

Minutes of the meeting of the Human Resources Committee of the Board of Directors of the Cook County Health and Hospitals System held Thursday, December 19, 2013 at the hour of 8:30 A.M. at 1900 W. Polk Street, in the Second Floor Conference Room, Chicago, Illinois.

I. Attendance/Call to Order

Chairman Wiese called the meeting to order. A quorum of members was not present, so the Committee received information but did not take action on any of the items presented.

Present: Chairman Dorene P. Wiese, EdD (1)

Absent: Directors Jorge Ramirez and Carmen Velasquez (2)

Additional attendees and/or presenters were:

Gladys Lopez – Chief of Human Resources
Ram Raju, MD, MBA, FACS, FACHE – Chief
Executive Officer

Elizabeth Reidy – System General Counsel
Deborah Santana – Secretary to the Board

II. Public Speakers

Chairman Wiese asked the Secretary to call upon the registered speakers.

The Secretary responded that there were none.

III. Report from Chief of Human Resources (Attachment #1)

Gladys Lopez, Chief of Human Resources, presented her report, which included information on the following subjects: 2013 Fiscal Year Vacancies Filled; Recruiting (Social Media, Career Fairs and General Recruiting Update); Update on Human Resources Projects; Labor Management Council (LMC); and overview of Human Resources Leaders. Additionally, she provided an update on the Leadership Development Program. The Committee reviewed and discussed the information.

With regard to the information provided on the 2013 Fiscal Year Vacancies Filled, Chairman Wiese inquired whether additional information could be included in future reports on the number of postings per position for which the System is recruiting¹.

IV. Action Items

A. Minutes of the Human Resources Committee Meeting of October 11, 2013

This item was deferred to the January 2014 Human Resources Committee Meeting.

B. Any items listed under Sections IV and V

V. Closed Session Items

- A. Discussion of personnel matters**
- B. Update on labor negotiations**
- C. Discussion of litigation matters**

The Committee did not recess the regular session and convene in closed session.

VI. Adjourn

As the agenda was exhausted, Chairman Wiese declared the meeting ADJOURNED.

Respectfully submitted,
Human Resources Committee of the
Board of Directors of the
Cook County Health and Hospitals System

XXXXXXXXXXXXXXXXXXXX
Dorene P. Wiese, EdD, Chairman

Attest:

XXXXXXXXXXXXXXXXXXXX

Deborah Santana, Secretary

¹ Follow-up: request for information on the number of postings per position for which the System is recruiting to be included in future reports of Fiscal Year Vacancies Filled. Page 1.

Cook County Health and Hospitals System
Human Resources Committee Meeting Minutes
December 19, 2013

ATTACHMENT #1



Human Resources Committee Meeting

**Gladys Lopez,
Chief of Human Resources**

December 19, 2013

2013 Fiscal Year Vacancies Filled (breakdown by Hiring Initiative)

- A total of 717 vacancies filled through November 28, 2013
 - 133 Cermak
 - 101 Joint Commission
 - 196 PAC (Position Advisory Committee)
 - 180 Waiver / PCMH
 - 107 Other (Includes 29 Direct Appointments*)

*8 Direct Appointment positions are Division Chairs

For comparison purposes, we filled 346 vacancies in Calendar Year 2012

717 Vacancies Filled in FY13

Clinical	Non-Clinical
531	186
74.06%	25.94%

External	Internal
461	253
64.30%	35.29%

Breakdown of Internal Candidates (% Based on Total Vacancies Filled)		
Promotion	124	17.29%
Transfer	129	17.99%

Breakdown of Internal Candidates (% Based on Total Internal Vacancies Filled)		
Promotion	124	49.01%
Transfer	129	50.99%

Clinical Priorities		
RNs	MDs	Pharmacy
174	87	46
24.27%	12.13%	6.42%

FY13 Vacancies Filled By Position

Vacancies Filled FY 2013 ~ Breakdown by Position

	Candidate Source					Promotion
	Re-Hire	Re-Call	Internal	External	Total	
Nurses						
Advance Practice Nurse-Nurse Anesthetist				2	2	
Advanced Practice Nurse - Nurse Practitioner			5		5	3
Clinical Nurse I	3	4	45	70	122	5
Clinical Nurse II			6	2	8	5
Director - Nursing Professional Development				1	1	
Divisional Director, Critical Care			2		2	2
Executive Director of Nursing				1	1	
In-House Registry Nurse	1			7	8	
Master Instructor			1	1	2	2
Nurse Clinician		1		1	2	
Nurse Coordinator II			8	11	19	8
Nursing and Care Management Specialist			1		1	1
IHSS/TB Nursing RN I				1	1	
Nurse Subtotal	4	5	68	97	174	26
Licensed Practical Nurse II			2	14	16	1
LPN Subtotal	0	0	2	14	16	1

	Candidate Source								Promotion
	Re-Hire	Re-Call	Internal	External	Total				
Physicians									
Attending Physician 6			4	1	5				1
Attending Physician 7			5	2	7				5
Attending Physician 8				1	1				
Attending Physician 9			2	3	5				1
Attending Physician 10	1			1	2				
Attending Physician 11	1			2	3				
Attending Physician Senior 6	1		1	5	7				
Attending Physician Senior 7			7		7				7
Attending Physician Senior 8	1		1		2				1
Attending Physician Senior 9			1	2	3				1
Attending Physician Senior 11			1		1				1
Attending Physician Senior 12			2	2	4				2
Attending Physician-Correctional Psychiatrist				1	1				
Chair of the Division of Cardio Thoracic Surgery			1		1				1
Chair of the Division of Ophthalmology Surgery			1		1				1
Chair of the Division of Orthopedic Surgery			1		1				1
Chair of the Division of Otolaryngology Surgery			1		1				1
Chair of the Division of Surgical Critical Care			1		1				1
Chair of the Division of Urology Surgery			1		1				1
Chief Medical Information Ofcr / Chief Info Ofcr			1		1				1
Chief of Clinical Integration	1				1				
Consultant Physician	4		1	10	15				
Correctional Psychologist				2	2				
Dentist IV				2	2				
Divisional Chief of Correctional Psychiatry			1		1				
Epidemiologist IV			1		1				1
Executive Medical Director			1		1				1
Medical Department Chair			1		1				1
Medical Department Chair, Trauma			1		1				1
Medical Director, Outpatient Services			1		1				
Medical Division Chair 8 - Firm Chief			1		1				1
Medical Division Chairman 11			1		1				1
Oral Health Director				1	1				1
Physician Surgery				2	2				
Psychologist II				1	1				
<i>Physician Subtotal</i>	9	0	40	38	87	87	MDs		33

	Candidate Source					Promotion
	Re-Hire	Re-Call	Internal	External	Total	
Clinical Support						
Assistant Director of Pharmacy				1	1	
Attendant Patient Care				4	4	
CAT Technologist			1		1	
Clinical Lab Supervisor				1	1	1
Correctional Medical Technician II				9	9	
Dental Hygienist				2	2	
Dietician IV				1	1	
Director of Pharmacy II		2			2	
Electrocardiogram Technician				3	3	2
Emergency Response Tech		2	2		4	
Emergency Room Technician II		1	4		5	2
Histotechnologist II				1	1	
Lab System Mgr, POCT, Pre & Post Analytical			1		1	
Medical Assistant			9	80	89	1
Medical Laboratory Technician II				1	1	5
Medical Laboratory Technician III		2	1		3	
Medical Social Worker I			1		1	2
Medical Social Worker III	1		5	5	11	1
Medical Social Worker V			1	2	3	2
Medical Technologist I				1	1	1
Medical Technologist II				1	1	
Medical Technologist III		2			2	
Mental Health Specialist III		1	27		28	1
Patient Care Attendant				3	3	
Pharmacist		3	15		18	
Pharmacist Manager				2	2	
Pharmacy Storeroom Supervisor			1		1	
Pharmacy Technician	1		8	13	22	1
Phlebotomist II			1	2	3	1
Physical Therapist II				1	1	1
Physician Assistant I		1	5		6	
Physician Assistant Post-Graduates				4	4	1
Respiratory Supervisor			1		1	
Respiratory Therapist		2			2	
Special Procedures Tech				1	1	
Speech Language Pathologist II				1	1	
Sterile Processing Tech		1			1	
Transporter CCH		1			1	
Tumor Registry Supervisor				1	1	
Ward Clerk		6	5		11	254 Clinical Support
Clinical Support Subtotal	2	10	48	194	254	22

	Candidate Source					Promotion
	Re-Hire	Re-Call	Internal	External	Total	
Other						
Accountant I				1	1	
Accountant IV			1		1	
Accountant V			1		1	1
Administrative Aide	1			1	2	
Administrative Analyst V			1		1	1
Administrative Assistant I	1				1	1
Administrative Assistant II	2	4			6	
Administrative Assistant III			3	1	4	3
Administrative Assistant IV			2		2	1
Administrative Assistant V	1				1	1
Associate General Counsel			1		1	
Budget Director			1		1	1
Building Service Leader	1	3	2		6	1
Building Service Supervisor			1		1	1
Building Service Worker	3	4	11		18	1
Business Manager I	1	1			2	1
Business Office Supervisor			1	1	2	1
Carpenter			3		3	1
Caseworker (Mang Unit)			4		4	
CCHHS Employment Plan Officer				1	1	
Certified CCL Programmer				1	1	
Chief Business Officer				1	1	
Chief of Human Resources			1		1	
Chief of Staff			1		1	1
COO - Hospital Based Services				1	1	
Chief Operating Officer - IDPH			1		1	
Chief Operating Officer, Outpatient Services				1	1	
Chief Quality Officer			1		1	
Chief Strategy Officer				1	1	1
Class & Compensation Analyst				1	1	
Clerk V	1	2	25	2	30	
Clinical Decision Support Analyst				2	2	8
Compensation Manager				1	1	
Compliance Analyst				1	1	
Cook				1	1	
Director of Business Intelligence			1		1	
Director of Intergovernmental Affairs			1		1	1
Director of Media & Public Relations			1		1	1
Director of Policy				1	1	1
Director of Risk Management			1		1	
Director, Operations Managed Care				1	1	

	Candidate Source								Promotion
	Re-Hire	Re-Call	Internal	External	Total				
Other									
Electrician			2		2				
Executive Director of Communications	1				1				
Executive Director of Managed Care				1	1				
Financial Analyst				1	1				
Food Service Worker	8				8				
Hospital Security Officer I	3				3				
Human Resources Assistant				4	4				
Human Resources Director, Outpatient		1			1				
Human Resources Specialist				2	2			1	
IT Operations Officer	1				1				
Labor Relations Analyst				1	1			1	
Laborer	1				1				
Learning & Development Assistant				1	1				
Machinist	1				1				
Medical Records Technician Senior		2			2				
Nurse Recruiter				1	1			1	
Operating Engineer I	5				5				
Painter	4				4				
Patient Access Supervisor	3				3				
Plasterer	1				1			3	
Process Analyst				1	1				
Receptionist		1	2		3				
Recruiting & Selection Analyst	1	1	8	10				1	
Senior Labor & Employment Counsel		1			1			1	
Specifications Engineer II	1				1			1	
Sr Human Resources Coordinator		2	1		3				
Staffing Coordinator		1			1			2	
Steamfitter				1	1				
Storekeeper/Supply Clerk		1			1				
Supervisor of Mechanics II				1	1				
Supply Chain Financial Analyst				1	1				
System Analyst V				1	1				
System Manager HIM (Coding)		1			1				
System Manager Patient Financial Services		1	2		3			2	
Talent & Acquisition Manager		1			1				
Talent Acquisition Content Analyst				2	2			1	
Other Subtotal	5	22	95	64	186	186	Other		42
TOTAL VACANCIES FILLED:	20	37	253	407	717		Total Promotions:	124	
	3%	5%	35%	57%					

Recruiting

(Social Media, Career Fairs and General Recruiting Update)

Social Media Status	Week Ending 11/29	Week Ending 10/04
LinkedIn “Connections” 	137	62
Facebook “Likes” 	93	38
Twitter “Followers” 	65	23

- 11/08/13 – Attended IDES’ Veterans Hiring Event at Truman College
- 11/19/13 - Attended Commissioner Reyes’ Job Fair

Update on HR Projects

- CCHHS Employment Plan – Received feedback from Plaintiff's Counsel
 - Feedback is under review by CCHHS
- FMIS (JDE) Upgrade / E-1 – Project is ongoing
 - Train-the-trainer* starts on 02/25/14 and finish by 02/28/14
 - End User Training starts on 03/03/14 and finish by 03/14/14
 - Go Live has been rescheduled to the first quarter 2014 (03/19/14)
- Joint Commission Readiness – ACHN
 - Completed personnel file audit; are working with ACHN leadership to get required documents
- Joint Commission Readiness – Provident
 - While we do not anticipate the survey to occur until June, 2014, personnel file audit reviews will begin in December to ensure compliance

Labor Management Council (LMC)

- Finalized the 2014 Meeting Schedule
- Mr. John August, Associate Director, Health Care Transformation Project, Cornell University, will assist with facilitating LMC meetings
- Goal is to engage with our union partners to improve communication and work collectively and collaboratively on organizational projects

HR Leaders

- **Geri Evans - Talent Acquisition Manager**
 - Re-joined CCHHS on 04/08/13 and has 20 years of service with Cook County
 - Has more than 15 years of HR experience working for both CCHHS and the County Bureau of Human Resources (CBHR); has been instrumental in building the CCHHS Talent team and coordinating efforts with Class & Comp to ensure consistency with positions posted in Taleo
- **Kevin Frey - Sr. Labor & Employment Counsel**
 - Joined CCHHS on 06/17/13 and has 10 years of service with Cook County
 - Prior to joining CCHHS, Kevin was with the State's Attorney's Office for almost 10 years representing County entities and employees in federal and state litigation matters and now manages CCHHS' Labor team
 - Is building the CCHHS Labor Team and recently hired two new labor attorneys

HR Leaders

- **Katherine Mourikes - Human Resources Consultant**
 - Has more than 20 years of HR experience in employee relations, organizational development and classification and compensation
 - Manages Class & Comp team; in late June 2013 worked with CBHR to transition the responsibility of posting vacancies to CCHHS; works closely and extensively with Hiring Managers to ensure job descriptions are accurate to improve and streamline the posting process; works to get our postings scraped by relevant industry sites and is building the Class & Comp team
- **Paris Partee - Director of Human Resources, Inpatient Services**
 - Paris will complete 20 years of service in February 2014
 - Has more than 20 years of HR experience with the County (both at CCHHS and CBHR)
 - Manages operational functions of HR supporting Inpatient services; works closely with managers and Labor on various matters; and manages the annual processing and onboarding of 120+ House Staff

HR Leaders

- **Eula Sisco - Director of Human Resources, Outpatient Services**
 - In May completed 30 years of service; began her career with the Cook County Hospital in 1983 as a Stenographer
 - Joined HR in 2007 and earlier this year was promoted to her current role
 - Manages operational functions of HR supporting Outpatient Services with a concentrated focus on ensuring the team supports our clinic staff via outreach and making regular visits to the clinics
- **Karen Williams – Manager, Learning & Development**
 - Joined CCHHS 11/7/11 and has extensive experience in developing and facilitating training programs that provide employees with skills and awareness to improve performance
 - Has conducted Shakman Training for more than 420 Hiring Managers in the last year; effective January 2014 HR will no longer function in this role and Karen will focus her time on managing and coordinating the CCHHS University's LDP program; implementing needed training programs for CCHHS employees and management including the roll out of "Maintaining a Safe & Secure Work Environment" program and collaborating with CCHHS HR/Labor to create a CCHHS Management 101 program

CCHHS University
Leadership Development Program
Investing in our people. Investing in our patients.

Goal:

Develop a cohort of effective managers who engage and help staff to deliver on CCHHS's vision of excellent relationship-based care.

Participants:

Jamil Ahmad

Pam Brown

Denice Davis

Cleo Harris

Victor Medina

Edith Murgas

Melody Navarro

Lorna Pryor

Sharon Smith

Eugenia Sta Maria

Robbin Weaver

Vickie Wheeler

Gwen Williams

Stephanie Winder-Robinson



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Training topics

Fundamentals of Leadership at CCHHS

Delivering an Excellent Patient Experience at CCHHS

Building Strong Relationships with Staff

Setting and Managing to Performance Expectations

Helping Staff Understand Performance Expectations

Working with our Union Partners

Leading Through Difficult Situations

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Dr. Schaider & Jamil Ahmad



Juanita Sweatt & Pam Brown



John Busker and Denice Davis



Cleo Harris & Dorothy Richardson



Denise Gilbert & Victor Medina



Aaron Galeener & Edith Murgas

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Cindy Kienlen & Melody Navarro



John Busker & Lorna Pryor



Lisa Blutcher & Sharon Smith



Kina Montgomery & Eugenia Sta-Maria

Robbin Weaver
Was unable to
attend due to a prior commitment

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Vickie Wheeler & Antoinette Williams



Dorothy Richardson & Gwen Williams



Cathy DiGangi, Stephanie Winder-Robinson
& Carolyn Ballard

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