

**LEWIS COUNTY GENERAL HOSPITAL  
HUMAN RESOURCES COMMITTEE**

**Date:** March 10, 2023

**Call To Order:** 8:00 a.m.

**Adjourn:** 9:00 a.m.

**Members Present:** Jennifer Jones (via google), Marguerite Mastascusa, Donald Musnicki (via google), Jessica Skiff and Mike Young.

**Excused:**, John Lehman, Karen Rennie,

**Guests present:** Jerry Cayer, Dr. Sean Harney, Jeff Hellinger, 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, Handbook, HR Software).

**New Business:**

• **Position Abolishment**

Discussion: The committee was apprised of the need to abolish the following position cards for clean up purposes.

Action/Timetable: The committee agreed to recommend to the full board the abolishment of seventeen (17) position cards for clean up purposes.

- Keyboard Specialist – FT
- Senior Keyboard Specialist - FT
- Public Health Hospice Nurse Coordinator – FT
- Medical Transcriptionist x2 – FT
- Laboratory Director – PT
- Assistant Director of Nursing – FT
- Assistant Nursing Home Administrator - FT
- Patient Account Supervisor - FT
- Admission/Outpatient Coordinator- FT
- Senior Stenographer – FT
- Outpatient Care Coordinator – FT
- Patient Reimbursement Analyst – FT
- Patient Review Coordinator – FT
- Data Entry Machine Operator
- Typist – FT
- Typist – PT

• **Position Creation**

**Patient Access Clerk**

Discussion: The committee was apprised of the need to create one (1) full-time position card for a Patient Access Clerk with a salary of \$16.35 – 21.59 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for a Patient Access Clerk with a salary of \$16.35 – 21.59 per hour.

**Central Sterile Technician**

Discussion: The committee was apprised of the need to create one (1) full-time position card for a Central Sterile Technician with a salary of \$14.54 – 19.63 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for a Central Sterile Technician with a salary of \$14.54 – 19.63 per hour.

**Central Sterile Technician**

Discussion: The committee was apprised of the need to create one (1) part-time position card for a Central Sterile Technician with a salary of \$14.54 – 19.63 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) part-time position card for a Central Sterile Technician with a salary of \$14.54 – 19.63 per hour.

**Registered Nurse**

Discussion: The committee was apprised of the need to create two (2) full-time position cards for Registered Nurses with a salary of \$35.97 – 44.96 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of two (2) full-time position cards for Registered Nurses with a salary of \$35.97 – 44.96 per hour.

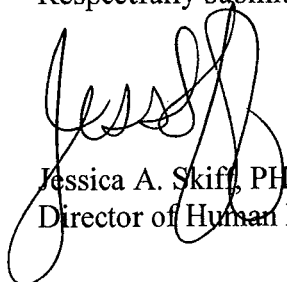
- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Jail Nurse MOA, Upcoming events, Regulations).

**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 & February - TBA

A motion was made by Marguerite Mastascusa, seconded by Donald Musnicki to adjourn the meeting.

Respectfully submitted,



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