



Human Resources & Administration Report

Erin Alligood, Director



HR/Admin Team

Responsibilities at ARIN

- Talent Acquisition and Retention
- Compensation Management
- Performance Management
- Professional Learning and Development
- Employee Relations and Engagement
- Benefits, Payroll, and Contract Administration
- Legal Compliance
- Office Security
- Travel Administration
- Office and Facilities Management

HR/Admin Team



Therese Colosi

- Executive Support
- Board & AC Travel & Support



Sarah Ba

- Facilities Coordinator
- Employee Travel
- HR Support



Denise Alston

- Reception
- Mail Distribution

Updates & Recent Projects



- Continued on-boarding of new hires
- Conducted Mandatory Harassment Prevention and Diversity Training
- Conducted Salary Survey
- Office Move – approved by the Board in October 2015

Facility Update: Office Move



- Presented to the Board and approved in October 2015
- New lease was signed in December 2015
 - **Highly flexible with more square footage to allow room for growth**
 - **Slightly reduced price per square foot with an increase of property management services and oversight**
- Move is projected for August 2016

Employee Stats - 2016



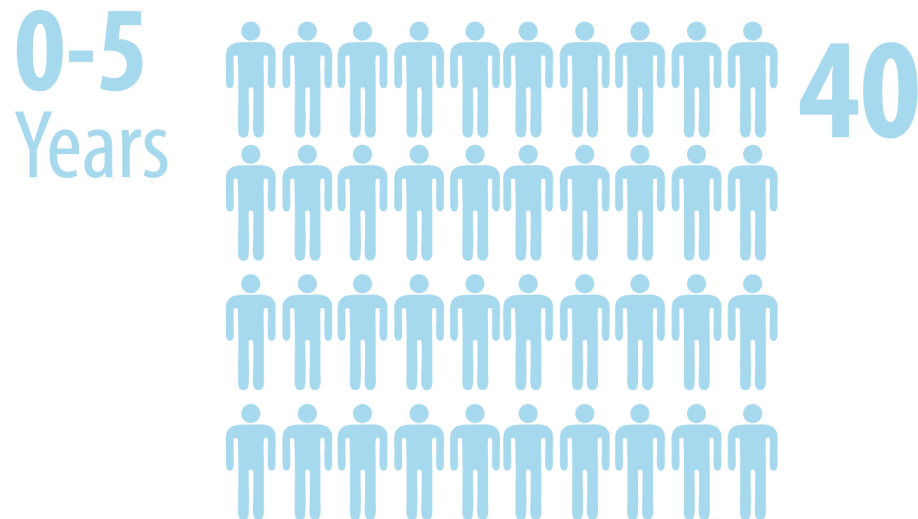
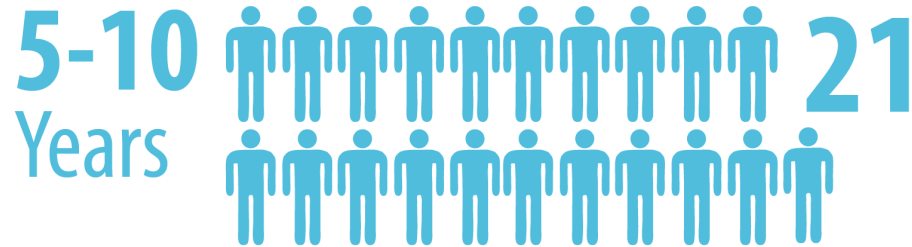
- 80 Employees total
- 24 New Hires in 2015
 - **Over half were employee referrals**
- 1 New Hire in 2016
- Retention = over 95%

Employee Tenure – Milestone Anniversaries



- 15+ Years: 8 Employees
 - **Cathy Clements**
 - **Michael O’Neill**
 - **Therese Colosi**
 - **Susan Hamlin**
 - **Richard Jimmerson**
 - **Leslie Nobile**
 - **Tammy Rowe**
 - **Ming Yan**
- 10+ Years: 11 Employees
 - **Einar Bohlin**
 - **Jason Byrne**
 - **Nate Davis**
 - **Tanya Gomez**
 - **Doreen Marraffa**
 - **Mike Pappano**
 - **Matt Rowley**
 - **Amy Sanchez**
 - **Amaris Wang**
 - **Val Winkelman**
 - **Jon Worley**

Employee Tenure (cont.)



Upcoming Projects



- On-going Recruiting Efforts
- 401K Bid Analysis – Fall 2016
- Conduct Management and Leadership Training for managers
- Complete Office Move



Questions?