

Human Resources Report  
October 23, 2014

Greetings IHLS Board:

- HR Assistant still training; completed FOIA and E-Verify
- Completed one FOIA request.
- Conducted two exit interviews
- Sent Health Newsletters to all employees.
- Six employees have been reimbursed for participating in an exercise program.
- Continue creating medical and confidential files.
- Created new forms for job orders
- Developing an orientation program, eta January 2015.
- Created an applicant tacking system.
- Currently recruiting for 5 positions; 3 other positions in on-board phase; 2 positions have interviews scheduled.
- Safety demos and drills scheduled for tomorrow.
- Completed annual HR report.
- Attend ILA Conference
- HRIS implementation rescheduled for November.

Respectfully Submitted by,

Kathy R. Jackson, M.S.  
HR Director