

**LEWIS COUNTY GENERAL HOSPITAL  
HUMAN RESOURCES COMMITTEE**

**Date:** December 13, 2021

**Call To Order:** 3:00 p.m.

**Adjourn:** 3:37 p.m.

**Members Present:** Jennifer Jones, John Lehman, Dr. Howard Meny, Jessica Skiff and Mike Young.

**Excused:** Dick Chartrand

**Guests present:** Jerry Cayer, Jeff Hellinger, Michele Prince, Marcy Teal, Neil Turck (left at 3:15 p.m.) and Debra Wurz.

**Human Resources Department**

**Mission and Vision Statement**

**Old Business:**

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

- NYS Mandate & Staffing

**New Business:**

- **Position Creation**

- Nursing Scheduler**

- Discussion: The committee was apprised of the need to create one (1) full-time position card for a Nursing Scheduler with a salary of \$15.50 – 20.96 per hour.

- Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for a Nursing Scheduler with a salary range of \$15.50 – 20.96 per hour.

- Custodial Workers**

- Discussion: The committee was apprised of the need to create two (2) full-time position cards for Custodial Workers with a salary of \$14.01 – 18.25 per hour.

- Action/Timetable: The committee agreed to recommend to the full board the creation of two (2) full-time position cards for Custodial Workers with a salary of \$14.01 – 18.25 per hour.

- **Position Abolishment**

- Cleaner**

- Discussion: The committee was apprised of the need to abolish two part-time position cards for Cleaners.

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

- Custodial Workers**

- Discussion: The committee was apprised of the need to abolish three part-time position cards for Custodial Workers.

- Action/Timetable: The committee agreed to recommend to the full board abolishing three part-time position cards for Custodial Workers.

- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (RN & NH applications, Recruitment/Retention payments, Negotiations)

- The committee was provided a status update on Physician Retention/Recruitment

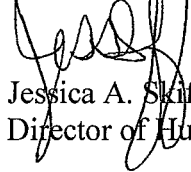
**Informational**

- Vacancy Report – This report was distributed to the committee members and guests and reviewed.
- New Hire and Employee Farewell listing
- Employee of the Month (October) – Brenda Alfano, CNA
- Employee of the Month (September/November) – TBA

**Executive Session**

A motion was made by Jenny Jones, seconded by John Lehman to adjourn the meeting.

Respectfully submitted,



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