

Human Resources Report
May 18, 2015

Greetings IHLS Board:

- Sent monthly health newsletters & birthday flyer to all employees.
- Continue updating personnel files.
- Continue HR implementation, creating employee profiles.
- Met with insurance broker and Executive Team regarding health plan renewals.
- Prepared health renewal presentation.
- Confirmed speakers and caterer for All Staff Day.
- Recruited and filled two part-time and one full-time position.
- Conducted 3 new hire orientations.
- Attended Personnel Committee meeting and submitted proposed personnel changes for FY2016.
- Attended All Systems meeting at the State Library.

Respectfully submitted by,



Kathy R. Jackson, M.S.
HR Director