

Human Resources Report
January 21, 2015

Greetings IHLS Board:

- New HR Assistant began, training in process.
- Sent monthly Health Newsletters to all employees.
- Continue creating medical and confidential files.
- Continue HR implementation, building codes and parameters.
- Designed weight loss challenge and recruited Wellness Coordinators for each location. Contest began 1/2/2015 and runs thru 4/13/2015.
- Manager/Supervisor training was held on 1/15/15. Received excellent reviews, overall rating of 4.6 stars out of 5 stars.
- Currently recruiting for 5 positions, Metadata Cataloger, Network Administrator, Staff Accountant and (2) Page/Sorters.

Respectfully submitted by,



Kathy R. Jackson, M.S.
HR Director