

Realignment of Human Resources and Payroll Responsibilities

A new Business Office Manager/HR Coordinator and Recruiter have been hired. A familiar face has stepped back into a former role on an interim basis.

Welcome **Barbara Madler, Liberty Commons' Business Office Manager and Broad Reach Healthcare's contact for "everything HR" (see below for details).**

Welcome **Lisa Gouck, Broad Reach Healthcare's Recruitment Specialist.** Lisa's focus is on the realm of recruitment and retention, expanding our effectiveness in this critical area by continuing to find new and better ways to make good hiring connections.

HR/Payroll Changes:

Although **Mary Swaney** was set to retire on March 31, 2023, she has graciously stepped up to assist with payroll processing until a permanent payroll manager is hired. **Mary Swaney will be handling all things payroll related (paychecks, paid time off, etc.).**

At Liberty Commons, **Barbara Madler** also serves as the **business office manager**, overseeing front desk and related activities.

Barbara will also serve as Broad Reach Healthcare's Human Resource Manager. She focuses on enrollments, changes, general "in person" assistance for all, including:

- ◆ group health, dental, life insurances
- ◆ 401K
- ◆ workforce housing
- ◆ tuition and education programs

In addition, Barbara serves as a **resource for staff organization-wide, in an "intake" role when there is a matter of HR concern** that assistance/guidance is needed.

Finally, Barbara **also works to coordinate monthly Length of Service Ceremonies and other staff recognition/appreciation projects/events.**

Recruitment Specialist:

Lisa Gouck focuses on "all things hiring related". She will posts openings and actively monitor for effectiveness, expediting and simplifying the onboarding process for new hires and hiring managers (including but not limited to: arranging interviews, running background checks, and performing all related administrative work), and then performing new hire check-ins within the first 2 – 3 weeks of start date.

Recap on HR Contacts & Links:

- ➔ **Mary Swaney:** 508.945.1611 x 215 MarySwaney@BroadReachHealth.org
- ➔ **Barbara Madler:** 508.945.1611 x 225 BarbaraMadler@BroadReachHealth.org
- ➔ **Lisa Gouck:** 508.945.1611 x 203 LisaGouck@BroadReachHealth.org

- ➔ Employee Portal - <https://www.broadreachhealth.org/employee-portal>