Kaweah Health will provide, and employees are expected to take a 30-minute duty-free meal period. The meal period will be scheduled to start within the first five hours of each shift, i.e. the meal period must start before the end of the fifth hour in the shift. An employee who works routinely six hours or less per day may voluntarily choose to waive the meal period in writing.

For non-exempt employees working more than ten hours per day, including 12-hour shift employees, Kaweah Health will provide, and employees are expected to take a second 30-minute duty-free meal period; this meal period must start before the end of the tenth hour of the shift. Employees working more than ten hours, but less than twelve hours may choose to waive, in writing, one of the two meal periods provided. If one of the two meal periods is waived, the single meal period will be scheduled approximately in the middle of the workday as practicable. An employee working more than 12 hours is authorized and expected to take a third 30-minute meal period.

Meal periods will be made available and provided by Kaweah Health Leaders; it is each employee's responsibility to ensure that they are taking appropriate meal periods as set forth in the policy. If an employee voluntarily delays a meal period that is permitted. Kaweah Health retains the right to set work schedules, including meal periods and rest break schedules.

Meal periods will be unpaid only if the employee is relieved of all duty for at least 30 minutes and the employee is not interrupted during the meal period with work-related requests. Non-exempt employees may leave the organization premises during meal periods, but are to notify their supervisor if they do leave, and inform them when they return.

Employees who are not provided a 30- minute meal period of uninterrupted time in a timely manner as described are entitled to one hour of pay at their regular rate of pay (pay code MPRB1hour). An employee who is not provided with a meal period according to policy must,



on the day of the missed and/or interrupted meal period complete a time adjustment sheet and notify their leader. The leader will authorize payment of premium pay in the timekeeping system. Note that if the employee voluntarily delays their meal period, no additional pay of one hour will be paid.

In particular circumstances and based solely on the nature of the work, and with the approval of Human Resources, a revocable On-Duty Meal Period Agreement can be completed by the employee and Kaweah Health. This typically applies when there are few employees in a department or night shift is limited.

The beginning and end of each meal period must be accurately recorded on the time card or timekeeping system.

**REST BREAK POLICY AND PROCEDURE:**

By way of this policy, non-exempt employees are also authorized, permitted, and expected to take a 10-minute rest break for every four hours of work or major fraction thereof. Employees must work at least 3.5 hours to be entitled to a rest break. Rest breaks should be taken in the middle of each 4- hour period in so far as it is practicable. These rest breaks are authorized by Kaweah Health; but it is each employee's responsibility to ensure that they are taking appropriate rest breaks.

Rest breaks are considered paid time, and employees do not clock out and clock in for taking such breaks. Leaving the organization premises is not permitted during a rest break.

If for some reason, an employee's rest break is not authorized or permitted, the employee will be entitled to one hour of pay at their regular rate of pay. An employee who is not authorized or permitted to take a rest break according to policy must complete a time adjustment sheet by the end of the current pay period and notify their leader. Only one premium payment per day will be paid for missing one or more rest breaks.

**ADDITIONAL INFORMATION:**

An employee may be entitled to no more than two hours of premium pay per day (one for a meal period that was not provided and one for one or more rest breaks that were not authorized or permitted). Employees are required to submit time adjustment sheets by the end of the current pay period for the missed or interrupted meal break or unauthorized rest break listing the reason or reasons for a missed or shortened meal period or a missed rest break.

Employees may not shorten the normal workday by not taking or combining breaks, nor may employees combine rest breaks and meal periods for an extended break or meal period

Non-Exempt employees are entitled to rest breaks as follows:

- Less Than 3.5 Hours: An employee who works less than three-and-a-half is not entitled to a rest break.
- 3.5 Hours or More: An employee who works three-and-a-half hours or more is entitled to one ten-minute rest period.
- More than 6 Hours: An employee who works more than six hours is entitled to two ten-minute rest periods, for a total of 20 minutes of resting time during their shift.
- More than 10 Hours: An employee who works more than ten hours is entitled to three ten-minute rest periods, for a total of 30 minutes of resting time during their shift.

- An employee is entitled to another ten-minute rest period every time they pass another four-hour, or major fraction thereof, milestone.

How Many Meal Breaks Must be Taken:

- 5 Hours or Less: An employee who works five hours or less is not entitled to a meal break.
- More than 5 Hours: An employee who works more than five hours is entitled to one 30- minute meal break.
- More than 10 Hours: An employee who works more than ten hours is entitled to a second 30-minute meal break.

### **BREASTFEEDING AND/OR LACTATION ACCOMMODATION**

Kaweah Health is compliant with the Pregnant Workers Fairness Act (PWFA) requirements and the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act). Kaweah Health will provide a reasonable amount of break time to allow an employee to express breast milk for that employee's infant child. The break time will run concurrently, if possible, with any rest break or meal period time already provided to the nursing mother. If it is not possible for the break time that is already provided to the employee, the break time shall be unpaid.

Kaweah Health will make reasonable efforts to provide the nursing mother with the use of a room or other location in close proximity to their work area for the nursing mother to express milk in private. If a refrigerator cannot be provided, Kaweah Health may provide another cooling device suitable for storing milk, such as a lunch cooler.

There are several designated lactation rooms that may be found throughout Kaweah Health. Their locations are the following:

- a) Mineral King Wing, 1<sup>st</sup> Floor MK lobby by Lab Station
- b) Mineral King Wing, 2<sup>nd</sup> Floor on the left heading to ICU
- c) Mineral King Wing, 3<sup>rd</sup> Floor on the left just past the stairwell
- d) Acequia Wing, Mother/Baby Department
- e) Support Services Building, 3<sup>rd</sup> Floor, (Computer available)
- f) South Campus, next to Urgent Care Lobby
- g) Imaging Center/Breast Center Office (Computer available)
- h) Mental Health Hospital, Breakroom Suite
- i) Visalia Dialysis, Conference Room, (Computer available)
- j) Exeter Health Clinic, Family Practice Department, (Computer available)
- k) Woodlake Health Clinic, (Computer available)
- l) Dinuba Health Clinic, (Computer available)
- m) Lindsay Health Clinic, (Computer available)
- n) Rehabilitation Hospital, next to Outpatient Speech Therapy Office

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<b>Policy Number:</b> HR.173	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b>
<b>Approvers:</b> Board of Directors (Administration)	
<b>Employee Emergency Relief</b>	

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**POLICY:**

This policy was developed to assist employees with personal financial emergencies. The funding of this program is through unused Section 125 funds and donations by employees of Kaweah Health. The unused Section 125 funds will be donated to the Kaweah Health Hospital Foundation and restricted to use for the Kaweah Health Employee Emergency Relief.

**PROCEDURE:**

To seek assistance from the emergency fund, an application (attached Exhibit) must be fully completed and signed by the employee and department director. The application must be submitted to the Human Resources Department. Applications for assistance shall be reviewed and approved by the Chief Human Resources Officer.

I. Eligibility

- A. All full-time and part-time employees are eligible after successfully completing the introductory period of employment. Employees may not be in the Disciplinary Action Process with a Level II counseling or higher.
- B. One application per household.
- C. Requests must be submitted to Human Resources in writing by the employee needing assistance. A Manager/Director acknowledgment of submission for Human Resources review is required.
- D. Application must be submitted to Human Resources within sixty (60) days of the emergency event or condition resulting in a need for assistance.
- E. Any misrepresentation on this application may be sufficient cause for rejection of the application and disciplinary action up to and including termination of employment.
- F. Employees requesting assistance must meet at least one of the required criteria.

## II. Criteria

The requesting employee may be asked to provide documentation for any of the criteria listed below (i.e. direct financial impact that creates a hardship for the household):

Expenses associated with:

1. Death of an immediate family member
2. A catastrophic event affecting the employee (Example: home fire or natural disaster)
3. Financial hardship related to educational pursuits
4. Adoption

## III. Definition of Immediate Family

For the purpose of this policy, immediate family is defined as mother, father, sister, brother, spouse, registered domestic partner, child, grandchild, grandparent, legal guardian, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, sister-in-law, step child, step parent, step brother, and step sister.

## IV. Disbursement

- Awards will be disbursed as approved by the Chief Human Resources Officer or designee provided funds are available.
- Awards are not to exceed a maximum of \$1,000.
- Employees are eligible to reapply for assistance every five (5) years. Exceptions to the policy can be approved by the Chief Human Resources Officer after review and approval.

## V. Donations

Should the Employee Emergency Relief program be discontinued, the Kaweah Health Hospital Foundation and Human Resources will determine the use of the funds. No additional donations to the Employee Emergency Relief Fund will be accepted

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**Kaweah Health**  
**Employee Emergency Relief Application**  
**(Submit to the Human Resources Department)**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_ Department: \_\_\_\_\_

Title: \_\_\_\_\_ Employee # \_\_\_\_\_ Phone # \_\_\_\_\_

Amount of Request \$ \_\_\_\_\_ (Maximum \$1,000)

**Emergency Criteria (Please check one)**

- Death of an immediate family member
- A catastrophic event affecting the employee. (Example: Fire or Natural Disaster)
- Financial hardship related to Educational pursuits
- Adoption

***\*Funds may take up to one month to be distributed.***

(Brief explanation of your situation): \_\_\_\_\_ Date of Incident: \_\_\_\_\_

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Our goal is to pay some of your expenses to help assist you with this unforeseen emergency. Please list the expenses that you need assistance with as well as the amount of assistance needed. Please attach unpaid invoices. (Unfortunately, we can only make payments to third parties. We cannot write a check directly to you. Funds cannot be used to pay **Medical Insurance Premiums.**)

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I certify that all statements above are true and correct. Any misrepresentation on this application may be sufficient cause for rejection of the application. I also certify that I have read the Employee Emergency Relief Policy HR 173.

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Department Director/Manager Verification \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

Human Resources use only

Date Received: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Has the employee applied and been awarded in the past three (5) years? Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Approved: (Amount) \_\_\_\_\_ Denied (Reason): \_\_\_\_\_

Given to the Foundation (Date): \_\_\_\_\_ Check to be ready on (Date): \_\_\_\_\_

Funds distributed to (Co. Name): \_\_\_\_\_ Date: \_\_\_\_\_