



Staff Report

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: October 23, 2019
RE: Staffing Update

The following represents staffing changes for the month of October. We welcome new staff to the IT and operations teams and request your acceptance of our recommendation.

In addition, a long-term colleague announced his retirement. This created an opportunity to consider staffing needs. Based on the recommendation of the department manager, we opted to promote from within and create a third delivery coordinator position. Now all operations teams are structured similarly, providing consistency in experience and training.

Please let me know if you have any questions and I will answer as much as I can.

Thank you.

New Hires – Pending Board Approval

Classification: Sorter (part-time)
Project/Location: Operations/ Carbondale
Start Date: TBD
Salary: \$9.50/hr.

Classification: Web and IT Administrator (full-time)
Project/Location: Information Technology/ Edwardsville
Start Date: October 30, 2019
Salary: \$50,000.00

Resignations and Retirements

Classification: Courier (full-time)
Project/Location: Operations/ Champaign
Last Day: October 30, 2019
Salary: \$15.27/hr.

Promotions/Change in Position:

Classification: Delivery Coordinator/ (full-time)
Project/Location: Operations/Champaign
Start Date: October 28, 2019
Previous Salary: \$14.62/hr.
Salary: \$17.39/hr.