

Human Resources Report
March 17, 2016

Greetings IHLS Board:

- Worked in Champaign, facilitated High 5, February 17th and March 16th.
- HR and Membership Director met with IMSA staff; reviewed resources, tips and strategies to re-enter into the workforce.
- Attended board meeting February 23rd.
- Met with Executive Director and Operations Director to discuss initiatives to decrease workplace injuries and incidents.
- Completed and submitted, State of Illinois, Unemployment Insurance Benefit Audit Notice.
- Attended Personnel Committee meeting, March 3rd.
- Held interview for the Executive Assistant position, March 15th.
- Conducted three exit interviews.
- Manager/Supervisor training entitled, Diversity, Inclusion and Documentation, is scheduled for May 3rd in Edwardsville.
- Six employees advanced to the final phase of the weight loss challenge.
- Sent monthly health newsletters, birthday flyer and anniversary report to all employees.

Respectfully submitted by,



Kathy R. Jackson, M.S.
HR Director