

Human Resources Report
February 14, 2016

Greetings IHLS Board:

- Active shooter training held at all locations.
- Conducted two new hire orientation.
- Met with HR Assistant to review HR goals and upcoming projects.
- Attended ILA Cultural and Racial Diversity Committee meeting, January 27th.
- Completed and submitted to Aetna (company which has acquired Coventry Healthcare) an Average Number of Employees in 2015 Report, for possible premium rebates.
- Requested a review and submitted supporting documentation for IMRF Accelerated Payment Invoice, possible savings of \$6,722.00.
- Shared information with IHLS Executive Team regarding the Department of Labor's overtime pay proposal.
- Sent monthly health newsletters, birthday flyer and anniversary report to all employees.

Respectfully submitted by,



Kathy R. Jackson, M.S.
HR Director