



**MINUTES
BYLAWS, PERSONNEL & POLICY COMMITTEE
APRIL 11, 2018
NOME, ALASKA**

CALL TO ORDER

Alfred Sahlin, Chair called the Bylaws, Personnel & Policy Committee meeting to order on Wednesday, April 11, 2018 at 1:03 pm in Conference Room 306 at Nome, Alaska.

ESTABLISHMENT OF QUORUM

A quorum was established with 4 members present; 1 member via telephone and 2 members excused.

- (1) Alfred Sahlin, Chair
- (2) Elizabeth Johnson, **Excused**
- (3) Frederick Murray
- (4) Heather Payenna, **Excused**
- (5) Jean Ferris
- (6) Jenny Lee, **via telephone**
- (7) Mary D. Charles

Staff/Guests

Angie Gorn, Ex-Officio Member
Phil Hofstetter, Ex-Officio Member
John T. Kitchens, General Counsel
Kirsten Timbers, HR Director
Stan Andersen, NSHC Board Member
Balla Sobocienski, Sr. Admin Executive Specialist

INVOCATION

Jean Ferris provided the invocation.

APPROVAL OF AGENDA

- Move the Board Bylaws Revision after the approval of the Minutes.

Mary D. Charles moved/Frederick Murray seconded to approve the agenda as amended. Question called. Motion carried.

APPROVAL OF MINUTES

- January 18, 2018 Bylaws, Personnel & Policy Minutes

Mary D. Charles moved/Frederick Murray seconded to approve the January 18, 2018 Bylaws, Personnel & Policy Committee minutes as presented. Question called. Motion carried.

NEW BUSINESS:

- Board Bylaws Section 4.4 Selection of Directors

A request was made by the current City of Nome representative that Section 4.4 Selection of Directors be revised to encompass all of Nome and not just the City Council. The General Counsel drafted the following revisions (red) with Committee member input as follows:

SECTION 4.4 SELECTION OF DIRECTORS

- ~~• b. The Nome City Council shall select one director.~~

- **b. The City of Nome Seat**

The Board of Norton Sound Health Corporation shall select one director who shall represent the City of Nome. For purposes of this subsection the City of Nome shall be defined as a geographical area encompassing the City of

54 Nome and that area within twelve miles of the city limits of Nome, Alaska. This selection process shall be
55 conducted with the taking of letters of interest received after public solicitation by the Board of Norton Sound
56 Health Corporation of a vacancy of this seat. This decision by the Norton Sound Health Corporation Board of
57 Directors shall be by majority vote.

58
59 This position will have full voting rights in all matters regarding NSHC Board of Directors.

60
61 The language that is underlined was suggested by the Committee members.

62
63 **Mary D. Charles moved/Jenny Lee seconded to recommend to the Full Board to approve the amendment of**
64 **the Board Bylaws, Section 4.4 Selection of Directors for the City of Nome seat with the suggested revisions**
65 **made by the Committee. Question called. Motion carried.**

66
67
68 • **Mid-Level Compensation Plan**

69 Revisions to the Mid-Level Compensation Plan is as follows:

- 70 • Increase pay grade from Grade 15 and 16 to Grade 17 & 18
- 71 • Increase hiring bonus from 15,000 to 20,000. \$10,000 payable with first regular paycheck. \$10,000 payable
72 after one year anniversary of hire.
- 73 • Add moving reimbursement: \$15,000 reimbursable upon submitting receipts
- 74 • Increase retention bonus to \$15,000 after three years of service then \$15,000 after two years of service
75 thereafter.

76
77 NOTE: The Mid-Level Compensation Plan was presented to the 04/03/18 Hire & Development and 04/10/18
78 Finance & Audit Committee who referred to the Full Board for approval.

79
80 **Mary D. Charles moved/Jean Ferris seconded to recommend to the Full Board to approve the revisions to the**
81 **Midlevel Compensation Plan. Question called. Motion carried.**

82
83 • **Retention Bonus Program Policy**

84
85 This policy was reviewed by the Hire & Development Committee on 04/03/18. Revisions are listed in red:

86 **I. Scope:**

87 This bonus program is for full-time and part-time Village **Based employees, Health Aides;**
88 ~~Village Administrative Assistants, Village Based Counselors and~~ Midlevel Providers,
89 **and hard to fill positions identified as such by the Human Resources Department. in all**
90 ~~locations.~~ This policy does not have retroactive effect.

91
92 **II. Policy:**

93 A. Employees become eligible for a retention bonus on the third anniversary of continuous
94 employment **in an eligible position as outlined above.** The retention bonus will be paid
95 **within the month** ~~on the first regular pay day~~ immediately following the
96 employee's anniversary date. Anniversary dates will be determined by the most recent date
97 of hire **and position**, without any break in service.

98
99 After the first payout of a retention bonus, employees who continue to be employed **in an eligible**
100 **position**, without a break in service, will be eligible for a bonus as of his or her anniversary date every
101 two years. (For example, an employee who receives a bonus upon three years of service will be
102 eligible for another bonus ~~upon five years of service and so on~~ **going forward every two years.**)

103
104 **Frederick Murray moved/Mary D. Charles seconded to recommend to the Full Board to approve the**
105 **revisions to the Retention Bonus Program Policy as presented. Question called. Motion carried.**

106
107

108 • **Retirement Plan Investment Committee Policy**

109 This policy was reviewed by the Hire & Development Committee on 04/03/18. Revisions are written in **red**:

110
111 Membership

112 Standing members will consist of: CFO, HR Director, VP of Hospital Services, Compliance Officer, **Benefits**
113 **Administrator, and Benefits Manager.** and one Board Member.

114
115 Meetings

116 The Committee shall endeavor to meet at least **twice** ~~one~~ each calendar year and at any additional time set by
117 the Chairperson of the Committee.

118
119 Committee Action

120 The Committee may act at a meeting by a majority vote of a quorum present at the meeting (or where only five
121 (5) members are present, by unanimous vote). Alternatively, the Committee may act without a meeting by action
122 recorded in a memorandum signed by a majority of all members of the Committee **or through an email vote.**

123
124 Agenda, Minutes and Records

125 The ~~Chairperson of the Committee~~ **Benefits Manager** shall establish agendas for the meetings of the
126 Committee.

127
128 ~~K. Performance Evaluation~~

129 ~~The Committee shall conduct an annual performance evaluation of the Committee. The results of the annual~~
130 ~~performance shall be provided to the CEO.~~

131
132 **K. Investment Committee Policy**

133
134 Asset Management

- 135 • ~~Select, appoint and~~ **Monitor** investment advisor(s), investment manager(s) and the trustee.

136
137 Compliance and Risk Management

- 138 • ~~File annual reports (Form 5500).~~
- 139 • ~~Maintain the Pension Plan's current determination letter.~~
- 140 • ~~Maintain an ERISA bond and fiduciary insurance.~~

141
142 **Mary D. Charles moved/Jean Ferris seconded to recommend to the Full Board to approve the revisions to the**
143 **Retirement Plan Investment Committee policy as presented. Question called. Motion carried.**

144
145 • **Referral Bonus Policy**

146 This policy was reviewed by the Hire & Development Committee on 04/03/18. Revisions are written in **red**:

147 Definitions:

- 148 • ~~Hard to Fill Position— Any NSHC position that has been vacant for more than one year~~
149 ~~and identified as such by the Human Resources Department.~~

150 Procedure:

- 151 ~~Employees will forward the referred candidate's contact information to Human Resources.~~
152 **Human Resources will refer to the new employee's application – section "Where or from**
153 **whom did you hear about the job" for referring employee's name.**
 - 154 ~~Employees that made the referral will refrain from being involved in the hiring process to avoid any~~
155 ~~conflict of interest (will not sit on interview committees or intervene with recruitment practices).~~
 - 156 ~~Referral bonuses will only be paid for permanent positions placed.~~
 - 157 ~~Employees in a supervisory capacity will not be paid bonuses for hiring staff for their own department.~~
 - 158 ~~Human Resources staff personnel do not qualify to participate in this program or receive referral bonuses.~~
- 159
160 2. **Human Resources Recruitment Manager Employee Benefits Coordinator (based in HR) will complete and**
161 **submit the form needed for payment of the bonuses, track and report on the total amount paid out. Track**

162 ~~bonuses paid out.~~

163 V. Payment:

- 164 1. College-Degreed ~~& Hard to Fill Positions~~: The referral bonus is \$1500; \$500 paid
165 after candidate attends day ~~one~~ **three of** orientation and \$1000 paid after the candidate
166 has passed their 6-month anniversary date.
167
168 2. Non-Degreed Positions: The referral bonus is \$150; \$50 paid after candidate attends day
169 ~~one~~ **three of** orientation and \$100 after the candidate has passed their 6-month anniversary
170 date.
171

172 **Mary D. Charles moved/Frederick Murray seconded to recommend to the Full Board to approve the**
173 **revisions to the Referral Bonus Policy as presented. Question called. Motion carried.**
174
175

176 • **Employment & Contracting of Individuals/Agencies Excluded by Office of Inspector General Policy**

177 This policy was reviewed by the Hire & Development Committee on 04/03/18. Revisions are written in **red**:

178
179 D. The Alaska Excluded Provider List is available at

180 [Http://www.dhss.alaska.gov/Commissioner/Documents/FDF/AlaskaExcludedProviderList.pdf](http://www.dhss.alaska.gov/Commissioner/Documents/FDF/AlaskaExcludedProviderList.pdf)

181 <http://dhss.alaska.gov/Commissioner/Documents/PDF/AalskaExcludedProviderList.pdf>
182

183 I. Screening Procedure for Prospective Candidates and Purchased Services

184 The Human Resource Department will screen all prospective and current employees, contractors, contract providers,
185 volunteers and students—and the Compliance Officer should screen all vendors—whose salary is to be paid in
186 whole or in part by Federal health care programs against the LEIE, Alaska Excluded Provider List and the General
187 Services Administration (GSA) List of Parties Excluded from Federal Programs (the “GSA List” available at
188 <https://www.sam.gov/portal/SAM/?navigationalstate>. ~~www.arnet.o/elps~~.)

189 C. **In cases that fall under section C**; The Human Resources Director shall send a written letter to the
190 prospective candidate or contractor **regarding these results**.

191 E. **For cases that fall under section E**; The Human Resources Director shall send a written letter to the
192 current employee or contractor **regarding these results**.
193

194 **Frederick Murray moved/Jean Ferris seconded to recommend to the Full Board to approve the Employment**
195 **& Contracting of Individuals/Agencies Excluded by Office of Inspector General Policy as revised. Question**
196 **called. Motion carried.**
197
198

199 • **Proposed Physician Staffing Model & Physician/Dentist Compensation Plan**

200 The Physician Staffing Model proposal and the Physician/Dentist Compensation Plan was presented to the following
201 committees for review and was recommended to the Full Board for approval:

- 202 • 04/03/18 Hire & Development Committee
203 • 04/4-5/18 Clinical Services Committee
204 • 04/10/18 Finance & Audit Committee
205

206 Revisions are listed in **red**:

207 Annual Base Salary:

- 209 • Credit granted after residency as determined by NSHC at time of hire for prior experience, up to \$2,500/year for
210 general experience, and/or \$4,000/year for Alaska Tribal experience; maximum of 10 years total. **This is added**
211 **to the base salary of the first two year contract only.**
212 • **Base salary will be increased 2% increase per year, after satisfactory performance evaluation, until the \$250,000**
213 **base salary threshold is reached.**
214 • **The Anchorage CPI adjustment will be applied annually once announced by the State of Alaska, effective back**
215 **January 1st.**

- 216 • Licensure, DEA, professional association, and Board recertification fees are reimbursed by NSHC.
217

218 **Mary D. Charles moved/Jean Ferris seconded to recommend to the Full Board the approval of the new**
219 **physician staffing model, which includes pay incentives and the addition of (3) FTEs to the FY 2018 operating**
220 **budget with a total annual budget impact of \$ 534,897 and the revisions to the Physician/Dentist**
221 **Compensation Plan. Question called. Motion carried.**
222

223 **COMMENTS**

- 224 • Comments were received from the Committee members.
225

226 **DATE OF NEXT MEETING**

- 227 • August 29, 2018
228

229 **ADJOURNMENT**

230 **Mary D. Charles moved/Jean Ferris seconded to adjourn the Bylaws, Personnel & Policy Committee meeting**
231 **at 2:05 pm. Question called. Motion carried.**
232

233 Respectfully Submitted by:

234
235
236 Balla Sobocienski
237 Sr. Executive Administrative Specialist
238

239
240 **CERTIFICATION**

241
242 These minutes of the Norton Sound Health Corporation Bylaws, Personnel & Policy Committee of April 11, 2018
243 meeting were approved at a duly called Finance & Audit Committee meeting this **29th** day of **August, 2018.**
244
245
246

247 _____
248 Mary D. Charles, Board Secretary