

**LEWIS COUNTY GENERAL HOSPITAL
HUMAN RESOURCES COMMITTEE**

Date: November 10, 2023

Call To Order: 8:00 a.m.

Adjourn: 9:29 a.m.

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

Guests present: Jerry Cayer, Rob Fargo, Dr. Harney (entered at 8:05 a.m.), Kerry Herbine, Marcy Teal, Debra Wurz (entered at 8:05 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).

New Business:

• **Position Creation**

Nursing Assistant

Discussion: The committee was apprised of the need to create three (3) full-time position cards for Nursing Assistants with a salary range of \$17.22 – 21.93 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of three (3) full-time position cards for Nursing Assistants with a salary range of \$17.22 – 21.93 per hour.

Clerk

Discussion: The committee was apprised of the need to create one (1) part-time position card for a Clerk with a salary range of \$15.18 – 19.70 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) part-time position cards for a Clerk with a salary range of \$15.18 – 19.70 per hour.

Patient Access Clerk

Discussion: The committee was apprised of the need to create five (5) full-time position cards for Patient Access Clerks with a salary range of \$16.35 – 21.59 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of five (5) full-time position cards for Patient Access Clerks with a salary range of \$16.35 – 21.59 per hour.

• **Position Abolishment**

Physician Office Assistants

Discussion: The committee was apprised of the need to abolish five (5) full-time position cards for Physician Office Assistants.

Action/Timetable: The committee agreed to recommend to the full board the abolishment of five (5) full-time position cards for Physician Office Assistants.

Certified Nursing Assistant

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

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

- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (HR Update, Travel Staff, HWB Round 4, 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 –July – Julie Smith, Patient Access Clerk
August – TBA
September - TBA
October – TBA

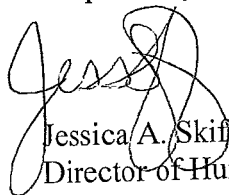
Executive Session:

A motion was made by Mike Young, seconded by Don Musnicki to enter Executive Session at 9:06 a.m. to discuss personnel items.

A motion was made by Mike Young, seconded by Marguerite Mastascusa to return to regular session at 9:28 a.m.

A motion was made by Mike Young, seconded by Don Musnicki to adjourn the meeting.

Respectfully submitted,



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