

**LEWIS COUNTY GENERAL HOSPITAL
HUMAN RESOURCES COMMITTEE**

Date: July 20, 2020

Call To Order: 3:03 p.m.

Adjourn: 3:47 p.m.

Members Present: Dick Chartrand, Jennifer Jones, John Lehman, Jessica Skiff and Mike Young (arrived at 3:15 p.m.).

Excused: Steven Fuller

Guests present: Jerry Cayer, Randy Lehman (departed at 3:20 p.m), Phil McDowell (arrived at 3:30 p.m.), Frank Pace, Jeff Hellinger, and Michele Prince.

Human Resources Department
Mission and Vision Statement

Old Business:

- **Screening Table Unit Helpers** – The committee was provided an update on the utilization of Part Time Temporary Screeners for a period of six month. This will be reviewed with the committee in four months.

New Business:

- **Position Conversion**

Health Information Transcriptionist to a Health Information Management Coder

Discussion: The committee was apprised of the need to convert one (1) full-time position cards for Health Information Management Transcriptionist into one (1) full-time Health Information Management Coder with a salary range of \$18.57 - \$23.49 per hour

Action/Timetable: The committee agreed to recommend to the full board converting one (1) full-time position cards for Health Information Management Transcriptionist into one (1) full-time Health Information Management Coder.

Health Information Management Clerk

Discussion: The committee was apprised of the need to convert one (1) part-time position card for Health Information Management Clerk into one (1) full time position card with a salary range of \$13.46 - \$17.52 per hour.

Action/Timetable: The committee agreed to recommend to the full board converting one (1) part-time position cards for Health Information Management Clerk into one (1) full-time position card.

- **Position Creation**

Patient Access Clerk

Discussion: The committee was apprised of the need to create one (1) part-time position cards for Patient Access Clerk with a salary range of \$14.75 - \$19.48 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) part-time position card for a Patient Access Clerk with a salary range of \$14.75 - \$19.48 per hour.

- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Nursing Home CNAs, CNA Class, Action Planning, Grievance List).

Physician Recruitment / Retention Issues:

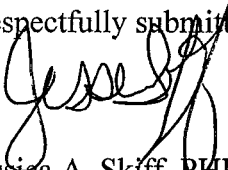
- Family Practice – The committee was updated on the recruitment efforts for this specialty.

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) – Corrie Schell, NP.

A motion was made by Dick Chartrand, seconded by John Lehman to adjourn the meeting.

Respectfully submitted,



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