

**LEWIS COUNTY GENERAL HOSPITAL
HUMAN RESOURCES COMMITTEE**

Date: January 17, 2024

Call To Order: 7:58 a.m.

Adjourn: 9:27 a.m.

Members Present: Jennifer Jones, John Lehman (left at 9:15 a.m.), Marguerite Mastascusa, Donald Musnicki (virtual), Sue Ross, Jessica Skiff and Mike Young.

Guests present: Jerry Cayer, Rob Fargo, Dr. Harney (entered at 8:40 a.m.), Jeff Hellinger, Kerry Herbine, Caitlyn Smith, Marcy Teal (entered at 8:15 a.m.), Debra Wurz.

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**

Respiratory Therapist

Discussion: The committee was apprised of the need to create one (1) full-time position card for Respiratory Therapist with a salary range of \$28.22 – 40.44 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for Respiratory Therapist with a salary range of \$28.22 – 40.44 per hour.

Registered Nurse - OR

Discussion: The committee was apprised of the need to create one (1) full-time position card for a Registered Nurse with a salary range of \$37.32 – 46.65 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for Registered Nurse with a salary range of \$37.32 – 46.65 per hour.

Registered Nurse - OR

Discussion: The committee was apprised of the need to create one (1) part-time position card for a Registered Nurse with a salary range of \$37.32 – 46.65 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) part-time position card for Registered Nurse with a salary range of \$37.32 – 46.65 per hour.

Surgical Technician

Discussion: The committee was apprised of the need to create one (1) full-time position card for a Surgical Technician with a salary range of \$20.66 – 26.71 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for Surgical Technician with a salary range of \$20.66 – 26.71 per hour.

Surgical Technician

Discussion: The committee was apprised of the need to create one (1) part-time position card for a Surgical Technician with a salary range of \$20.66 – 26.71 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) part-time position card for Surgical Technician with a salary range of \$20.66 – 26.71 per hour.

RN Office Manager

Discussion: The committee was apprised of the need to create two (2) full-time position cards for RN Office Managers with a salary not to exceed \$100,000 annually.

Action/Timetable: **HOLD** The committee recommend gathering further market salary information regarding the Clinic Office Manager and RN Office Manager positions.

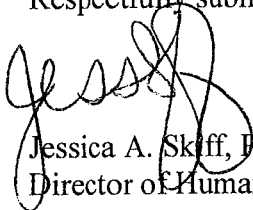
- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (HR Legal Update, Travel Staff, HWB Round 4, Vacancy/Turnover, HR Goals/Tasks 2024).

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 –September – Gabby Carter, CNA
October – Bert Snyder, Unit Helper
November – TBA
December - TBA

A motion was made by Mike Young, seconded by Marguerite Mastascusa to adjourn the meeting.

Respectfully submitted,



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