

EPO Semi-Annual Report

Board of Directors Meeting

March 22, 2024



COOK COUNTY
HEALTH

Employment Plan

What is it and what is the function of the EPO?

Employment Plan: *manual containing structured processes for hiring and other employment actions applied systemwide*

- ❑ Prohibits discrimination
- ❑ Contains proactive processes and procedures (prevent opportunity for discrimination)
- ❑ Contains transparent processes and procedures (demonstrates compliance with applicable requirements, lawful decision-making)
- ❑ Requires collective bargaining agreements to be honored

Employment Plan Office: *a team of CCH employees who oversee and support compliance with the Employment Plan*

- ❑ Preparing Plan-related training materials and training employees
- ❑ Observing and auditing employment actions to assess compliance
- ❑ Developing strategies and procedures to achieve compliance
- ❑ Investigating and reporting on complaints of non-compliance with the Plan's procedures
- ❑ Referring reports of political contacts and/or unlawful political discrimination to the OIIG
- ❑ Maintaining the Direct Appointment List
- ❑ Issuing semi-annual EPO reports

What is new?

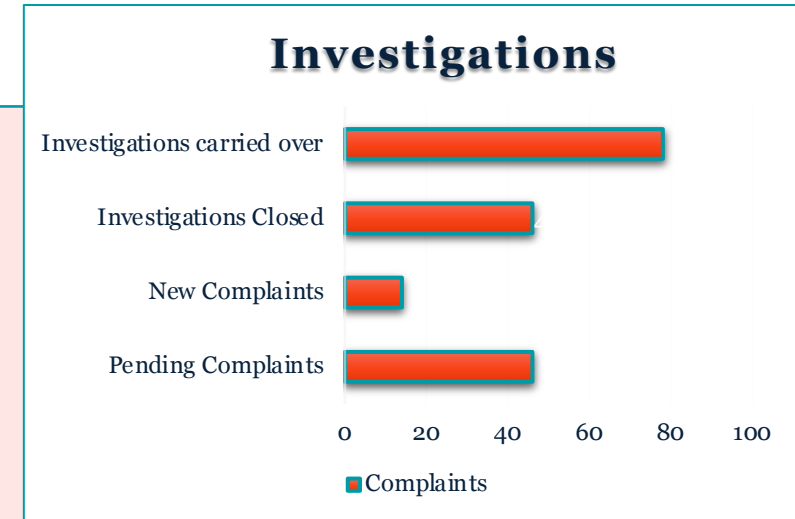
Progress!

- Accelerated Hiring
- Annual Training
- Optimization
 - Salesforce – Investigations
 - HR's Position Status App
- EPO staffing
- New Employment Plan Office page on CCH website

EPO Observations

Investigations

- Carryover: Seventy-eight (78)
- Closed: Forty-six (46)
- New: Fourteen (14)
- Pending: Forty-six (46)



*Two Incident Reports issued with findings and recommendations

EPO Observations

Hiring

Appointed Positions

- **Direct Appointments**
 - Nineteen (19) packets provided
 - Two (2) objections and one (1) Incident Report
- **Medical Staff**
 - Five (5) packets provided
 - No concerns identified
- **Executive Assistants**
 - One (1) packet provided
 - No concerns identified



EPO Observations

Hiring

Non-Appointed Positions

- **Revised (temporary) Hiring Process**

- Thirty-one (31) DTH packets reviewed
- Documentation – ***missing signatures***
- Interviewer Ineligibility - (2)
- Posting errors - (2)

- **Advanced Clinical Positions**

- Fifteen (15) DTH packets reviewed
- Documentation – ***missing signatures***
- Posting errors – (2)

NEW

- **Accelerated Hiring**

- Evaluated structure developed for maintaining documents (auditable?)
- Spot checks of individual DTH folders to evaluate consistency of document maintenance
 - Inconsistent document maintenance
- Spot checks of individual candidate folders to assess for eligibility of selected hires
 - No eligibility concerns
 - DTH forms – ***missing signatures***

EPO Observations

Hiring

Non-Appointed Positions

- **Revised (temporary) Hiring Fairs**
 - Eighteen (18) Hiring Fairs
 - Some in-person monitoring
 - Twenty-three (23) DTH reviews
 - Spot checks of document maintenance
 - Planning process
 - Documentation – *missing signatures*
 - Consolidated Ranked List – *missing signatures, sorting errors, missing data*

EPO Observations

Non-Hiring

- **Interim Assignment/Interim Pay**
 - Forty-five (45) Interim Assignments/Pay reviewed
 - Incompatibility of policies and inadequate documentation
 - Policy updates - ***pending***
- **Discipline**
 - Sixty-three (63) discipline packets reviewed
 - Twenty-three (23) packets with at least one administrative concern
 - Twenty (20) packets with at least one substantive concern
 - Significant findings of non-compliance shared with HR

EPO Observations

Non-Hiring

- **Layoffs**
 - Three (3) – *no concerns*
- **Training Opportunities & Overtime**
 - Department Head NPCC submissions were due 12/15/23
 - Two hundred sixty-eight (268) Department Heads were required to execute
 - Outstanding NPCCs from twelve (12) Department Heads
- **Reclassifications**
 - No determinations issued
 - EPO-Recommended process improvements - *pending*

EPO Observations

Non-Hiring

- **Third Party Provider of HR Services**
 - One (1) new contract
 - EPO verification of contractor personnel and training status - *pending*
 - EPO recommended process improvements - *pending*
- **Grade 24 Salaries**
 - Ten (10) packets for salary adjustments (increases)– *carryover*
 - Two (2) salary determination inconsistencies
 - EPO recommendations for process improvements – *new*

The Future

What is coming?

- **Transparency**

- Formal documentation of temporary and permanent amendments dating back to 2022 (incorporation into Plan)
- Website updates: job descriptions, HR Quarterly Reports

- **Policy Updates**

- Continued modernization of Employment Plan and related implementational processes and tools
- Updates to Supplemental Policies

- **Training**

- Updates to EP training (and job aides) as the Plan and Supplemental Policies are modified



Thank you!

Questions?



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