

**LEWIS COUNTY GENERAL HOSPITAL
HUMAN RESOURCES COMMITTEE**

Date: February 10, 2023 **Call To Order:** 8:01 a.m. **Adjourn:** 8:56 a.m.

Members Present: Jennifer Jones, John Lehman, Donald Musnicki (via google), Karen Rennie, Jessica Skiff and Mike Young.

Excused: Marguerite Mastascusa,

Guests present: Jerry Cayer, Rob Fargo, Dr. Sean Harney, Jeff Hellinger, Kerry Herbine, Caitlin Smith, Marcy Teal, and Deb Wurz.

Human Resources Department
Mission and Vision Statement

Executive Session:

A motion was made by John Lehman, seconded by, to enter Executive Session at 8:03 a.m. to discuss personnel items.

A motion was made by Karen Rennie, seconded by John Lehman, to return to regular session at 8:08 a.m.

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).

New Business:

- **Position Abolishment**

Discussion: The committee was apprised of the need to abolish the following eleven (11) position card for clean up purposes.

Action/Timetable: The committee agreed to recommend to the full board the abolishment of eleven (11) position card for clean up purposes.

- Occupational Health Services Coordinator – FT
- Data Entry Machine Operator – FT
- Dental Consultant
- Emergency Services Nursing Care Coordinator – FT
- Nurse Midwife – FT
- Sr. Pharmacist -FT
- Pharmacist – FT
- Pharmacy Aide
- Physician – PT
- Telephone Operator –FT
- Volunteer Coordinator - PT

- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Exempt Handbook, Labor Mgt, EAP, Evaluations, Position card changes, NH Minimum Staffing).

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 –December– Amy Godlewski, RN
- Employee of the Month – November- Elizabeth Lawrence, RN
- Employee of the Month – December- TBA

A motion was made by John Lehman, seconded by Karen Rennie to adjourn the meeting.

Respectfully submitted,



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