



KPNAA & SCPMG Regional STAFFING COMMITTEE CHARTER

COMMITTEE NAME:

The Committee shall be called the **Southern California KPNAA-SCPMG** Labor-Management Staffing Committee.

PURPOSE:

The purpose of this committee is to:

- Discuss issues related to staffing impacting patients, employees, operations and develop recommendations, ideally by consensus, to address issues and jointly develop plans to implement those recommendations.
- Aim to find solutions to resolve department or unit level issues when they are brought to this committee for resolution.
- Identify data that should be shared with departments, other LMP Committees, UBTs, or individuals (labor or management) in the service area or region and develop a process for doing so.

SCOPE:

Topics to be discussed include but are not limited to:

- Position vacancies
- Posting and filling of positions
- Backfill
- Time off
- Attendance
- Hard to fill positions
- Staff utilization (including contingent staff, use of non-bargaining unit personnel, and scenarios where staffing challenges lead to contracting outside services)
- Staffing models
- Flexibility as defined in the National Agreement
- Budget
- Patient/member needs
- Position control process
- People Pulse scores
- Data related to service/patient satisfaction
- Data related to patient access

MEETING CADENCE AND DURATION:

- The committee shall meet monthly for a two-hour period unless there is mutual agreement to change the duration or cadence of meetings.
 - High Census demands will be considered in ability to meet monthly as our patients needs will be addressed first.
- Labor and management recognize there may be a need to meet more frequently to address issues.

COMMITTEE COMPOSITION:

Members of the committee will be comprised of the following:

- Senior Kaiser Permanente leaders & Departmental Leaders
 - Regional Administrative Leader, Surgical Services
 - Department Administrator, Anesthesiology or Designee
 - Labor Relations Consultant
- Alliance union leaders
 - KPNAA Executive Director
 - KPNAA Board Members
- Labor representatives from the Alliance union

The committee will consist of an equal number of members from the Alliance union and the company, or a greater number of union members.

LEADERSHIP:

The committee will be co-chaired by one labor representative from the Alliance union and one member of management, as identified by the union and Kaiser Permanente.

CO-CHAIR RESPONSIBILITIES:

- Model partnership behavior.
- Facilitate committee meetings.
- Prepare and plan for committee meetings, including agenda planning, ensuring data is available for discussion, and inviting appropriate subject matter experts (SME) to committee meetings.
- Distribute minutes to committee members.
- Identify needs and facilitate committee members having time between meetings to complete action items generated by committee decisions that may need to be finalized outside the normal meeting time.

MEMBERSHIP SELECTION:

- KPNAA membership will be selected by appropriate elected union leadership and/or their designees consistent with internal union procedures
- SCPMG representatives will be selected by the Regional Administrative Leader, Surgical Services and Department Administrator(s) of Anesthesiology.

MEMBERSHIP:

- List of labor and management committee members

KPNAA Members	Management Members
Audra Kennedy	Shawn Briere
Becky Atwood	xxx
Thomas X. Bachtler	Jill Bowen
Mike Churchin	Cindy Parise
Kathleen Theobald	Teresa Marinkovich

- Guests/observers/subject matter experts may participate in the discussion, share information and ideas, but will not participate in decision-making.

MEMBER RESPONSIBILITIES:

- Model partnership behavior.
- Attend meetings and actively participate unless an absence is unavoidable.
- If absence is unavoidable, member will:
 - Inform the Co-Chairs of absence as soon as possible.
 - Review minutes from the meeting to ensure they are informed of discussions that occurred
- Bring vital points of view to the committee for an absent committee member.
- Communicate outcomes and recommendations with committee members' constituents/audience.
- Identify barriers to the success of the committee and present potential solutions.
- Support the final consensus decision and highlight committee successes.

COMMUNICATION:

- The Co-Chairs will send out agendas / meeting minutes to all committee members.
- Agenda / minutes will capture action items and accountable parties.
- Minutes will be provided to all committee members not more than five (5) business days after a meeting.
- Agendas will be sent no less than five (5) business days prior to the next meeting.

DECISION MAKING:

- Decisions affecting members not present, even with a quorum, may be deferred pending consideration of the missing party's interests.
- Decision making quorum: 50% of Alliance members and 50% management members must be present to make decisions.
- The committee will make all decisions by consensus, within the appropriate scope.
- While committee members may on occasion send a delegate, any delegates attending will not participate in decision-making.
- Escalation of issues to Local or Regional LMP Council may occur for unresolved issues.

EDUCATION:

All Labor Management Staffing Committee members will have approved Partnership training to include:

- Introduction to Partnership, Consensus Decision Making,
- Interest-Based Problem Solving, financial and budget education (i.e. Business Literacy), and other training as determined by the Co-Chairs of the committee.

OVERSIGHT & SPONSORSHIP:

- Regional or Local LMP Council

OVERSIGHT & SPONSORSHIP RESPONSIBILITIES:

- Provide support and resources and remove barriers to backfill and staffing work by the committee