



Human Resources Report
November 24, 2015

Greetings IHLS Board:

- Conducted one exit interview.
- Attended job fairs in Granite City and Belleville, Illinois.
- Scheduled (**FREE**) CPR training for employees at all locations.
- Scheduled (**FREE with insurance coverage**) on-site flu shots for employees. Edwardsville received flu shots, November 10, 2015.
- Conducted annual Safety Training for all staff at all locations.
- Attended two Affordable Care Act, ACA workshops for new employer reporting requirements, effective January 2016. Currently compiling employee information.
- Preparing for anticipated new Fair Labor Standards Act (FLSA) (over-time) requirements, eta January 2016.
- Held High 5 in Edwardsville, October 19th.
- Attended Personnel Committee meeting, November 5th.
- Worked at the Champaign location, November 17th. facilitated High 5.
- Updated IHLS application, removed criminal history questions as required by law.
- Sent monthly health newsletters, birthday flyer and anniversary report to all employees.
- Employee Thanksgiving "potluck" lunch scheduled for all locations.

Respectfully submitted by,

A handwritten signature in black ink that reads "Kathy R. Jackson". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Kathy R. Jackson, M.S.
HR Director