

Human Resources and Administration

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
- 15 Years with ARIN!



Sarah Ba

- Facilities Coordinator
- Employee Travel
- HR Support



Denise Alston

- Reception
- Mail Distribution

Updates & Recent Projects



- Recruiting and continued on-boarding of new hires
- Continued administrative and travel support for the Board, Advisory Council, and employees
- Managed overall new office construction and move
- Facility Related Contract Management

Facility Update: Office Move



- ARIN successfully moved into our new office:
 - New lease is 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
- Overall construction and move came in <u>under budget</u>

Office Move - Thank you!



- Michael Abejuela
- Denise Alston
- Georg Anderson
- Robert Atkinson
- Sarah Ba
- Steve Bambling
- Robert Bellante
- Jacob Castello
- David Jeffers

- Octavis Jones
- Mark Kosters
- Frankie McDonough
- Devon Mizelle
- Michael O'Neill
- Matt Rowley
- Steve Scally
- Pete Toscano
- Val Winkelman

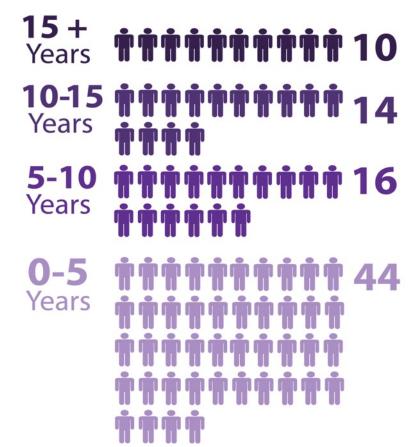
Employee Stats - 2017



- 84 Employees total
- 24 New Hires in 2015
- 8 New Hires in 2016
- 2 New Hires in 2017
- Retention = over 94%
- Average tenure = over 6 years

Employee Tenure





Upcoming Projects



- Conduct Salary Survey
- Medical Insurance Solicitation and Bid Process
- Conduct Management and Leadership Training
- 401K Bid Analysis



Questions?