

**LEWIS COUNTY GENERAL HOSPITAL  
HUMAN RESOURCES COMMITTEE**

**Date:** June 15, 2022

**Call To Order:** 7:56 a.m.

**Adjourn:** 8:53 a.m.

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

**Excused:** None

**Guests present:** Jerry Cayer, Kerry Herbine, Jeff Hellinger, and Debra Wurz (entered at 8:05).

**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 (Negotiations).

**New Business:**

• **Position Creation**

**Clinic LPN**

**Discussion:** The committee was apprised of the need to convert one (1) part-time position cards to full-time for Clinic LPN with a salary of \$19.32 – 24.72 per hour.

**Action/Timetable:** The committee agreed to recommend to the full board the conversion of one (1) part-time position cards for Clinic LPN with a salary range of \$19.32 – 24.72 per hour to a full-time position.

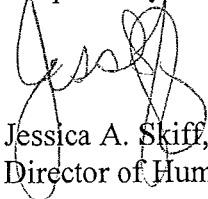
- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Employee Survey, Open Interviews, State Staffing Mandates, sign on bonus).

**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 – Pamela Kloster, Food Service Helper
- Employee of the Month – May – TBA

A motion was made by Dick Chartrand, seconded by Jenny Jones to adjourn the meeting.

Respectfully submitted,



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