



Human Resources Report
April 21, 2015

Greetings IHLS Board:

- HR Assistant, fully trained.
- Sent monthly health newsletters & birthday flyer to all employees.
- Continue updating personnel files.
- Continue HR implementation, creating employee profiles.
- Met with LIRA to explore FY2016 insurance options/plans.
- Recruited and filled two part-time and three full-time positions. Currently in selection phase for Accounts Receivable Coordinator.
- Conducted 3 new hire orientations.
- IHLS Weight Loss Challenge, ended April 10, 2015.

Respectfully submitted by,

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

Kathy R. Jackson, M.S.
HR Director