

**LEWIS COUNTY GENERAL HOSPITAL
HUMAN RESOURCES COMMITTEE**

Date: August 9, 2021

Call To Order: 3:01 p.m.

Adjourn: 3:29 p.m.

Members Present: John Lehman, Jessica Skiff and Mike Young.

Excused: Dick Chartrand, Jennifer Jones, Dr. Howard Meny,

Guests present: Jerry Cayer, Dr. Harney, Jeff Hellinger, Frank Pace, Michele Prince, Marcy Teal (via google) and Debra Wurz.

Human Resources Department
Mission and Vision Statement

Old Business:

The committee was provided a status update on the following topics:

- Casual and Overtime Hours

New Business:

• **Position Creation**

Laboratory Technician Trainee

Discussion: The committee was apprised of the need to create one (1) full-time position card for a Laboratory Technician Trainee with a salary range of \$17.28 - \$22.68 per hour.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for a Laboratory Technician Trainee with a salary range of \$17.28 - \$22.68 per hour.

- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Workers Compensation, Grievances, Applications, Negotiations)

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/June/July) – TBA

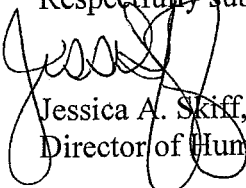
Executive Session

A motion was made by Mike Young, seconded by John Lehman to enter Executive Session at 3:22 p.m. to discuss compensation and benefits.

A motion was made by Mike Young, seconded by John Lehman to return to regular session at 3:28 p.m.

A motion was made by John Lehman, seconded by Mike Young to adjourn the meeting.

Respectfully submitted,


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