

**LEWIS COUNTY GENERAL HOSPITAL
HUMAN RESOURCES COMMITTEE**

Date: September 8, 2023

Call To Order: 8:00 a.m.

Adjourn: 9:05 a.m.

Members Present: Jennifer Jones, Marguerite Mastascusa, Donald Musnicki, Karen Rennie, Jessica Skiff and Mike Young.

Excused Members: John Lehman,

Guests present: Robert Fargo, Jeff Hellinger (entered at 8:12 a.m.), Kerry Herbine, 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, Sick Bank, MAT Jail Nurse).

New Business:

- **Position Creation**

 - **Occupational Therapist**

 - Discussion: The committee was apprised of the need to create one (1) full-time position card for an Occupational Therapist with a salary not to exceed \$89,000 annually.

 - Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for an Occupational Therapist with a salary not to exceed \$89,000 annually.

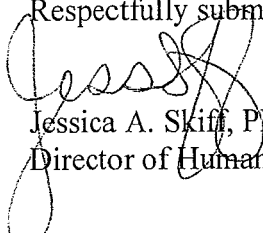
- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Legal Update, Travel Staff, Nursing Home Minimum Staffing, Vacancy/Turnover).

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 – June – TBA
July – TBA
August - TBA

A motion was made by Karen Rennie, seconded by Marguerite Mastascusa to adjourn the meeting.

Respectfully submitted,


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