



MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: August 18, 2015
RE: Staffing Update

We currently finalizing the job description for the Finance Department.

Please let me know if you have any questions and I will provide as much information as I am able.

Thank you.

New Hires:

Employee Name: Megan Waggoner
Classification: Page/Sorter (Part-time)
Project/Location: Operations/ Du Quoin
Start Date: July 28, 2015
Salary: \$8.67/ Hour

Resignations, Terminations and Retirements:

None.

Promotions/Change in Position:

None.