



Board of Commissioners Meeting Agenda

Via Webex

April 20, 2022: 1:00 p.m. – 2:00 p.m.

In-person Locations (optional):

PHC's Southern Region Office located at 4665 Business Center Drive, Fairfield, CA 94534

PHC's Northern Region Office located at 2525 Airpark Drive, Redding, CA 96001

PHC's Northern Region Office 1036 5th Street, Suite E, Eureka, CA 95501

***** As signed by the Governor on September 16, 2021, AB 361, allows for Brown Act teleconferencing flexibilities during a state of emergency*****

AB361 authorizes public meetings with Brown Act requirements to be held via teleconference or telephone during a proclaimed state of emergency. It waives the Brown Act requirement for physical presence at the meeting for members, the clerk, and/or other personnel of the body as a condition of participation for a quorum, due to state of emergency caused by the spread of COVID-19 and the risk to the health or safety of attendees meeting in person would present.

Public Participation

The PHC Board of Commissioners meeting may be accessed through Webex:

Join meeting: <https://partnershiphp.webex.com/join/jhayes>

Meeting access number: 2455 974 0209

Join by phone: +1-844-621-3956 (US Toll)

Public comment is welcome during designated "Public Comments" time frames or by emailing comments to the Board Clerk at Board_FinanceClerk@partnershiphp.org.

Comments received will be read during the meeting.

1:00 P.M. – Opening			
1.1	Call to Order		<i>Regina Littlefield</i>
1.2	Roll Call		<i>Regina Littlefield</i>
1.3	Public Comments <i>At this time, members of the public may address the committee on any non-agenda item of interest to the public that is within the subject matter jurisdiction of the Personnel Committee. The public is also welcome to comment on any agenda item during the committee's consideration of the agenda item. Speakers will be limited to three (3) minutes.</i>		<i>Public</i>

1.4	INFORMATION: PHC's 2022 Benefit Highlights <i>This request is for the Personnel Committee to review benefits offered to PHC employees.</i>	4-13	Regina Littlefield
1.5	INFORMATION: PHC's 2022 Human Resources Benefits Portfolio <i>This request is for the Personnel Committee to review the benefits analysis given to PHC employees.</i>	14-17	Regina Littlefield
1.6	ACTION: PHC's Human Resources Policies <i>This request is for the Personnel Committee to review and recommend approval to the full Board of HR Policies that apply to PHC employees.</i>		Regina Littlefield
	Group 1: New Policies		
	<ul style="list-style-type: none"> HR712 – Other Leaves 	18-23	
	Group 2: Policies Containing Changes		
	<ul style="list-style-type: none"> HR404 – Performance Reviews HR508 – Compensation HR509 – Bilingual Standards & Compensation HR608 – Employee Recognition 	24-31 32-39 40-43 44-49	
	Group 3: Policies Containing No-Changes		
	<ul style="list-style-type: none"> HR115 – Discrimination, Harassment, and Retaliation Prevention HR210 – Working Out of Job Class HR213 – Job Descriptions HR407 – Suspected Abuse or Neglect of Members HR504 – Overtime HR506 – Employee Reimbursement for Employee Growth & Career Development HR511 – Attendance & Punctuality HR512 – Mileage Reimbursement HR514 – Employee Growth & Career Development HR515 – Relocation & Moving Expenses HR516 – Pay Related to Community Events HR604 – Spot Bonus HR605 – Management Incentive Program HR606 – Employee Award Program HR610 – Holiday Pay HR701 – Paid Time Off (PTO) HR702 – Paid Time Off Cash-Out Program HR703 – Family and Medical Leave; Pregnancy Disability Leave, Reasonable Accommodation, and Transfer; Personal Medical Leave; and Service Member Leave HR706a – 9/80 Workweek (Exempt) HR706b – 9/80 Workweek (Non-Exempt) HR709 – Sick Leave for On-Call Employees HR710 – Paid Sick Leave (PSL) 	50-52 53-54 55-57 58-60 61-62 63-66 67-72 73-74 75-80 81-83 84-85 86-87 88-90 91-92 93-94 95-97 98-99 100-105 106-109 110-113 114-115 116-118	

	<ul style="list-style-type: none"> • HR803 – Workers Compensation • HR901 – Severance Pay 	119-121 122	
1.7	INFORMATION: PHC's 2022 Event Calendar <i>This request is for the Personnel Committee to review the 2022 Event Calendar available for all PHC employees.</i>	123	Regina Littlefield
1.8	PROPOSAL: Additional Holidays <i>This proposal is for the Personnel Committee to review/consider additional holidays be added to our existing holiday list.</i>	124-128	
2:00 P.M. – Adjournment			
2.1	Meeting adjourned		Regina Littlefield

Government Code §54957.5 requires that public records related to items on the open session agenda for a regular commission meeting be made available for public inspection. Records distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Commission. The Commission has designated the Board Clerk as the contact for Partnership HealthPlan of California located at 4665 Business Center Drive, Fairfield, CA 94534, for the purpose of making those public records available for inspection. The Board Meeting Agenda and supporting documentation is available for review from 8:00 AM to 5:00 PM, Monday through Friday at all PHC regional offices (see locations above). It can also be found online at www.partnershiphp.org. PHC meeting rooms are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Board Clerk at least ten (10) days prior to the scheduled meeting at (707) 863-4516 or by email at Board_FinanceClerk@partnershiphp.org. Notification in advance of the meeting will enable the Board Clerk to make reasonable arrangements to ensure accessibility to this meeting and to materials related to it.