UW Health Workforce Committee

February 16, 2023 - 1:00 PM -2:30 PM

https://uwhealth.webex.com/uwhealth/j.php?MTID=m81609e335b85ba335c3b58e245a7214d

Meeting Number: 2621 879 7861 // Password: 021623


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# UW Health Workforce Committee - February 16, 2023 - Public Meeting Notice

## Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>1:00 PM</td>
<td>I. Call to Order</td>
<td>Approval</td>
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<td></td>
<td>Mr. Paul Seidenstricker</td>
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<tr>
<td>1:00 PM</td>
<td>II. Meeting Minutes - Open Session</td>
<td>Approval</td>
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<td></td>
<td>Mr. Paul Seidenstricker</td>
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<td>1:02 PM</td>
<td>III. UW Health Workforce Committee Purpose and Function</td>
<td>Informational</td>
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<td>Dr. Alan Kaplan, Ms. Betsy Clough</td>
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<td>Presentation - Committee Purpose and Function</td>
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<tr>
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<td>Attachment - UWHCA Workforce Committee Charter</td>
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<td>5</td>
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<td>1:12 PM</td>
<td>IV. Closed Session</td>
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<td>Motion to enter into closed session pursuant to Wisconsin Statutes section 19.85(1(e), for the discussion of the following confidential matters, which for competitive reasons require a closed session: review and approval of closed session meeting minutes; and discussion of UW Health workforce matters including workforce dashboard, nursing workforce update, UW Health strategic partnership matter, and UW Health workforce strategic planning; and, pursuant to Wisconsin Statutes section 19.85(1)(g), to confer with legal counsel regarding these and other matters.</td>
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<td>2:30 PM</td>
<td>V. Adjourn</td>
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Workforce Committee

Reminder of purpose and function
Committee Duties

Formed in 2020

Understand and provide recommendations and oversight regarding issues of importance to UW Health workforce

Sustainment of best place to work environment
- Employee voice
- Employee recruitment and retention
- Fair and just culture
- Bilateral communication
- Talent development
1. **Purpose.**

The Workforce Committee of the Board of Directors (“Board”) of the University of Wisconsin Hospitals and Clinics Authority (“UWHCA”, and together with University of Wisconsin Medical Foundation, Inc., “UW Health”) shall provide leadership and oversight and shall assist the Board with understanding and addressing issues of importance to the UW Health workforce, and sustaining a best place to work environment for UW Health’s employees and staff.

2. **Composition.**

The Workforce Committee shall consist of no less than five (5) and no more than nine (9) individuals as designated by the Chairperson of the Board and shall include no less than three (3) members of the Board. The following UW Health executives shall be invited to participate in meetings of the Workforce Committee and shall serve as executive staff to, not as members of, the Workforce Committee: the UW Health Chief Executive Officer, the UW Health Chief Operations Officer, the UW Health Vice President Human Resources, and the UW Health Chief Nursing Executive.

Members of the Workforce Committee shall serve until their resignation or removal by the Chairperson of the Board. Vacancies in the Workforce Committee shall be filled by the Chairperson of the Board in accordance with the committee composition requirements set forth in this charter.

3. **Duties.**

The Workforce Committee shall have the following duties and responsibilities:

   a. Work to better understand and provide recommendations and oversight regarding issues of importance to the UW Health workforce and to ensure and sustain a best place to work environment including, but not limited to:

      - Employee voice and engagement throughout the organization;
      - Employee recruitment and retention;
      - Fair and just culture;
      - Bilateral communication; and
      - Talent development.

   b. Provide coordination and aggregation of information and data relevant to the
duties and responsibilities of the Workforce Committee resulting from work of other UW Health leaders, councils, workgroups and internal sources addressing workforce, workplace, and employee issues and initiatives.

c. Such other matters as may be assigned to the Workforce Committee by the Board from time to time.

4. Authority.

a. Professional Advisors. The Workforce Committee shall have the authority to engage independent advisors as the Workforce Committee deems necessary or appropriate to carry out its duties and responsibilities.

b. Employee Meetings. The Workforce Committee shall have the authority to direct any employees of UW Health to meet with the Workforce Committee as deemed necessary or appropriate to carry out its responsibilities.

c. Expenses. The Workforce Committee shall have the authority to incur expenses that are reasonable and necessary to carry out its responsibilities.

d. Other. The Workforce Committee shall have such other authority as may be granted to it by the Board from time to time.

5. Meetings and Procedures.

a. Meetings. The Workforce Committee shall meet as often as it deems necessary in order to perform its responsibilities but no less than semi-annually. A majority of the Workforce Committee members present in person or electronically (to the extent electronic participation is permitted) shall constitute a quorum for conducting business at a meeting.

b. Open Meetings Law. Meetings of the Workforce Committee shall be subject to the State of Wisconsin Open Meetings Law. The Workforce Committee may meet in closed session in accordance with the State of Wisconsin Open Meetings Law.

c. Manner of Acting. Workforce Committee decisions shall be made according to the following model, assuming a quorum is present: first by consensus; if a consensus cannot be reached, then by a vote of a majority of the members of the committee present at the meeting; and finally in the case of a tie vote, the Chairperson of the Board shall cast the tie-breaking vote after being provided with full information necessary for the evaluation and assessment of the pending issue.

d. Reports to the Board of Directors. The Workforce Committee shall report at regular intervals to the Board of Directors, but no less than semi-annually.
6. **Limitation on Duties.**

   The Workforce Committee shall discharge its responsibilities and shall access the information provided by UW Health’s management and other internal sources as appropriate. The Workforce Committee shall not have the authority to take any action that is inconsistent with the corporate governance documents of any UW Health entity or applicable law.