

**LEWIS COUNTY GENERAL HOSPITAL
HUMAN RESOURCES COMMITTEE**

Date: December 8, 2022 **Call To Order:** 7:58 a.m. **Adjourn:** 9:40 a.m.

Members Present: Dick Chartrand, Jennifer Jones, Marguerite Mastascusa, Karen Rennie, Jessica Skiff and Mike Young (left at 8:25 a.m).

Excused: None

Guests present: Jerry Cayer, Rob Fargo, Dr. Sean Harney, Kerry Herbine, Caitlin Smith, Marcy Teal, and Deb 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, Onboarding Timeframes).

New Business:

- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Exempt Handbook, HWB, Labor Mgt, Civil Service).

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 –October– TBA
- Employee of the Month – November- TBA

A motion was made by Dick Chartrand, seconded by Marguerite Mastascusa to adjourn the meeting.

Respectfully submitted,



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