

June 2006

Human and Quality Resources Report

ISO. The results of the internal audits have been compiled and will be reviewed with the Administrative staff to make decisions about the suggestions. One of the suggestions from the audits was to present each team with a summary of the results. This seems like it may be good idea to implement at the beginning of the year.

Recruiting. Recruitment has begun for a long-term substitute for the Health Assistant lab. The interview process has begun to fill this position as soon as possible. There were quite a few more applications submitted than expected. The first round of interviews are scheduled with prospective applicants. In addition, posting will occur for the cafeteria aide position. These position will both hopefully have recommendations at the July board meeting.

Staff Development. Some members of the administrative staff will be attending training in Grove City for Supervisory Training on June 23rd. This will help each administrator in their own area of as well as assist in all administrators being on the same page as they work with employees.

Payroll. The last payroll in June is always challenging one with summer pay selection and RCTC ending. The new system has aided in completing this more efficiently. In addition, the process of verifying benefit day (which are now hours) has been simplified quite a bit with the new system. A report can be run from the days that were entered and tracked throughout the year and exported into excel to simplify the entire process.