

**LEWIS COUNTY GENERAL HOSPITAL
HUMAN RESOURCES COMMITTEE**

Date: June 15, 2020

Call To Order: 3:01 p.m.

Adjourn: 3:53 p.m.

Members Present: Dick Chartrand, Steven Fuller, Jennifer Jones, John Lehman and Jessica Skiff.
Excused: None

Guests present: Neva Bossard, Jerry Cayer, Frank Pace, Jeff Hellinger, Michele Prince, and Deb Wurz.

**Human Resources Department
Mission and Vision Statement**

Old Business:

New Business:

• **Position Creation**

Registered Nurse CHHA & Hospice

Discussion: The committee was apprised of the need to create one (1) full-time position card for RN with a salary range of \$26.16 - \$36.03 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for a RN with a salary range of \$26.16 - \$36.03 per hour.

Licensed Practical Nurse CHHA & Hospice

Discussion: The committee was apprised of the need to create one (1) part-time position card for LPN with a salary range of \$26.16 - \$36.03 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) part-time position card for a LPN with a salary range of \$18.76 - \$24.00 per hour.

Screening Table Unit Helpers

Discussion: The committee was apprised of the need to create five (5) part-time position cards for Unit Helpers with a salary range of \$11.80 - \$15.40 per hour.

Action/Timetable: The committee agreed to table the creation of the positions until further position details, structure and responsibilities can be determined.

- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Casual/PT Hours, C.N.A Graduates, Grievances, and Employee Opinion Survey).

Physician Recruitment / Retention Issues:

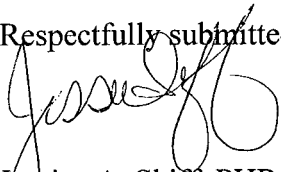
- Family Practice – The committee was updated on the recruitment efforts for this specialty.

Informational

- Vacancy Report – This report was distributed to the committee members and guests and reviewed.
- New Hire and Employee Farewell listing
- Employee of the Month (May) – Jacqueline Gamache, RT

A motion was made by John Lehman, seconded by Steve Fuller to adjourn the meeting.

Respectfully submitted,



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