

**LEWIS COUNTY GENERAL HOSPITAL  
HUMAN RESOURCES COMMITTEE**

**Date:** October 13, 2023

**Call To Order:** 8:00 a.m.

**Adjourn:** 8:57 a.m.

**Members Present:** Jennifer Jones, John Lehman, Marguerite Mastascusa, Donald Musnicki, Karen Rennie, Jessica Skiff and Mike Young.

**Guests present:** Mackenzie Bellinger (left at 8:40 a.m.), Jerry Cayer, Dr. Harney, Jeff Hellinger, Kerry Herbine, and Marcy Teal (left at 8:40 a.m.).

**Human Resources Department**

**Mission and Vision Statement**

**Old Business:**

- The committee was provided follow up on the following areas of focus: legal actions, labor relations and other HR related topics (Employee Opinion Survey, Sick Bank, MAT Jail Nurse).

**New Business:**

• **Position Creation**

**Occupational Therapist**

Discussion: The committee was apprised of the need to create one (1) full-time position card for an Occupational Therapist with a salary not to exceed \$89,000 annually.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for an Occupational Therapist with a salary not to exceed \$89,000 annually.

**Nurse Practitioner**

Discussion: The committee was apprised of the need to create two (2) full-time position cards for Nurse Practitioner with a salary not to exceed \$130,000 annually.

Action/Timetable: The committee agreed to recommend to the full board the creation of two (2) full-time position cards for Nurse Practitioners with a salary not to exceed \$130,000 annually.

**Registered Nurse (RHCF)**

Discussion: The committee was apprised of the need to create six (6) full-time position cards for Registered Nurse with a salary range of \$35.97 – 44.96 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of six (6) full-time position cards for Registered Nurse with a salary range of \$35.97 – 44.96 per hour.

• **Position Abolishment**

**Physician Assistants**

Discussion: The committee was apprised of the need to abolish two (2) full-time position cards for Physician Assistants.

Action/Timetable: The committee agreed to recommend to the full board the abolishment of two (2) full-time position cards for Physician Assistants.

- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (HR Update, position cards, Vacancy/Turnover).

**Informational**

- Physician Retention/Recruitment
- Vacancy Report – This report was distributed to the committee members and guests for review
- New Hire and Employee Farewell listing
- Employee of the Month – June – Mackenzie Goutermout, RN  
July – TBA  
August – TBA  
September - TBA

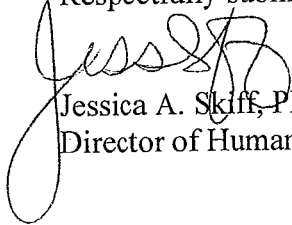
**Executive Session:**

A motion was made by Mike Young to enter Executive Session at 8:54 a.m. to discuss personnel items.

A motion was made by Karen Rennie to return to regular session at 8:56 a.m.

A motion was made by John Lehman, seconded by Mike Young to adjourn the meeting.

Respectfully submitted,



Jessica A. Skiff, PHR, SHRM-CP  
Director of Human Resources