

**LEWIS COUNTY GENERAL HOSPITAL
HUMAN RESOURCES COMMITTEE**

Date: September 14, 2020

Call To Order: 3:02 p.m.

Adjourn: 3:47 p.m.

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

Excused: Steven Fuller

Guests present: Neva Bossard (left at 3:25), Jerry Cayer, Sean Harney (arrived at 3:25), Jeff Hellinger, Michele Prince, Sue Ross and Mike Young.

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**

- **Infection Control Nurse**

- **Discussion:** The committee was apprised of the need to create one (1) full-time position cards for Infection Control Nurse with a salary not to exceed \$80,000 annually.

- **Action/Timetable:** The committee agreed to recommend to the full board the creation of one (1) full-time position card for an Infection Control Nurse with a salary not to exceed \$80,000 annually.

- **Patient Access Clerk**

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

- **Patient Account Coders**

- **Discussion:** The committee was apprised of the need to create three (3) full-time position cards for Patient Account Coders with a salary range of \$18.00 - \$22.98 per hour.

- **Action/Timetable:** The committee agreed to recommend to the full board the creation of three (3) full-time position cards for a Patient Account Coders with a salary range of \$18.00 - \$22.98 per hour.

- **Position Abolishment**

- **Physician Office Assistants**

- **Discussion:** The committee was apprised of the need to abolish two full-time position cards for the Physician Office Assistant.

Action/Timetable: The committee agreed to recommend to the full board abolishing two full-time position cards for the Physician Office Assistant.

- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Laboratory tuition reimbursement, Arbitration).

Physician Recruitment / Retention Issues:

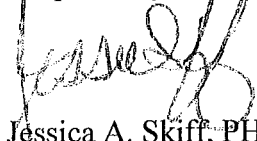
- OB/GYN – The committee was updated on the recruitment efforts for this specialty.

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 (August) – Stephanie Kirkbride, C.N.A.

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

Respectfully submitted,



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