

Human Resources Report  
September 18, 2014

Greetings IHLS Board:

- The new HR Assistant began employment on 8/18/2014. She is currently in the process of learning IHLS processes and procedures.
- Updating and combining (old) personnel files.
- Creating medical and confidential files.
- Updated emergency contact for employees.
- Participated in job fair organized by Congressman Rodney Davis at Southern Illinois University at Edwardsville.
- Updating recruiting and on-boarding initiatives.
- Reviewed and updated Operations Department job descriptions.
- Currently recruiting for 11 positions.
- Employee Appreciation Ice Cream Social, 9/23.
- September is Homeland Security Preparedness Month.
- Coordinating preparation of evacuation kits with Safety Committee.
- Safety demos and drills scheduled for October.
- Preparing annual HR report.
- Begin HRIS implementation next week.

Respectfully Submitted by,

Kathy R. Jackson, M.S.  
HR Director