

**LEWIS COUNTY GENERAL HOSPITAL  
HUMAN RESOURCES COMMITTEE**

**Date:** June 9, 2023

**Call To Order:** 8:00 a.m.

**Adjourn:** 9:10 a.m.

**Members Present:** Jennifer Jones, John Lehman, Marguerite Mastascusa, Jessica Skiff and Mike Young.

**Excused:** Donald Musnicki Karen Rennie

**Guests present:** Jerry Cayer, Rob Fargo, Jeff Hellinger, Sean Harney, Kerry Herbine, Caitlyn Smith, Marcy Teal, and Debra Wurz.

**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 (Exempt Vac & Sick Bank).

**New Business:**

- **Position Abolishment**

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 (9) position cards for clean up purposes.

- Pharmacist – FT
- Senior Food Service Helper –FT
- Nurse Anesthetist x3 – FT
- Groundskeeper – PT
- Physical Therapy Aide – FT
- Van Driver – FT
- Van Driver – 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, Legal Update).

**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 – March, April & May - TBA

**Executive Session:**

A motion was made by Mike Young to enter Executive Session at 9:06 a.m. to discuss personnel items.

A motion was made by Jenny Jones to return to regular session at 9:10 a.m.

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

Respectfully submitted,

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

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