

**LEWIS COUNTY GENERAL HOSPITAL  
HUMAN RESOURCES COMMITTEE**

**Date:** May 12, 2022

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

**Adjourn:** 9:29 a.m.

**Members Present:** Dick Chartrand, Jennifer Jones, Marguerite Mastascusa, Jessica Skiff and Mike Young.

**Excused:** Karen Rennie

**Guests present:** Jerry Cayer, Dr. Harney (entered at 8:10 a.m., left at 8:49), Kerry Herbine, Jeff Hellinger, Frank Pace (left at 8:49), Caitlyn Smith (via goggle – left at 8:15a.m.), and Debra Wurz (left at 8:49).

**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 (Nursing Home Minimum Staff Hours, Job Fair)

**New Business:**

• **Position Creation**

**Clerks**

Discussion: The committee was apprised of the need to create two (2) full-time position cards for Clerks with a salary of \$13.86 – 18.05 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of two (2) full-time position cards for Clerks with a salary range of \$13.86 – 18.05 per hour.

**Nursing Assistants**

Discussion: The committee was apprised of the need to create three (3) part-time position cards for Nursing Assistants with a salary of \$13.98 – 18.36 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of three (3) part-time position cards for Nursing Assistants with a salary range of \$13.98 – 18.36 per hour.

- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Employee Survey, DOL Complaint).

**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 –March – Rebecca Keefer, Clinical Informatics Nurse
- Employee of the Month – April – TBA

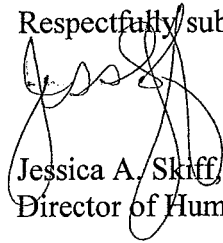
**Executive Session:**

A motion was made by Mike Young, seconded by Dick Chartrand, to enter Executive Session at 8:49 a.m. to discuss personnel items and negotiations.

A motion was made by Dick Chartrand to return to regular session at 9:28 a.m.

A motion was made by Dick Chartrand, seconded by Marguerite Mastascusa to adjourn the meeting.

Respectfully submitted,



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