

**LEWIS COUNTY GENERAL HOSPITAL
HUMAN RESOURCES COMMITTEE**

Date: May 22, 2020

Call To Order: 10:00 a.m.

Adjourn: 11:02 a.m.

Members Present: Steven Fuller, Jennifer Jones, and Jessica Skiff.

Excused: Dick Chartrand and John Lehman.

Guests present: Jeff Hellinger, Michele Prince.

**Human Resources Department
Mission and Vision Statement**

Old Business:

• **Position Abolishment**

Abolish Group Practice Administrator

Discussion: The committee was apprised of the need to abolish one full-time position card for the Group Practice Administrator.

Action/Timetable: The committee agreed to recommend to the full board abolishing one full-time position card for the Group Practice Administrator.

New Business:

- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Mental Health, C.N.A Graduates, Grievances, Workers Compensation Quarterly Report, and the Dental Insurance Change).

Physician Recruitment / Retention Issues:

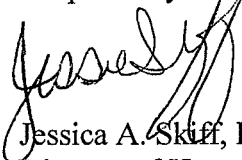
- OB/GYN – The committee was updated on the recruitment efforts for this specialty.
- Family Practice – The committee was updated on the recruitment efforts for this specialty.
- Dermatology - The committee was updated on the recruitment efforts for this specialty.

Informational

- Vacancy Report – This report was distributed to the committee members and guests and reviewed.
- New Hire and Employee Farewell Listing - reviewed.
- Employee of the Month (February) – Tina Dicob, RN
- Employee of the Month (March) – Joanne Dickinson, Phlebotomist
- Employee of the Month (February) – Mackenzie Bellinger, Adult Day Care Coordinator

A motion was made by Jenny Jones, seconded by Steve Fuller to adjourn the meeting.

Respectfully submitted,



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