

**LEWIS COUNTY GENERAL HOSPITAL  
HUMAN RESOURCES COMMITTEE**

**Date:** August 17, 2020      **Call To Order:** 3:56 p.m.      **Adjourn:** 4:46 p.m.

**Members Present:** Dick Chartrand, Jennifer Jones, John Lehman, and Jessica Skiff.

**Excused:** Steven Fuller

**Guests present:** Neva Bossard, Jerry Cayer, Phil McDowell, Sean Harney, Jeff Hellinger, and Don Musnicki.

**Human Resources Department**  
**Mission and Vision Statement**

**Old Business:**

- **Casual Position Function** – The committee was provided a status update on current casual employment status.

**New Business:**

• **Position Creation**

**Patient Account Clerk**

**Discussion:** The committee was apprised of the need to create one (1) full-time position cards for Patient Account Clerk with a salary range of \$16.38 - \$21.24 per hour.

**Action/Timetable:** The committee agreed to recommend to the full board the creation of one (1) full-time position card for a Patient Account Clerk with a salary range of \$16.38 - \$21.24 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, Workers Compensation).

**Physician Recruitment / Retention Issues:**

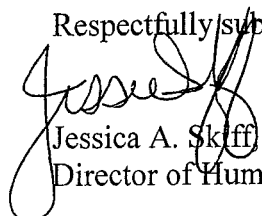
- **OB/GYN** – The committee was updated on the recruitment efforts for this specialty.

**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 (July)** – Bettina Bates, RN

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