



Human Resources Report January 2026

Workforce Wellness

PMC Human Resources Wrap-up for 2025.

Throughout 2025, the Human Resources Department -- comprised of Cynthia Newman, full time Human Resources Director, and Scott Zweifel, full time Human Resources Technician -- managed a consistently high workload while supporting an average of more than 190 employees. The year included significant activity related to recruitment, onboarding, employee separations, frequent transitions of travel staff (locums), and coordination of student placements.

Scott and I worked closely to ensure continuity of operations during periods of short staffing related to PTO, FMLA, recruitment timelines, and the coming and going of full time, part time, seasonal, and travel staff. In addition to core HR responsibilities, we addressed the ongoing logistical demands associated with travel staff housing (up to 22 apartments) and PMC vehicle (16 cars) upkeep, which added to daily operational pressures.

Despite these challenges and the pace of work, our overall morale remains good. However, the volume of demands and frequent staffing changes can be frustrating at times. Through consistent communication, responsiveness, and collaboration with leadership, Scott and I remain focused on supporting employee wellness, safety, morale, and retention.

PMC New Hires / Rehires

Our workforce numbers continued to increase in 2025 as we worked to maintain the personnel needed to support facility operations. During the year, HR processed a total of 73 new hires and rehires, including employees and travelers. The breakdown is as follows:

- Travel Agency Hires (new): 26
- Travelers (PMC paid): 2
- Benefitted Employees (new): 22
- Seasonal Employees: 14
- Agency Rehires: 4
- PMC Rehires: 5

PMC Terminations / Leaves of Absence

In 2025, PMC experienced 23 employee terminations, representing approximately 12% of the workforce, across a variety of departments. In addition, 16 employees are currently on a leave of absence with stated plans and anticipated return-to-work dates. Common reasons include college attendance, family needs, or seasonal/winter absences. As part of ongoing efforts to strengthen workforce tracking and accountability, Scott and I conduct monthly audits of employee status.

Workforce Stability / Persistent Vacancies

In 2025, as stated above, HR onboarded 32 traveler staff and 41 employees. During the same period, there total employee separations were 23. While overall turnover has not been a significant issue, PMC continues to face long-standing challenges related to persistent vacancies in critical clinical positions. Several roles -- particularly Registered Nurses (RNs), Certified Nursing Assistants (CNAs), Radiology Technologists, and Rehabilitation Therapists -- remain difficult to recruit and, in some cases, have been unfilled for multiple years. For example, a Radiology Technologist position has been vacant since January 2022. As a result, PMC relies on travelers to staff these roles on an ongoing basis, not because of excessive employee attrition, but due to a nationwide shortage of healthcare professionals and the added challenge of recruiting individuals who are clinically qualified, a good fit for our workplace culture, and willing to live and work in a remote Alaska community.

PMC Longevity Celebrations

PMC is proud to recognize nine employees who achieved significant service milestones during 2025. These longevity milestones reflect the dedication, experience, and commitment of staff who contribute to the continued success of the organization. A special luncheon will be held on Wednesday, February 11th, to honor these employees for their years of service and to celebrate their ongoing contributions to PMC.

10 Years

Matt Pawuk
Julie Spigelmyre
Sarah Wright

15 Years

Vikki Franklin
Julie Hursey
Sonja Paul

20 Years

Belinda Chase
Jackie Neidiffer
Tammy Strickland

Community Engagement

In 2025, the Human Resources Department actively supported community engagement through the expansion of PMC's Youth Intern program. Building on existing opportunities with Kinder Skog Mentors, Plant, and CNA roles, the program was expanded to include information technology (IT) work. This allowed PMC to engage young people in a broader range of career pathways and demonstrate that a medical center offers diverse opportunities both within and beyond direct patient care.

A total of 11 minors were employed across varying departments, requiring close collaboration between HR, department leadership, and supervisors. This initiative fostered positive engagement, open conversations about career development, and strengthened relationships between PMC and the local community. The program was successful, and the youth interns performed very well in their assigned roles.

Minors are held to the same employment standards as adult employees, ensuring safety, compliance, and accountability. These standards include completion of all pre-employment requirements, an approved background clearance with the State of Alaska for those age 16 and older, passing a drug screening (including marijuana testing), and completion of all required onboarding and training.

While coordinating youth employment requires additional oversight and administrative effort, the program has proven to be a valuable investment in workforce development and community connection.

Patient Centered Care (Support)

While Human Resources does not provide direct patient care, HR plays a critical role in supporting and enhancing patient care through workforce readiness, compliance, and collaboration. Throughout 2025, HR

focused on ensuring timely recruitment, onboarding, and training of employees, travel staff, and students so departments could maintain safe staffing levels and continuity of care.

HR is working to streamline the onboarding and orientation processes, to assist new hires and travel staff to become operational more quickly while maintaining regulatory and safety standards. Additional efforts included coordinating employee health requirements, background clearances, and drug screening along with IT privileges to ensure a safe care environment for patients and staff.

Challenges in this area included frequent staffing transitions, operational demands, and the administrative burden associated with onboarding and offboarding employees and travel staff.

Facility

In September 2025, the Human Resources Department transitioned into the WERC building as part of ongoing efforts to improve workflow, space utilization, and records management. Since that time, Scott has been steadily relocating personnel files and HR materials from the main site to the WERC Building while we've maintained uninterrupted HR services.

To support improved efficiency and reduce reliance on paper records, HR has been gradually transitioning new employee files to electronic formats. This shift allows for improved access to employee records, including terminated employee files, while supporting compliance, confidentiality, and long term record retention. This transition is being implemented incrementally to ensure accuracy and minimize disruption.

Due to PMC having two buildings, HR has been operating across two locations. Scott currently splits his time between an office at the main site (near the Business Office) and the HR office at the WERC Building, spending approximately 80% of his time at the main site. I am primarily based at the WERC Building, where I spend approximately 80% of my time. This arrangement requires coordination and flexibility to maintain accessibility and communication.

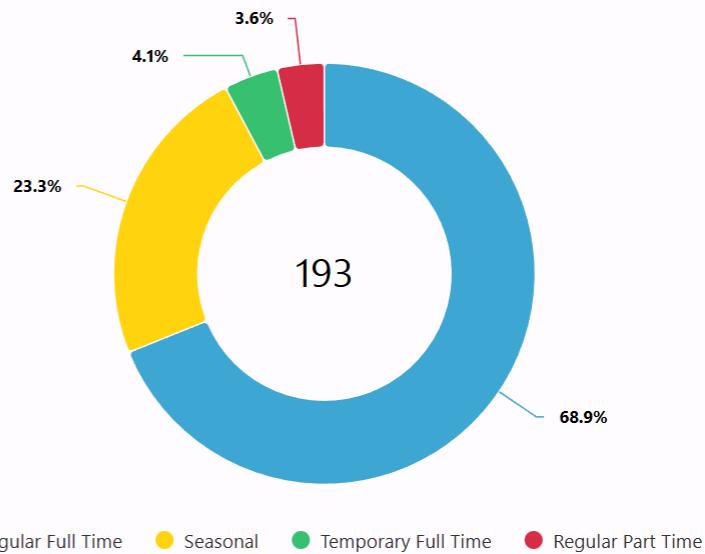
We anticipate Scott's full transition into the WERC building by February 28th (though HR will maintain an office at both buildings with hours there), which will allow HR operations to be more centralized and efficient.

Financial Wellness

The HR Department continued to manage its budget responsibly while supporting PMC's workforce needs. HR balances fiscal responsibility with the ongoing need to recruit, onboard, and retain qualified employees who support our mission and values. Efforts to improve efficiency include recruitment, streamlining onboarding processes and gradually transitioning select functions to electronic formats to save time and reduce administrative costs. At the same time, the budget continues to support employee longevity awards and special recognition days and weeks, reinforcing PMC's commitment to recognizing and appreciating staff for their dedication, service, and contributions.

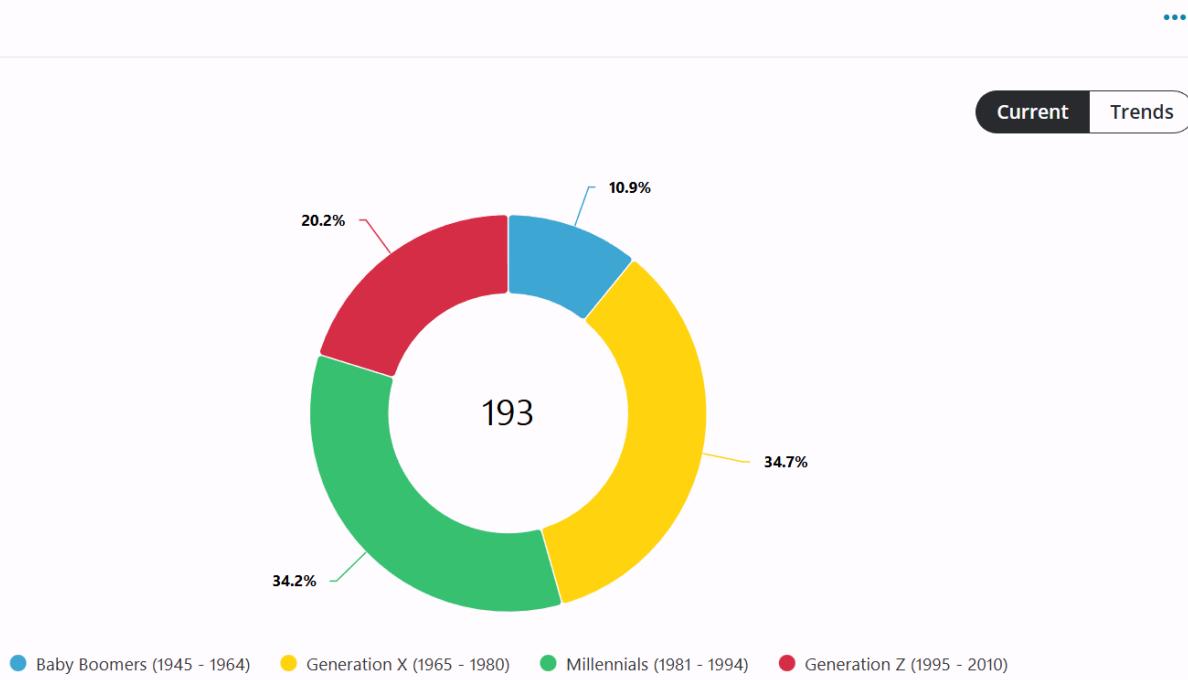
I've attached graphs on the breakdown of employees' status, generational demographics, and gender.

Employment Type



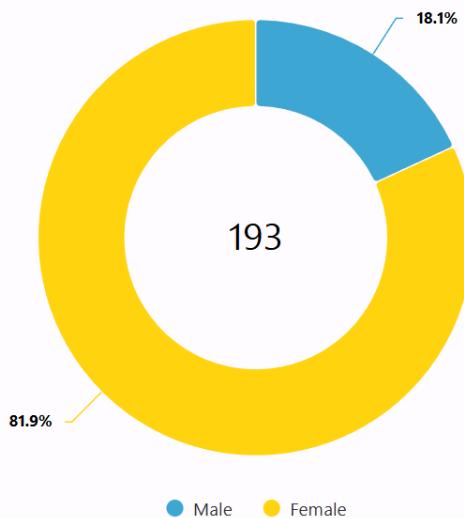
132 – Full Time / 7 – Part Time / 45 – Seasonal / 8 – Temporary FT

Generation



21 - Baby Boomers, 67 - Gen X, 66 - Millennials, 39 - Gen Z

Gender (Legal)



158 Females / 35 Males

Submitted by: Cynthia Newman
