

**LEWIS COUNTY GENERAL HOSPITAL
HUMAN RESOURCES COMMITTEE**

Date: November 8, 2021 **Call To Order:** 3:02 p.m. **Adjourn:** 4:36 p.m.

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

Excused: Dr. Howard Meny,

Guests present: Jerry Cayer, Dr. Harney, Jeff Hellinger, Michele Prince, 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
- NYS Mandate & Staffing

New Business:

• **Position Creation**

Orthopedic Technician

Discussion: The committee was apprised of the need to create one (1) full-time position card for an Orthopedic Technician with a salary range of \$55,000 annually.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for an Orthopedic Technician with a salary range of \$55,000 annually.

Accountant

Discussion: The committee was apprised of the need to create one (1) full-time position card for an Accountant with a salary range of \$70,000 annually.

Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for an Accountant with a salary range of \$70,000 annually.

• **Position Abolishment**

Senior Keyboard Specialist

Discussion: The committee was apprised of the need to abolish one full-time position card for a Senior Keyboard Specialist.

Action/Timetable: The committee agreed to recommend to the full board abolishing one full-time position card for a Senior Keyboard Specialist.

- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (Advertising, RN & NH applications, Recruitment/Retention payments, DOL & DOH review)
- 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 (August) – Cierra Halladay, RN
- Employee of the Month (September/October) – TBA

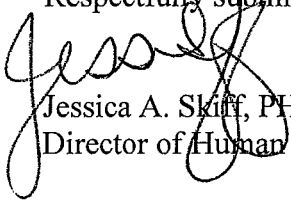
Executive Session

A motion was made by Dick Chartrand, seconded by John Lehman to enter Executive Session at 3:40 p.m. to discuss a particular individual.

A motion was made by John Lehman, seconded by Dick Chartrand, to return to regular session at 4:35 p.m.

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

Respectfully submitted,



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