

Human Resources Report
July 18, 2015

Greetings IHLS Board:

- Delivered FY 2016 open enrollment forms to broker for processing.
- Sent Long Term Care information to employees.
- Scheduled and held Flex Spending Account employee meeting.
- Prepared ALL Staff Day Evaluation Report, overall 4.1 stars.
- Recruited and filled three part-time positions.
- Conducted 3 new hire orientations.
- Conducted two exit interviews.
- Registered 16 employees for communication skills workshop.
- Sent monthly health newsletters & birthday flyer to all employees.
- Continue updating personnel files.
- Continue HRIS implementation, creating employee profiles.
- Adjusted HR section of Area Per Cap FY2016.
- Attended Annual Board meeting, June 23, 2015.
- Worked in Du Quoin, July 1, 2015.
- Attended Long Range Planning July 8 – 9th 2015.
- Received and completed one FOIA request.

Respectfully submitted by,



Kathy R. Jackson, M.S.
HR Director