



Human Resources Report  
June 18, 2015

Greetings IHLS Board:

- Sent monthly health newsletters & birthday flyer to all employees.
- Continue updating personnel files.
- Continue HR implementation, creating employee profiles.
- Sent open enrollment documentation to employees and retirees.
- Updated health enrollments.
- Conducted All Staff Day
- Recruited and filled two part-time positions.
- Conducted 2 new hire orientations.
- Attended Personnel Committee meeting, 6/18/2015

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 of the name.

Kathy R. Jackson, M.S.  
HR Director