

**LEWIS COUNTY GENERAL HOSPITAL
HUMAN RESOURCES COMMITTEE**

Date: April 19, 2023

Call To Order: 7:58 a.m.

Adjourn: 9:12 a.m.

Members Present: Jennifer Jones, John Lehman, Karen Rennie, Jessica Skiff and Mike Young.

Excused:, Marguerite Mastascusa, Donald Musnicki

Guests present: Jerry Cayer, Rob Fargo, 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,).

New Business:

• **Position Creation**

Phlebotomist

Discussion: The committee was apprised of the need to create one (1) full-time position card for a Phlebotomist with a salary of \$18.60 – \$24.41 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for a Phlebotomist with a salary range of \$18.60 – \$24.41 per hour.

Clinic LPN

Discussion: The committee was apprised of the need to create two (2) full-time position cards for Clinic LPN with a salary of \$21.87 - \$27.14 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of two (2) full-time position cards for Clinic LPN with a salary range of \$21.87 - \$27.14 per hour.

Registered Nurse

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

• **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 (14) position cards for clean up purposes.

- Electrocardiograph Tech – FT
- Keyboard Specialist – FT
- Nurse Case Manager x2 – PT

- Tumor Registrar – PT
 - Medical Records Technician x2 – PT
 - Human Resources Assistant – FT
 - RHCF Medical Director – PT
 - Senior Account Clerk – FT
 - Data Entry Machine Operator – FT
 - Telephone Operator – FT
 - Registration Supervisor – FT
 - Group Practice Administrator - FT
- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Jail Nurse MOA, PLLC, HWB).

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

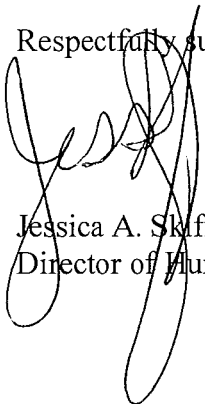
Executive Session:

A motion was made by Jennifer Jones to enter Executive Session at 9:12 a.m. to discuss personnel items.

A motion was made by John Lehman to return to regular session at 9:30 a.m.

A motion was made by Jenny Jones, seconded by John Lehman to adjourn the meeting.

Respectfully submitted,



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