

**LEWIS COUNTY GENERAL HOSPITAL  
HUMAN RESOURCES COMMITTEE**

**Date:** February 9, 2024

**Call To Order:** 8:01 a.m.

**Adjourn:** 9:28 a.m.

**Members Present:** Jennifer Jones, John Lehman, Marguerite Mastascusa, Sue Ross, Karen Rennie, Jessica Skiff and Mike Young.

**Excused:** Donald Musnicki

**Guests present:** Rob Fargo, Dr. Harney, Jeff Hellinger, Kerry Herbine, Caitlyn Smith, Marcy Teal, and 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**

**RN Office Manager**

Discussion: The committee was apprised of the need to create two (2) full-time position cards for RN Nurse Managers with a salary not to exceed \$85,000 annually.

Action/Timetable: The committee agreed to recommend to the full board the creation of two (2) full-time position card for RN Nurse Manager with a salary not to exceed \$85,000 annually.

- 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, Employee Clearance, Workers Comp).

**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 – January- TBA

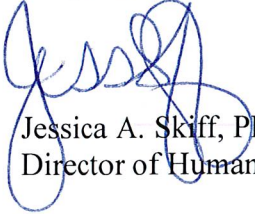
**Executive Session:**

A motion was made by Marguerite Mastascusa, seconded by Sue Ross to enter Executive Session at 9:02 a.m. to discuss personnel items.

A motion was made by Mike Young, seconded by Sue Ross to return to regular session at 9:27 a.m.

A motion was made by Marguerite Mastascusa, seconded by Karen Rennie to adjourn the meeting.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Jessica A. Skiff', written over the printed name.

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