

**LEWIS COUNTY GENERAL HOSPITAL  
HUMAN RESOURCES COMMITTEE**

**Date:** March 10, 2022

**Call To Order:** 8:05 a.m.

**Adjourn:** 8:43 a.m.

**Members Present:** Dick Chartrand, Jennifer Jones (via goggle), Marguerite Mastascusa, Karen Rennie, Jessica Skiff and Mike Young(via google).

**Excused:** Jerry Cayer,

**Guests present:** Dr. Harney, Kerry Herbine, Jeff Hellinger, Frank Pace, Caitlyn Smith (via goggle), and Debra Wurz.

**Human Resources Department**  
**Mission and Vision Statement**

**Old Business:**

**New Business:**

• **Position Creation**

**Unit Helper**

**Discussion:** The committee was apprised of the need to create four (4) full-time position cards for Unit Helpers with a salary of \$13.20 – 16.56 per hour.

**Action/Timetable:** The committee agreed to recommend to the full board the creation of four (4) full-time position cards for Unit Helpers with a salary range of \$13.20 – 16.56 per hour.

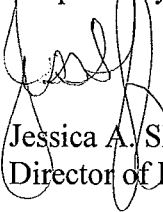
- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Applications, negotiations, Open enrollment)

**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 –January/February  
TBA

A motion was made by Mike Young, seconded by Karen Rennie to adjourn the meeting.

Respectfully submitted,



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