

Human and Quality Resources Report

November 23, 2004

ISO. SRI conducted a one day surveillance audit on November 3, 2004. Steve Pettyjohn, the auditor, concentrated mostly on the curriculum development process and data analysis. The audit went very well and we had no non-conformances. Special thanks to David Rodgers who was able to spend the day of the audit with us and experience first hand the audit and many of our processes.

Act 48. The IU held a CPE tracker users meeting to discuss the tracking Act 48 hours. It was very helpful and there will be many enhancements to the product released this year. In addition the license fee will not increase next year. As it stands we currently have 4 employees listed that have not completed their Act 48 hours. Two have finished the hours but need to have the hours logged by the approved provider.

Disability/FMLA. We continue to work through the issues with the individuals that are out on disability and FMLA.

Absence Data Base. Enhancements have been made to our current data base to improve the features and ease the reporting of staff absences. We have tested the new features and the last few changes are being made. This is exciting especially because it will save time by reducing redundancy in the current process. Jerry Baker and his staff were instrumental in completing this project.

Custodial Interviewing. Jim Sipes, part-time custodial candidate, began work on November 15, 2004. At this point, the interviewing process is complete and we are recommending hiring another part-time candidate so that Denise Cochran can move to part-time. A motion will be presented to hire Roger Meyer, pending clearances.