

Meeting Name	Recruitment Retention Recognition Council		Council/Meeting Minutes
Location	Atrium and Microsoft Teams		
Date	9/15/2021		
Time	8:00 AM-9:00AM		
Conducted By	Judy Dillworth RN		
Topic/ Facilitator	Discussion	Staff Input & Feedback	Action
Review of July Minutes Judy Dillworth			Approved. August meeting was cancelled.
Exit Interviews	Deb LaFaro was asked to provide information regarding exit interviews. She said there has been a delay the last few weeks due to the vaccine testing mandate. She mentioned that nurses should enter in myexperience under resignation.	Elizabeth added that someone left in July, submitted a resignation letter and had exit interview the day before last day worked. Nurses asked “what about transfers e.g. 5South to 2Center?”. Transfers do not count as resignations. Alayna Davis, NM ED said that resignation info is entered 4 weeks before employee leaves. The RN give resignation to manager and then enters in MyExperience. Much discussion regarding protection of confidentiality of RN but also to learn why nurses leave to implement strategies to retain staff. Proposed creation of separate tool which would be anonymous (send to Judy?) and more accurate regarding the reasons for leaving.	Marisol suggested to invite Carolyn Schlatmann to the next meeting to discuss onboarding and answer questions. Judy asked Deb to send her the template used for exit interviews to draft tool to nurses who leave. She will send to RRR council members to review/modify “why are you leaving” Deb will check with Patrizia to share process of entering in MyExperience.
Recognition: “Raising the bar on Med safety” Candace Huggins	Candace shared new process of recognizing the units with the best compliance for medication reconciliation. Nurses are presented with a certificate and “bar of chocolate”	2N was the first unit to be recognized in July 2021, the ICU was recognized in August.	Candice requested RRR council members to help decorate the bar

<b>Recruitment</b>	RNs asked why nurses who are interviewed in August, don't start work until October.	Marisol explained that after the interview, the NM must immediately provide feedback (every day counts), then obtain HR approval (includes vaccine mandate). RN can only start work at the designated orientation time. Phelps and Northern Westchester have monthly orientations vs. biweekly at Northwell hospitals on Long Island. Now RNs must start day 1 of a new pay period. Each of these steps can cause a delay on the timeline.	CHuggins said that apparently, Carolyn has a weekly call with Northern Westchester Hospital; maybe she can do the same for Phelps. Plan to ask when she joins next meeting.
<b>Recruitment</b>	Kyle requested data of available positions	Marisol said there are 46 RN openings (FT, PT, PD) Alaina mentioned that there are 193 open positions at Phelps (inclusive of all staff) Deb suggested looking at LOAs as they also have an impact.	Specific data per unit and organization would be helpful.
<b>Meeting adjourned</b>			Next meeting October 20,2021 8a-9a