



Human Resources & Administration Report

Erin Alligood, Director

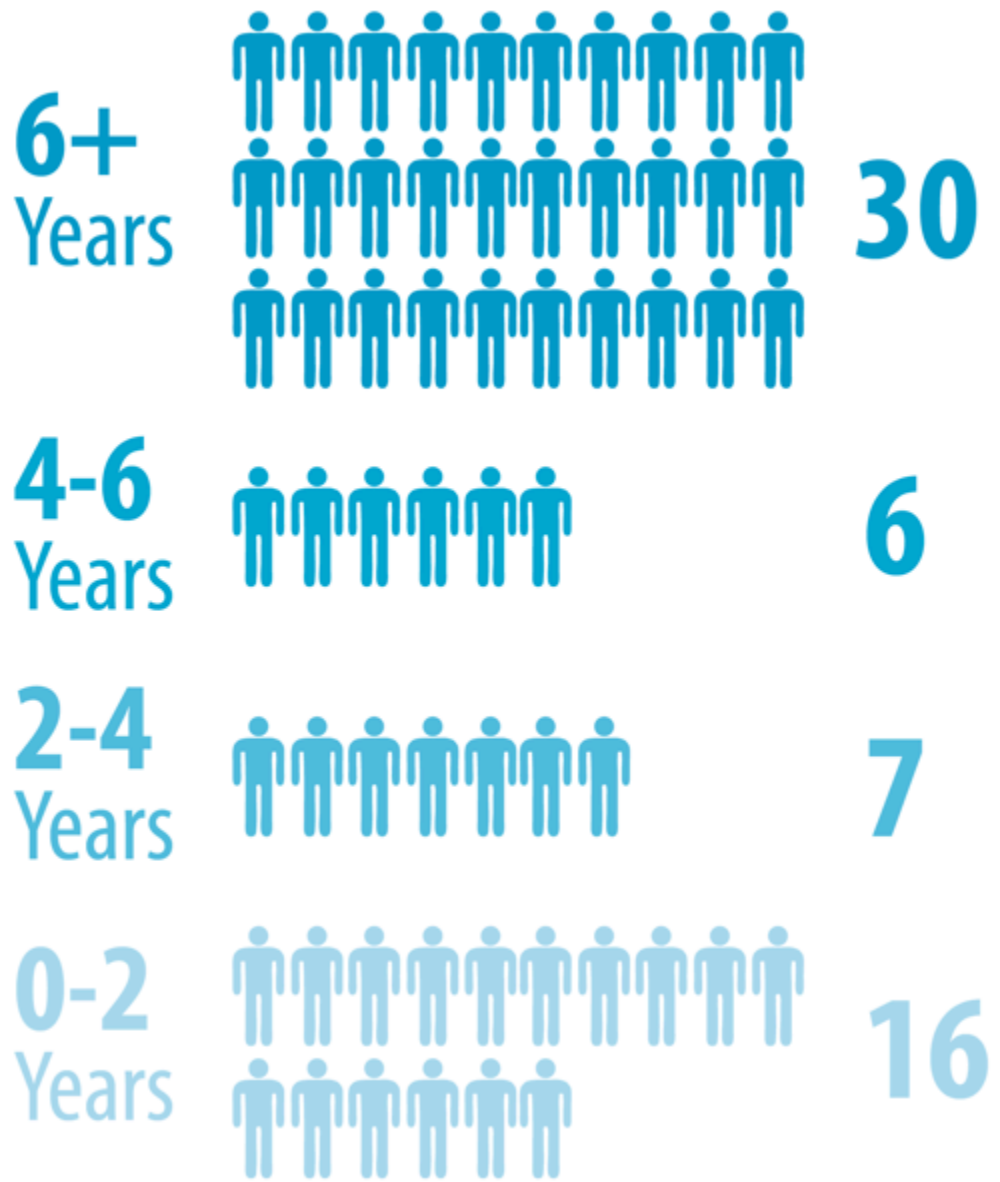
Updates & Recent Projects

- HR/Admin Department Team
 - **Denise Alston – Receptionist**
 - **Sarah Ba – Administrative Coordinator**
 - **Therese Colosi – Executive Assistant**
- Successfully converted Payroll and Timekeeping to Paychex
- Facility Repairs Conducted
 - **HVAC unit**
 - **Uninterrupted Power Supply (UPS)**

Employee Stats – 2014

- 59 Employees total
- 5 New Hires this year
- Retention = 94%

Employee Tenure



Upcoming Projects

- New Performance Review System
 - **Training late October**
 - **November Implementation for Annual Reviews**
- Conducting Employee Benefit Survey in preparation for Open Enrollment in December
- Researching new options for 401K Plan to introduce in early 2015
- Facility Improvements to include new carpet and painting

