

**LEWIS COUNTY GENERAL HOSPITAL  
HUMAN RESOURCES COMMITTEE**

**Date:** July 14, 2023

**Call To Order:** 7:59 a.m.

**Adjourn:** 8:48 a.m.

**Members Present:** Jennifer Jones, John Lehman, Karen Rennie Jessica Skiff and Mike Young.

**Excused:** Marguerite Mastascusa and Donald Musnicki

**Guests present:** Jerry Cayer, Rob Fargo, Jeff Hellinger, Sean Harney, Kerry Herbine, Caitlyn Smith, Marcy Teal (entered at 8:15 a.m.), 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).

**New Business:**

• **Position Creation**

**Health Information Management Clerk**

Discussion: The committee was apprised of the need to create two (2) full-time position cards for Full-time Health Information Management Clerks with a salary of \$16.35 – 21.59 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of two (2) full-time position cards for Health Information Management Clerks with a salary range of \$16.35 – 21.59 per hour.

**Grant Administrator**

Discussion: The committee was apprised of the need to create one (1) full-time position card for a Grant Administrator with a salary not to exceed \$87,739 annually.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for a Grant Administrator with a salary not to exceed \$87,739 annually.

**Provider Recruiter**

Discussion: The committee was apprised of the need to create one (1) full-time position card for a Provider Recruiter with a salary not to exceed \$121,511 annually.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for a Provider Recruiter with a salary not to exceed \$121,511 annually.

• **Position Abolishment**

**Health Information Management Transcriptionist**

Discussion: The committee was apprised of the need to abolish two (2) full-time position cards for Health Information Management Transcriptionist with a salary of \$17.62 – 22.66 per hour.

Action/Timetable: The committee agreed to recommend to the full board the abolishment of two (2) full-time position cards for Health Information Management Transcriptionist with a salary range of \$17.62 – 22.66 per hour.

- 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, Sick Leave Bank, Nurse OT).

**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 – Kristina Boucher, Respiratory Therapist  
April – Heather Bates, Surgical Technician  
May - Emily Paulsen, Staff Development Coordinator

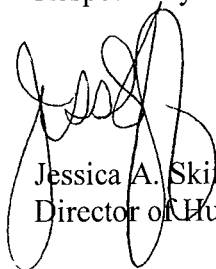
**Executive Session:**

A motion was made by Mike Young to enter Executive Session at 8:38 a.m. to discuss personnel items.

A motion was made by Karen Rennie to return to regular session at 8:48 a.m.

A motion was made by Jenny Jones, seconded by John Lehman to adjourn the meeting.

Respectfully submitted,



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