

October 2008

Human and Quality Resources Report

ISO.

As mentioned last month the ISO external audit was completed on September 11 and 12, 2008. The audit went very smoothly with the auditors visiting 9 programs and each of the areas listed on our key process chart. The results of the audit, which was a recertification audit, were favorable. ECTS received unconditional approval with no non-conformances. At this time, work instructions are being developed for processes which came as suggestions through our continual improvement process.

Staff Development.

Work with supervisors and staff continues in order to provide training to staff members as appropriate.

Recruiting.

Interviews are still being conducted for the Math Coach. The hope is to have a candidate to recommend at the October board meeting. There has not been overwhelming response to the part-time position. There were very few certified candidates that have applied and there have even been no shows for interviews.

Payroll.

The new year has begun and no changes have been made with payroll. Things are running smoothly.

PIMS.

The submission dates have been changed because the manual with changes was published late. At this time, it is a matter of determining what changes have been made to the templates and trying to integrate them. It is a cumbersome process that is changed and completed three times a year for staff.