

**LEWIS COUNTY GENERAL HOSPITAL  
HUMAN RESOURCES COMMITTEE**

**Date:** October 19, 2020

**Call To Order:** 3:02 p.m.

**Adjourn:** 3:48 p.m.

**Members Present:** Dick Chartrand, Jennifer Jones, John Lehman, and Jessica Skiff.

**Guests present:** Jerry Cayer, Jeff Hellinger, Diana Luther (left at 3:25), Phillip McDowell (arrived at 3:42), Michele Prince, and Caitlyn Smith (left at 3:30).

**Human Resources Department**  
**Mission and Vision Statement**

**Old Business:**

- **Casual Position Function** – The committee was provided a status update on current casual employment status.

**New Business:**

• **Position Creation**

**Registered Dietitian**

Discussion: The committee was apprised of the need to create one (1) part-time position card for a Registered Dietitian with a salary range of \$28.62 - \$35.91 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) part-time position card for a Registered Dietitian with a salary range of \$28.62 - \$35.91 per hour.

• **Position Abolishment**

**Dietetic Technician**

Discussion: The committee was apprised of the need to abolish one part-time position card for a Dietetic Technician.

Action/Timetable: The committee agreed to recommend to the full board abolishing one part-time position card for a Dietetic Technician.

- The committee discussed the current meeting date and time to coincide with the County Health & Human Services Committee schedule.
- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Bonus Programs, Star Program, Manager Training).

**Physician Recruitment / Retention Issues:**

- Family Practice – The committee was updated on the recruitment efforts for this specialty.

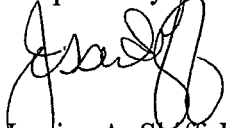
**Informational**

- Vacancy Report – This report was distributed to the committee members and guests and reviewed.
- New Hire and Employee Farewell listing

- Employee of the Month (September) – Lori Peters, Senior Keyboard Specialist

A motion was made by John Lehman, seconded by Dick Chartrand to adjourn the meeting.

Respectfully submitted,



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