

**LEWIS COUNTY GENERAL HOSPITAL  
HUMAN RESOURCES COMMITTEE**

**Date:** December 14, 2020

**Call To Order:** 3:01 p.m.

**Adjourn:** 3:37 p.m.

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

**Guests present:** Neva Bossard, Jerry Cayer, Jeff Hellinger, Frank Pace, Michele Prince and Mike Young.

**Human Resources Department**

**Mission and Vision Statement**

**Old Business:**

**The committee was provided a status update on the following topics:**

- Casual Position Function

**New Business:**

• **Position Creation**

**Food Service Helper**

Discussion: The committee was apprised of the need to create two (2) part-time position cards for Food Service Helpers with a salary range of \$12.51 - \$16.57 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of two (2) part-time position cards for a Food Service Helpers with a salary range of \$12.51 - \$16.57 per hour.

• **Position Abolishment**

**Senior Food Service Helper**

Discussion: The committee was apprised of the need to abolish one full-time position card for a Senior Food Service Helper.

Action/Timetable: The committee agreed to recommend to the full board abolishing one full-time position card for a Senior Food Service Helper.

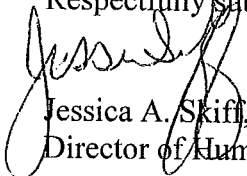
- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Quarantines, Telecommuting Policy, Year End, United Way, Arbitration Status).

**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 (November) – Whitney Waugh, RN

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

Respectfully submitted,



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