

**LEWIS COUNTY GENERAL HOSPITAL
HUMAN RESOURCES COMMITTEE**

Date: April 8, 2021

Call To Order: 2:00 p.m.

Adjourn: 3:08 p.m.

Members Present: Jennifer Jones, John Lehman (via Google at 2:05p.m.), Dr. Howard Meny (via google), Jessica Skiff and Mike Young.

Excused: Dick Chartrand

Guests present: Jerry Cayer, Sean Harney (via google), Jeff Hellinger, Frank Pace (via google), Michele Prince, Marcy Teal (via google), and Debra Wurz (via google).

**Human Resources Department
Mission and Vision Statement**

Old Business:

The committee was provided a status update on the following topics:

- Casual Position Review
- Overtime Payments

New Business:

- **Position Creation**

Purchasing Agent

Discussion: The committee was apprised of the need to create one (1) full-time position card for a Purchasing Agent with a salary range not to exceed \$47,000 annually.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for a Purchasing Agent with a salary range not to exceed \$47,000 annually.

Stores Clerk

Discussion: The committee was apprised of the need to create one (1) part-time position card for a Stores Clerk with a salary range of \$13.82 - \$17.90 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for a Purchasing Agent with a salary range of \$13.82 - \$17.90 per hour.

- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Arbitration, Negotiations, Salary Survey, and Annual Report).

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 (February) – Allie Carpenter, Ultrasound Technologist

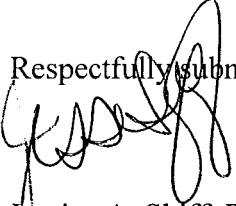
Executive Session

A motion was made by Jenny Jones to enter Executive Session at 2:37 p.m. to discuss personnel items.

A motion was made by Jenny Jones to return to regular session at 3:07 p.m.

A motion was made by Jenny Jones to adjourn the meeting.

Respectfully submitted,



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