

Human Resources Report
March 26, 2015

Greetings IHLS Board:

- HR Assistant, training in process.
- Sent monthly health newsletters & birthday flyer to all employees.
- Continue updating personnel files.
- Continue HR implementation, creating employee profiles.
- Met with Management Association regarding HR resources and continue education training for members.
- Attended Management Association HR conference in Chicago.
- Met with insurance broker regarding health renewal plans and rates.
- Conducted a health survey for employees.
- Sent insurance policies to LIRA to explore FY2016 options.
- Prepared HR budget to be included in Area Per Capita.
- Recruited and filled two part-time and three full-time positions. Currently recruiting for an Accounts Receivable Coordinator.
- Conducted one exit interview.
- New Hire Orientation created and implemented as a collaborative effort with employee, manager and HR. Conducted 3 new hire orientations.
- IHLS Sick Bank has a total of 97 days.
- IHLS Weight Loss Challenge, Phase II ended March 6, 2015, with 20 participants advancing to the Final Phase.

Respectfully submitted by,



Kathy R. Jackson, M.S.
HR Director