

SOUTHERN INYO HEALTHCARE DISTRICT

Special Meeting of the Board of Directors Minutes

Date: Wednesday, March 18, 2020

Time: 4:30 p.m.

Location: RCA Church
550 East Post St., Lone Pine, CA 93545

CALL-IN #
310-747-3280
Access 4506953

PRESENT

Jaque Hickman, President
Charles Carson, Vice President
Bruce Branson, Treasurer

ABSENT

Carma Roper, Secretary
Mark Lacey, Director

OTHERS

Peter Spiers, CEO
Chester Beedle, Financial Consultant (via phone)
Maritza Perkins, Executive Assistant
Barbara Southey, HR Manager
Scott Nave, Legal Counsel

I. CALL TO ORDER

The meeting was called to order at 4:30 pm.

Vice President Carson moved to approve the agenda for March 18, 2020. Treasurer Branson seconded. All Approved.

II. BUSINESS ITEMS

A. ADP Workforce Now Quote-Talent Module & Onboarding Module

This is a talent module and onboarding module that HR would like to add to our current ADP system. Barbara Southey, HR Manger stated that we found out that we did not have the entire software that we needed in order to complete tasks for human resources. The new modules will maintain information within

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the system. Admin and HR had a demo of the new modules with ADP. This will be approx. \$550-600 extra a month (depending on how many employees). This will allow us to have a fully digital sweep for HR. This quote is based off a rate amount per employee. The board action would be to approve the talent and onboarding modules not the dollar amount.

Action: Vice President Carson moved to approve the Talent and Onboarding modules. Treasurer Branson seconded. All Approved.

B. Approval of CEO Contract-Peter Spiers

President Hickman stated that Scott Nave reviewed the contract and there were changes to be made. On the exhibit page (page 8), Scott Nave stated that we needed to changed it from 5 years to 4 years. 4 years is the cap by law (at one time). It doesn't mean you cannot renew. On Page 3, section 6.2 Scott added phrase "and those powers delegated by the districts directors". Scott deleted an insurance provision. Also on exhibit A Scott added sections 10 & 11 about attending meeting, providing reports and other duties the board directs.

Treasurer Branson stated that he hasn't seen Peter Spiers resume but he is doing a good job. President Hickman mentioned that Peter helped a lot on the bankruptcy plan.

Action: Vice President Carson moved to approve the CEO contract with Peter Spiers. Treasurer Branson seconded. All approved.

C. Payroll Time & Attendance Policy

Maritza Perkins stated that the policy was already in the system. There were a few things that were removed, changed and added.

Removal of the translation percentage portion.

Changed of the minutes allowed before clock in.

Added a strike 3 rule for employees not using the time clock on a daily basis. Admin and payroll understands that there are mistakes and issues with the ADP. But every employee should be held accountable for clocking in and out.

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Treasurer Brandon asked if there was a policy on leaving the facility while on the clock. Maritza Perkins stated that she believes there is a policy for leaving the facility. The policy will be pulled and reviewed. Maritza Perkins recalls a policy stating that an employee can only leave the facility on a lunch break (clocked out). If you are on your 15 minute break you must stay on the premises and must answer any emergency overhead calls.

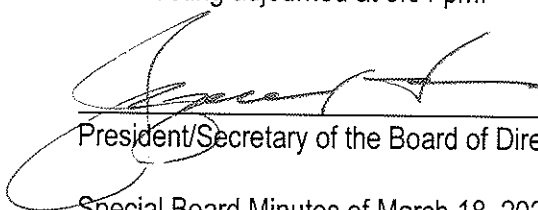
Peter Spiers stated that it is clear that the staff needs to know that this is part of working at SIHD. Each employee needs to manage their own clock-in and clock-out times. There will be a penalty if they don't manage their own time with the 3 strike rule.

President Hickman asked about smoke breaks and the abuse of smoke breaks. Peter stated that there may be some. He believes it needs to be tighter.

Action: Treasurer Branson moved to approve the updated Payroll Time & attendance policy. Vice President Carson seconded. All approved.

III. ADJOURNMENT

The meeting adjourned at 5:04 pm.



President/Secretary of the Board of Directors

6-9-2020
Date

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