

**LEWIS COUNTY GENERAL HOSPITAL
HUMAN RESOURCES COMMITTEE**

Date: May 12, 2023

Call To Order: 8:00 a.m.

Adjourn: 8:42 a.m.

Members Present: John Lehman, Marguerite Mastascusa, Karen Rennie, Jessica Skiff and Mike Young.

Excused: Jennifer Jones, Donald Musnicki

Guests present: Jerry Cayer, Rob Fargo, Jeff Hellinger, Sean Harney and Kerry Herbine.

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**

- Registered Nurse**

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

- **Position Abolishment**

- Registered Nurse**

- Discussion: The committee was apprised of the need to abolish (1) 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 abolishment of one (1) Full-time position cards for Registered Nurse with a salary range of \$35.97 - \$44.96 per hour.

- 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 (6) position cards for clean up purposes.

- Ward Clerk – FT x2
 - Ward Clerk – PT
 - Social Work Assistant – PT
 - Facilities Maintenance Supervisor – FT
 - Adult Day Care Assistant - PT

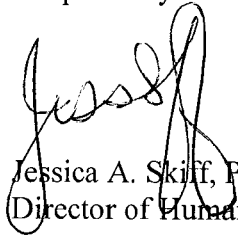
- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Jail Nurse MOA, HWB, Workers Comp.).

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 – February – Matthew Gyore, Custodial Worker
- Employee of the Month – March & April - TBA

A motion was made by Marguerite Mastascusa, seconded by John Lehman to adjourn the meeting.

Respectfully submitted,



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