

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: February 19, 2016
RE: Staffing Update

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

Thank you.

New Hires:

Classification: Courier Driver (Part-time)
Project/Location: Operations/ Du Quoin
Start Date: January 25, 2016
Salary: \$10.24/ Hour

Classification: Courier Driver (Part-time)
Project/Location: Operations/ Champaign
Start Date: January 26, 2016
Salary: \$10.24/ Hour

Resignations, Terminations and Retirements:

Classification: Executive Assistant (Full-time)
Project/Location: Administration/ Edwardsville
Last Day of Employment: February 15, 2016
Salary: \$42,000.00/ Annual
Comment: Quit unexpectedly.

Promotions/Change in Position:

None