

Minutes of the Meeting of the Human Resources Committee of the Board of Directors of the Cook County Health and Hospitals System (CCHHS) held Thursday, November 14, 2024 at the hour of 12:00 P.M., at 1950 West Polk Street, Room 5301, in Chicago, Illinois.

## **I. Attendance/Call to Order**

Chair Garza called the meeting to order.

Present: Chair Raul Garza and Directors Sam A Robinson, III, PhD and Tanya R. Sorrell, PhD, PMHNP-BC (3)

Also Remotely

Present: Director Maya Green, MD, MPH, FACHE

Absent: None (0)

Additional attendees and/or presenters were:

Win Buren – Chief Human Resources Officer  
Jeff McCutchan - General Counsel  
Erik Mikaitis, MD – Chief Executive Officer  
Alisha Patel – Assistant General Counsel

Beena Peters, DNP – Chief Nursing Executive  
Carrie Pramuk-Volk – Associate Chief Human Resources Officer  
Deborah Santana – Secretary to the Board

The Human Resources Committee’s regular meeting schedule for 2025 has not yet been determined; however, it is expected that the Committee will begin holding their quarterly meetings starting in February 2025.

## **II. Public Speaker Testimony**

There was no public testimony presented.

## **III. Informational Reports to Committee**

- Introduction of Chief Human Resources Officer Win Buren
- Report from Human Resources Department (Attachment #1)

Dr. Erik Mikaitis, Chief Executive Officer, introduced and welcomed the new Chief Human Resources Officer Win Buren.

Carrie Pramuk-Volk, Associate Chief Human Resources Officer, provided an overview of the Report from the Human Resources Department, which included information on the following subjects:

- FY2024 Metrics
- HR Nurse Recruitment
- Hiring Fairs
- Recruitment Improvements
- Reduction of Agency Usage
- Provident Scholarships



Cook County Health and Hospitals System  
Minutes of the Human Resources Committee Meeting  
November 14, 2024

ATTACHMENT #1

# Human Resources Report

Win Buren, Chief Human Resources Officer

Carrie Pramuk-Volk, Associate Chief Human Resources Officer

November 14, 2024



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# FY 2024 Metrics

Hiring Impact



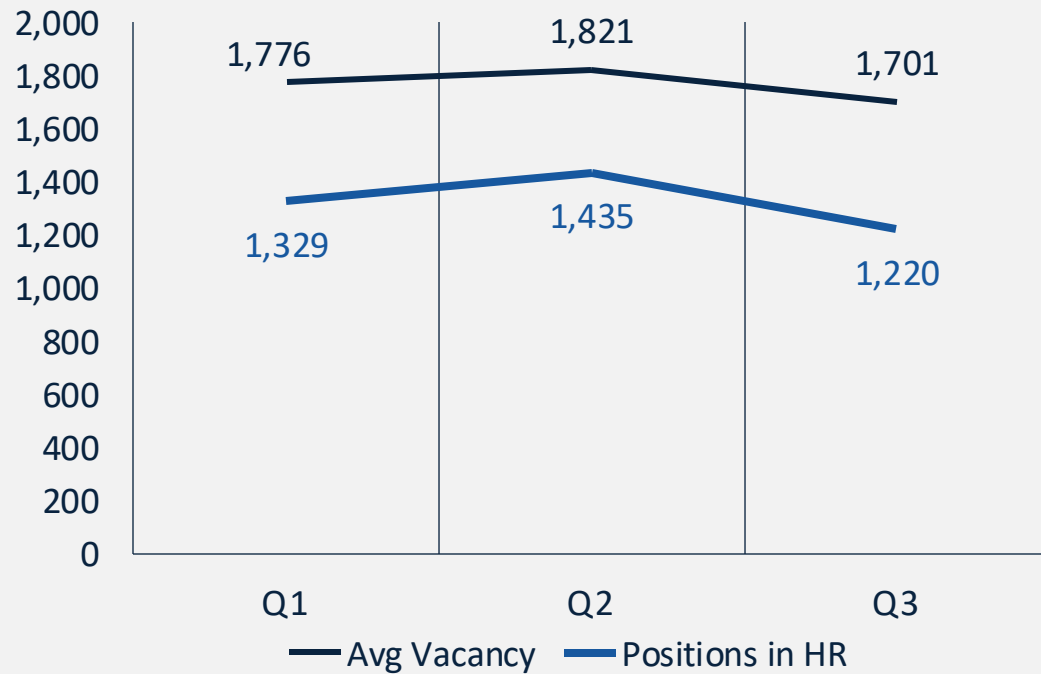
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**HEALTH**

# CCH HR Activity Report

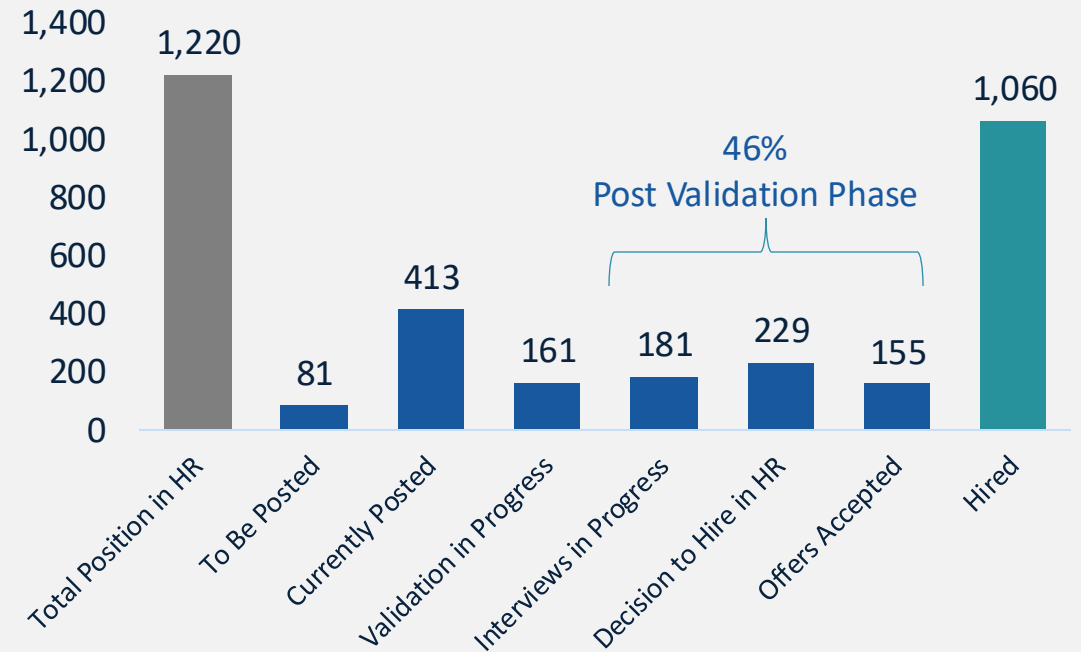
As of 10/31/2024



## Vacant Positions



## Positions in Process



# CCH HR Activity Report–Vacant Positions in HR

12/01/2023 thru 10/31/2024



## Filled Positions

# 1,060

### Total Filled Positions YTD

**113 Days** Overall Time to Fill



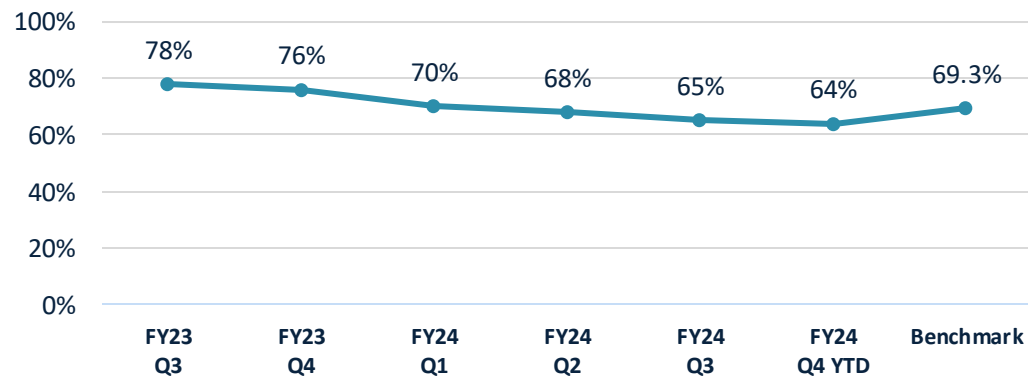
## External Filled Velocity

# 725

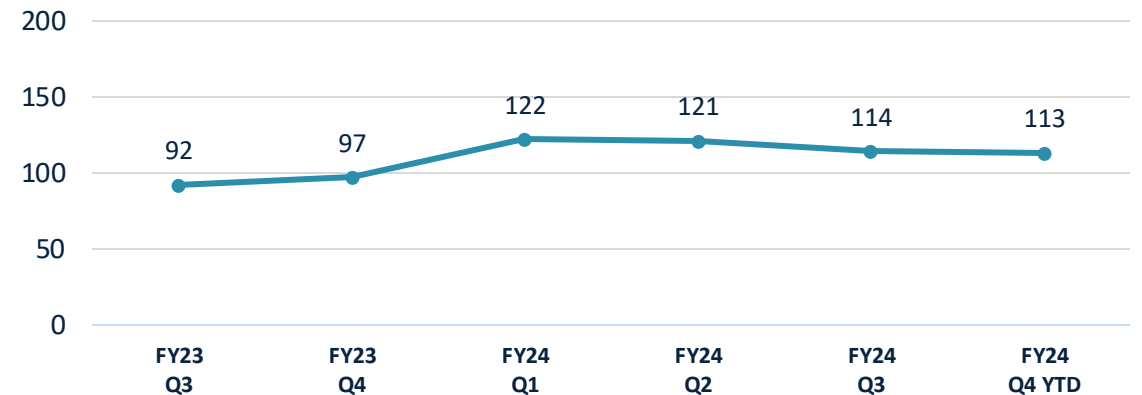
### Total External Filled Positions

**64%** Offer Acceptance Ratio

Quarterly Offer Acceptance



Overall Time to Fill (days) Quarterly



# Current State of Hiring & Separations

1,736



FY24  
Extended  
Offers

1,111



FY24  
Accepted  
Offers

725



FY24  
External New  
Hires

445



FY24  
Separations

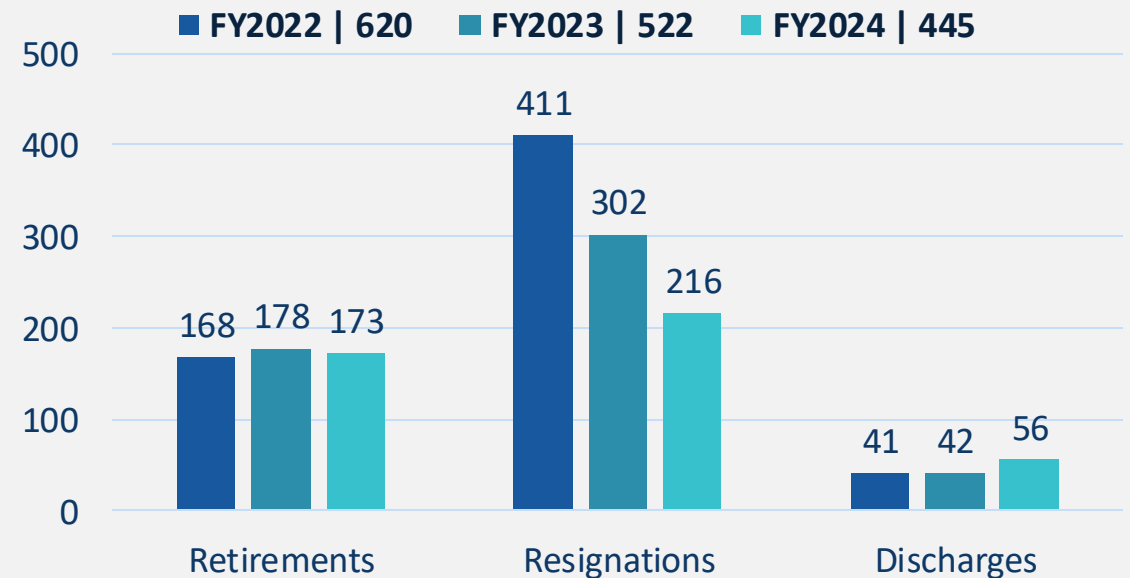
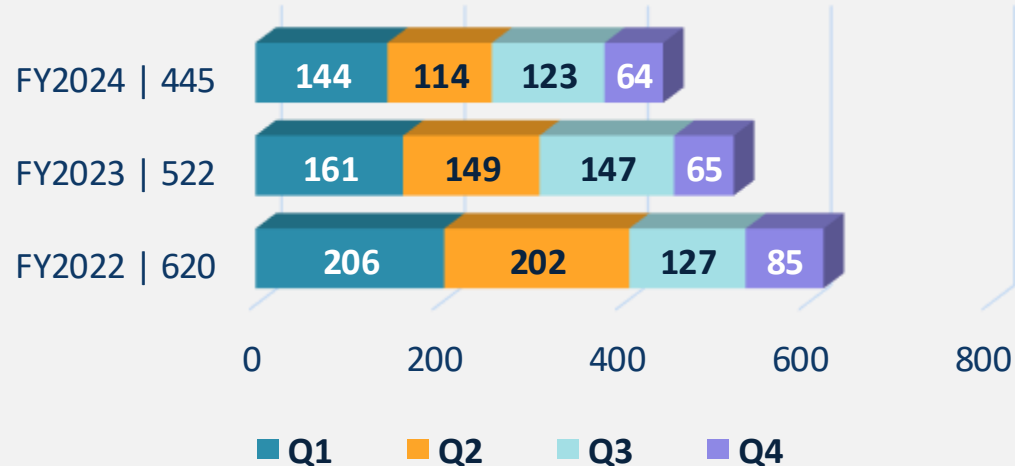
+280



FY24  
Net Hires

FY23  
+276

Yearly Hires and Separations





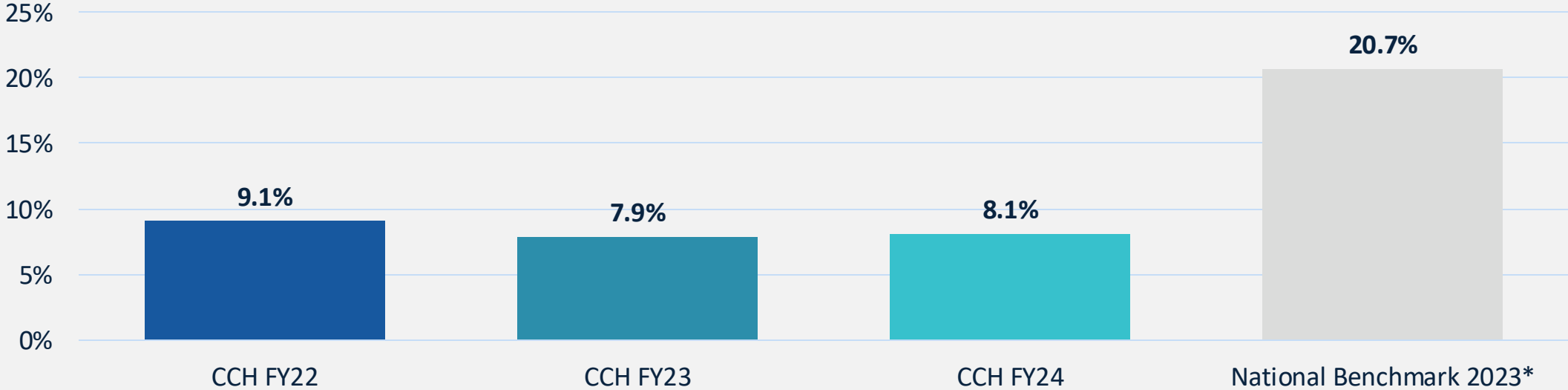
# CCH HR Activity Report

12/01/2023 thru 10/31/2024

## Turnover

6.5% YTD turnover

Year – To-Date Turnover Benchmark



# HR Nurse Recruitment

Through October 31, 2024

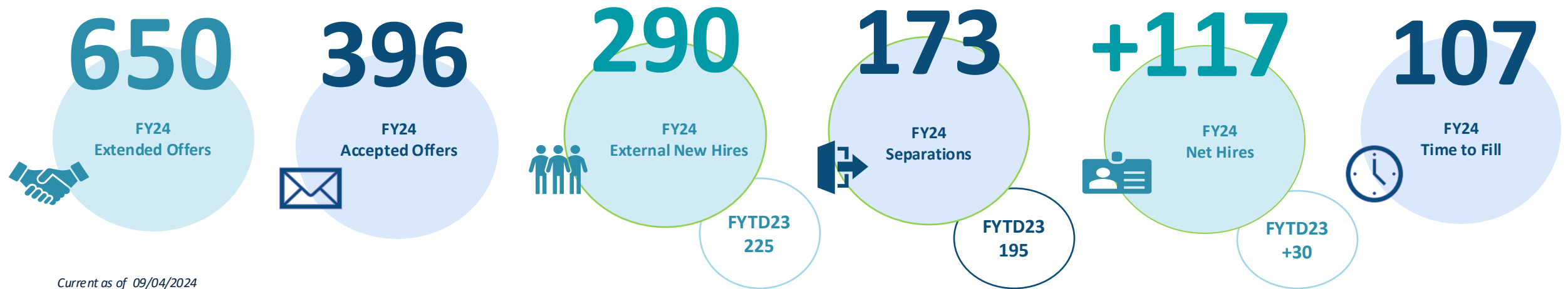


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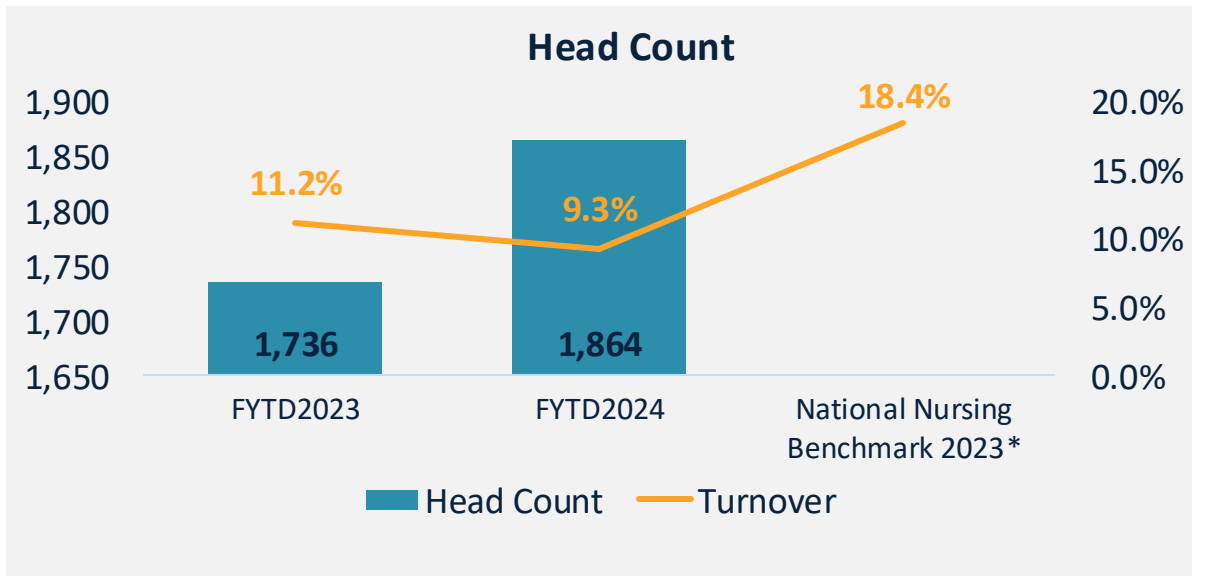
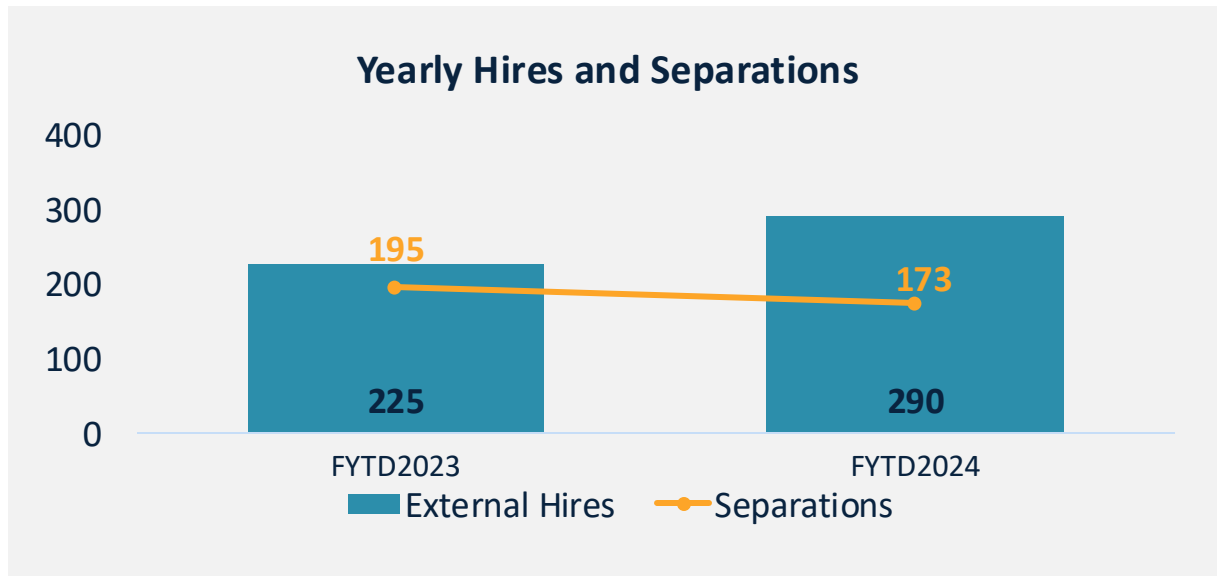
# Nursing Hiring Velocity & Attrition

FY24 thru 10/31/24

Thru 10/31/2024



Current as of 09/04/2024



# Hiring Fairs

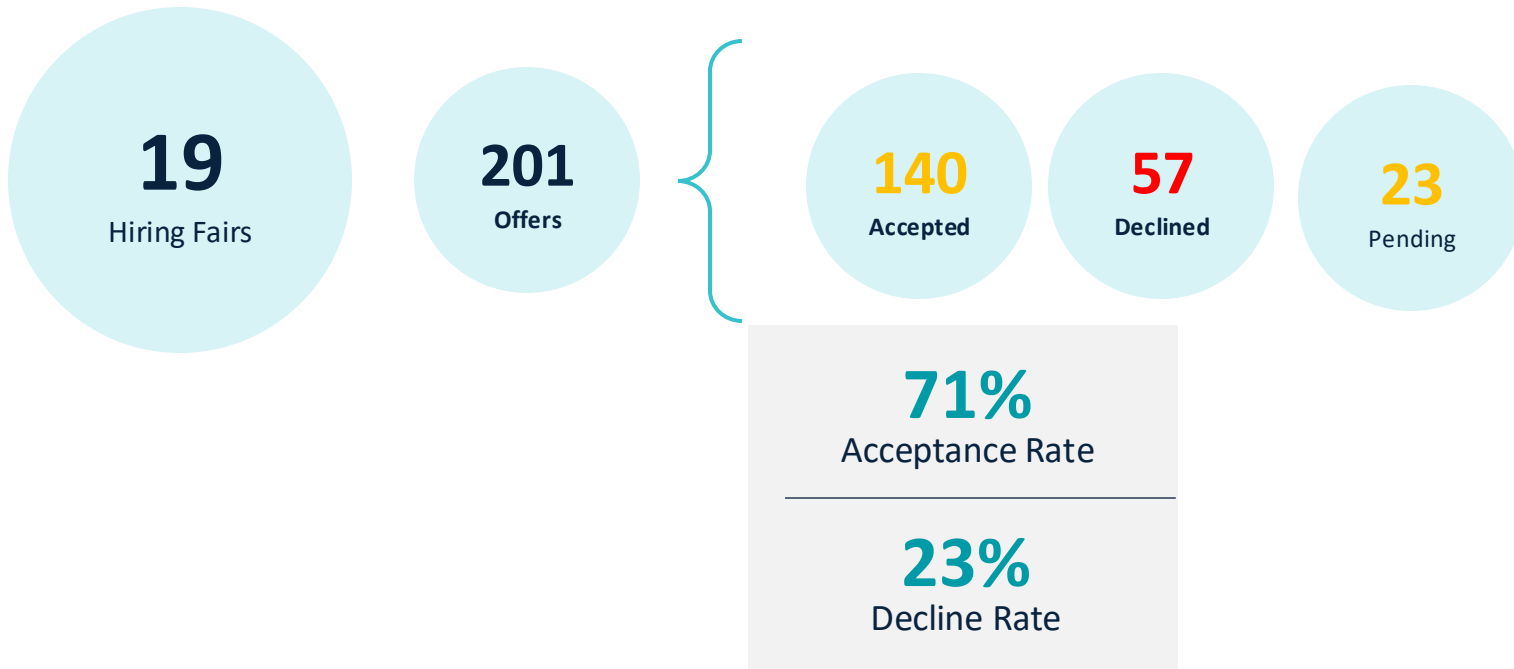
Through October 31, 2024



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# Hiring Fair Success

FY 2024 Timeframe: 12/1/2023 – 10/31/2024



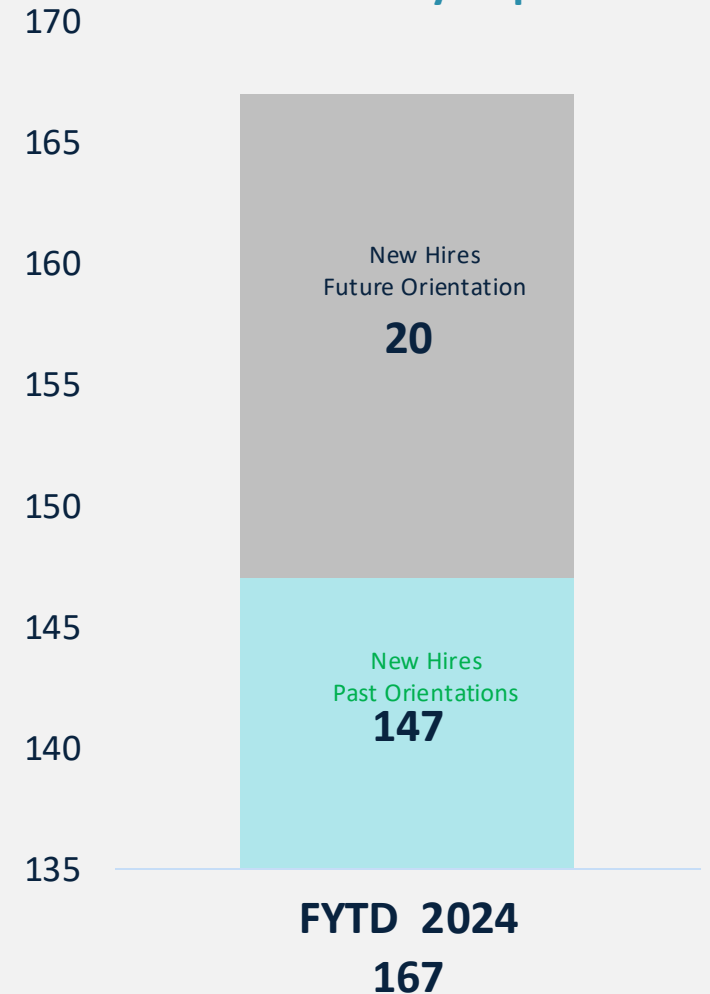
Hiring Fair  
Progress



As of 9/30/24

Thru 10/31/2024

## External Activity Report



# Upcoming Job Fair & Hiring Event



**Thursday, November 7, 2024**

- ❖ Nurses
- ❖ Pharmacy Technicians
- ❖ Certified Surgical Techs
- ❖ Sterile Processing Techs

NURSING JOB FAIR



## Join Cook County Health Nursing Job Fair!

**WHEN:**  
THURSDAY  
November 7th  
9:00 AM – 3:00 PM CST

**WHERE:**  
COOK COUNTY HEALTH  
PROFESSIONAL BUILDING  
1950 West Polk Street  
5th Floor Chicago, IL 60612

**JOB DETAILS**

- **Competitive salaries!**
- Hiring for:
  - **Registered Nurses**
    - Clinical Nurse I
      - Operating Room
      - Recovery Room / PACU
      - Same Day Surgery
      - Radiology Administration
    - **In-House Registry Nurse**
      - Medical Surgical
  - **Licensed Practical Nurse II – New Grads**
  - **Certified Surgical Technologist**
  - **Sterile Processing Technician - Certified**

NEW GRADS WELCOME!

**INDUSTRY LEADING NURSE BENEFITS**

- 100% tuition reimbursement for nursing-related programs during employment with Cook County Health
- Pension Plan
- 4 weeks' Vacation 0-1 years of service
- 5 Weeks' Vacation 1+ years of service
- 3 weeks Sick leave annually
- Sick and Vacation days rollover
- 12 Holidays + 1 Floating Holiday
- Evening, nights, and weekend shift differentials
- Medical, Dental, and Vision Coverage
- Basic Term Life Insurance
- Deferred Compensation Program

**INTERVIEW**

- Must apply for each hiring fair job posting you wish to be considered for. Kiosk available to apply onsite.
- The only opportunity to interview will be at the Job Fair.
- Qualified candidates are interviewed on-site on a **first come – first served** basis.
- Interviewees selected for hire receive same day contingent offers on a **first come – first served** basis while vacancies remain.

Please bring your resume.

Questions? Call 312-864-0430




**COOK COUNTY HEALTH**  
cookcountyhealth.org



APPLY TODAY  
[cookcountyhealth.org/join-our-team/](https://cookcountyhealth.org/join-our-team/)

 Various shifts are available at John H. Stroger, Jr. Hospital & Cermak Health Services.  
 MUST SUBMIT AN ONLINE APPLICATION TO BE CONSIDERED!
 
**ADDITIONAL PARKING:** Candidates can park at the Cook County Juvenile Temporary Detention Center garage located at 1100 S. Hamilton for \$2.00 and may use the CCH Employee Shuttle service to 1900 W. Polk St. (across from Professional Building driveway) free of charge. The shuttle runs every 15 – 20 minutes. When you arrive, please look for Job Fair signage and CCH staff.
 

PHARMACY JOB FAIR



**SAME DAY CONTINGENT OFFERS**

**JOB DETAILS**

- Competitive salaries!
- Hiring for Pharmacy Technician
  - Central Fill (Mail Order)
  - Inpatient
  - Correctional Health Facility

Various shifts are available at John H. Stroger Jr. Hospital, Provident Hospital and Cermak Health Services.

**WHEN:**  
**Thursday, November 7TH**  
9:00 AM – 3:00 PM CST


**WHERE:**  
**COOK COUNTY HEALTH PROFESSIONAL BUILDING**  
1950 West Polk Street  
5th Floor Chicago, IL 60612

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# Recruitment Improvements



# Recruitment Process Improvements

October 1 – November 1, 2024

## Requisition Posting



**40% reduction** in positions not posted within 14 days of approval

**Challenge:** Requisitions designated for posting often sit for more than 14 days, because that task is overshadowed by competing priorities and a high volume of urgent requests.

- **Improvements:**
  - Time Blocking each day
  - Posting Deadlines:
    - 72 hours, and
    - All postings before EOD each Friday
- **Impacted:**
  - Management

## Decision to Hire (DTH)



**40% reduction** in DTHs not completed with 14 days of submission

**Challenge:** DTH packets often need correction or clarification, and after packets are returned with corrections, focus has shifted to other tasks and positions, leaving the DTH process stalled.

- **Improvements:**
  - Monthly Escalation Meetings
  - Collaborative Review Sessions with management
- **Impacted:**
  - Candidates
  - Management
  - Team



# Reduction of Agency Usage

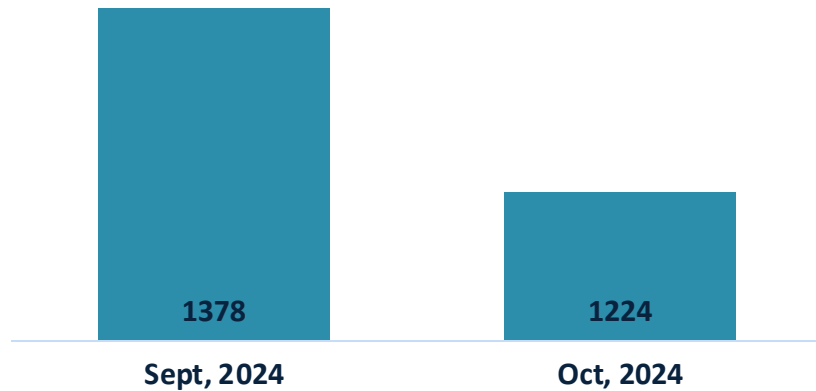


# Current State Of Agency Use

October 2024

## Monthly Agency Use Across All Departments

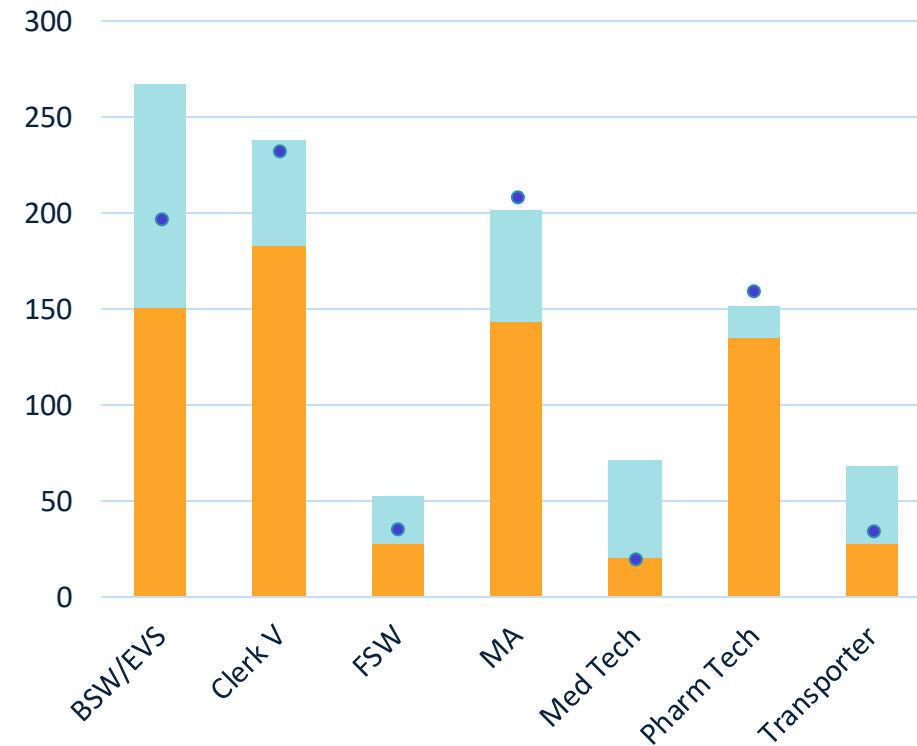
■ Agency FTEs



## Agency Conversion

CCH hopes to collaborate with labor partners to create a process to drive conversion of agency staff to employees. Once established, results will be shared here.

## Average Agency FTE by Highest Utilizing Departments



■ Filled Positions    ■ Agency Oct '24    ● Budgeted Positions

# Position Progress

FY 2024 Budgeted FTEs

Position Type	Budgeted FTE	Filled FTE	Vacant FTE	Vacancy Rate%	Agency FTE (October'24)	Agency Rate%	Added Positions FY25
Food Service Worker	35	27	8	23%	25	71%	56
Building Service Worker	197	151	46	23%	117	59%	46
Transporters	34	27	7	20%	41	120%	35
Medical Technologist	20	20	0	0%	51	255%	45
Clerk V	233	183	50	21%	55	23%	17
Pharm Technician	159	135	24	15%	17	11%	15
Medical Assistant	209	143	66	32%	47	22%	10

# Provident Scholarship



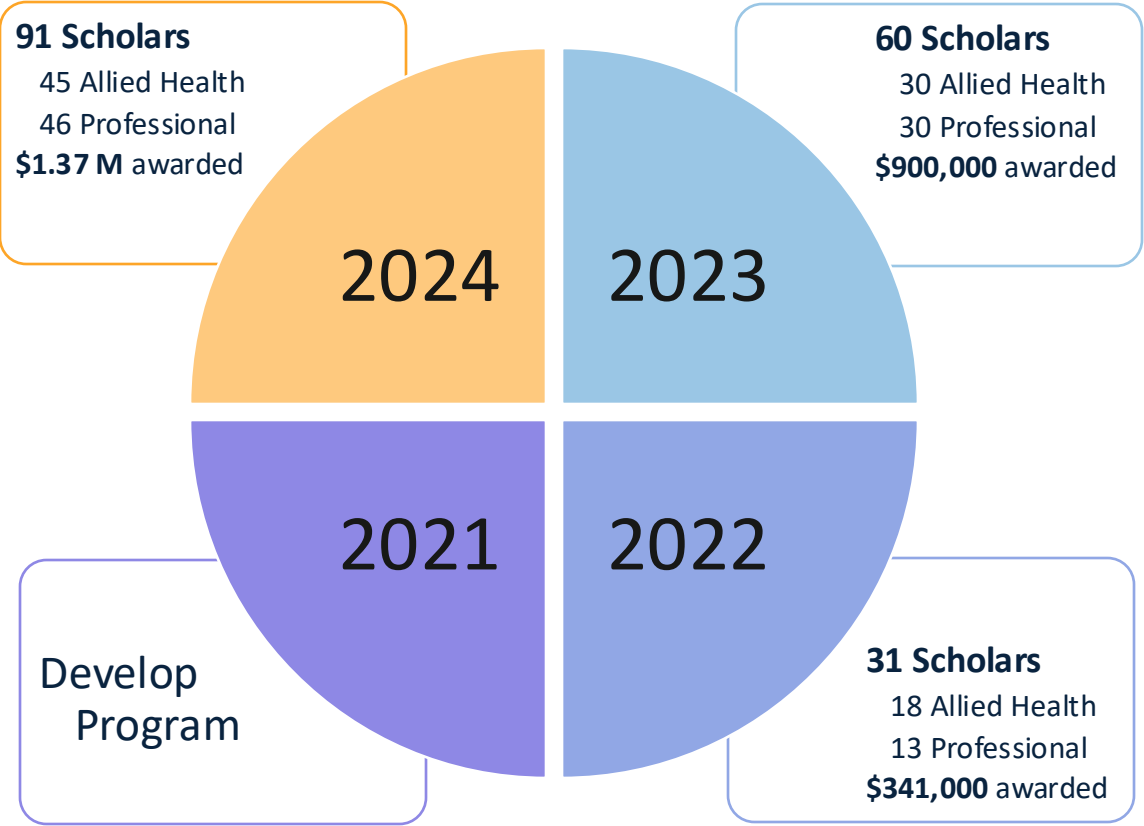
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**HEALTH**

# Provident Scholarship



## 2024 NACo Achievement Award Winner

Personnel Management, Employment, and Training Category



### Goal:

Support students who are from, and dedicated to serving within, Healthcare underrepresented communities in Cook County.

### Scholarship Awards:

Health Professionals - \$20K  
Allied Health & Undergraduates - \$10K

Thank You



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