

**LEWIS COUNTY GENERAL HOSPITAL  
HUMAN RESOURCES COMMITTEE**

**Revised**

**Date:** April 19, 2024

**Call To Order:** 8:00 a.m.

**Adjourn:** 9:10 a.m.

**Members Present:** Jennifer Jones, John Lehman, Marguerite Mastascusa, Sue Ross, Jessica Skiff and Mike Young.

Excused: Donald Musnicki,

**Guests present:** Jerry Cayer, Rob Fargo, Dr. Harney, Jeff Hellinger, Caitlyn Smith, 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).

**New Business:**

- The committee was provided a status update on current areas of focus: legal actions, labor relations and other HR related topics (HR Update, Travel Staff, Workers Comp, Union Update, Potential Hires, 2023 Annual Report).

- **Position Creation**

- Patient Access Clerk (Clinics)**

- Discussion: The committee was apprised of the need to create one (1) full-time position card for Patient Access Clerk with a salary range of \$16.96 - \$22.40 per hour.

- Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for Patient Access Clerk with a salary range of \$16.96 - \$22.40 per hour.

- Patient Access Clerk (Communications)**

- Discussion: The committee was apprised of the need to create one (1) full-time position card for Patient Access Clerk with a salary range of \$16.96 - \$22.40 per hour.

- Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for Patient Access Clerk with a salary range of \$16.96 - \$22.40 per hour.

- Server Administrator**

- Discussion: The committee was apprised of the need to create one (1) full-time position card for Server Administrator with a salary not to exceed \$85,000 annually.

- Action/Timetable: The committee agreed to recommend to the full board the creation of one (1) full-time position card for Server Administrator with a salary not to exceed \$85,000 annually.

- **Sick Bank**

- Discussion: The committee was updated on the creation of the Sick Leave Bank Policy for exempt employees. A motion was made by Mike Young, seconded by Sue Ross to move this policy

forward to the full board to create a resolution allowing all employees to join the Sick Bank on a voluntary basis. All were in agreement.

**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 – March- Keith Bates, FNP-C & JoEllen LaFontaine, LPN

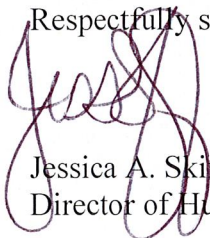
**Executive Session:**

A motion was made by Sue Ross, seconded by Jennifer Jones to enter Executive Session at 8:35 a.m. to discuss personnel items.

A motion was made by **Mike Young**, seconded by **John Lehman** to return to regular session at **9:09** a.m.

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

Respectfully submitted,



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