

**LEWIS COUNTY GENERAL HOSPITAL  
HUMAN RESOURCES COMMITTEE**

**Date:** December 8, 2023      **Call To Order:** 8:02 a.m.      **Adjourn:** 8:57 a.m.

**Members Present:** Jennifer Jones, Marguerite Mastascusa, Donald Musnicki (virtual), Jessica Skiff and Mike Young.

**Excused Members:** John Lehman and Karen Rennie,

**Guests present:** Jerry Cayer, Rob Fargo, Dr. Harney, Jeff Hellinger, Kerry Herbine, 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).

**New Business:**

- **Position Creation**

  - **Nursing Assistant**

  - Discussion: The committee was apprised of the need to create three (3) full-time position cards for Nursing Assistants in the Emergency Department with a salary range of \$17.87 – 22.75 (2023 schedule) per hour.

  - Action/Timetable: The committee agreed to recommend to the full board the creation of three (3) full-time position cards for Nursing Assistants with a salary range of \$17.87 – 22.75 (2023 schedule) per hour.

  - **Nurse Practitioner**

  - Discussion: The committee was apprised of the need to create four (4) full-time position cards for Nurse Practitioner with a salary not to exceed \$130,000 annually.

  - Action/Timetable: The committee agreed to recommend to the full board the creation of four (4) full-time position cards for Nurse Practitioners with a salary not to exceed \$130,000 annually.

- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (HR Legal Update, Travel Staff, HWB Round 4, Vacancy/Turnover).

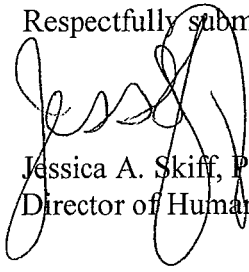
**Informational**

- 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 –August – Emily Koster, RN

September - TBA  
October – TBA  
November - TBA

A motion was made by Mike Young, seconded by Marguerite Mastascusa to adjourn the meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jessica A. Skiff', written over the printed name.

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