



# Staff Report

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MEMO TO: IHLS Board of Directors  
FROM: Leslie Bednar  
DATE: February 13, 2018  
RE: Staffing Update

The following represents my approval for five new hires this month based on management recommendations. Respectfully, the information provided for each candidate meets the agreement reached by the Board at the [November 28, 2017 meeting](#) regarding our Hiring Procedure. For your reference, position titles include a link to the position description.

Our objective is to place staff as soon after the February 13 board meeting as possible. We ask your concurrence of the list below.

Thank you.

## [New Hires – Pending Board Approval](#)

*Classification:* [Human Resources Generalist](#) (Full-time)

*Project/Location:* Human Resources/ Edwardsville

*Start Date:* TBD

*Salary:* \$51,000/Annual

*Comment:* Meets all position requirements

*Classification:* Accounting Assistant (Part-time)

*Project/Location:* Finance/ Edwardsville

*Start Date:* TBD

*Salary:* \$15.50/Hour

*Comment:* Meets all position requirements

*Classification:* [Courier Driver](#) (Part-time)

*Project/Location:* Operations/ Edwardsville

*Start Date:* TBD

*Salary:* \$10.24/ Hour

*Comment:* Meets all position requirements



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*Classification:* [Courier Driver](#) (Part-time)  
*Project/Location:* Operations/ Edwardsville  
*Start Date:* TBD  
*Salary:* \$10.24/ Hour  
*Comment:* Meets all position requirements

*Classification:* [Sorter](#) (Part-time)  
*Project/Location:* Operations/ Edwardsville  
*Start Date:* TBD  
*Salary:* \$9.50/ Hour  
*Comment:* Meets all position requirements

## [Resignations and Retirements](#)

None

## [Promotions/Change in Position](#)

None