

**LEWIS COUNTY GENERAL HOSPITAL
HUMAN RESOURCES COMMITTEE**

Date: June 14, 2021

Call To Order: 3:01 p.m.

Adjourn: 4:13 p.m.

Members Present: Jennifer Jones, Dick Chartrand, John Lehman, Dr. Howard Meny (via google), Jessica Skiff and Mike Young (entered at 3:05 p.m.).

Excused: None

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

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**

Custodial Worker

Discussion: The committee was apprised of the need to create one (1) part-time position card for a Custodial Worker with a salary range of \$14.01 - \$18.25 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) part-time position card for a Custodial Worker with a salary range of \$14.01 - \$18.25 per hour.

• **Position Abolishment**

Cleaner

Discussion: The committee was apprised of the need to abolish one part-time position card for a Cleaner.

Action/Timetable: The committee agreed to recommend to the full board abolishing one part-time position card for a Cleaner.

- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Laboratory Employees, Negotiations, Salary Survey, and Employee Benefit Statements)

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 (April) – Elsie Herzig, Clinical Laboratory Technologist

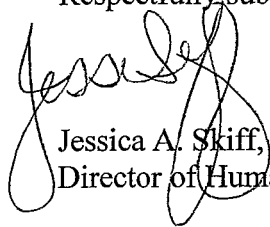
Executive Session

A motion was made by Jenny Jones, seconded by Dick Chartrand to enter Executive Session at 3:39 p.m. to discuss personnel items.

A motion was made by Dick Chartrand, seconded by John Lehman to return to regular session at 4:13 p.m.

A motion was made by John Lehman, seconded by Dr. Meny to adjourn the meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jessica A. Skiff". The signature is fluid and cursive, with a large loop at the end.

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