

January 2010

Human and Quality Resources Report

ISO.

Internal auditing will begin in February. Internal auditors will meet and establish the schedule generally the audits are scheduled to be complete by March. The customer satisfaction survey was completed with each program by Natalie Fatica and Joe Tarasovitch. Currently the data is being entered in order to develop the summaries that are presented each year.

Staff Development.

The classified technology training will continue on February 5, 2010. The third session for maintenance staff will be continued and in addition employees who did not participate in the training last year will participate to make sure they get up to speed.

PIMS.

The documents needed are being worked on for the January snapshot date. In addition, changes that have been are being integrated.

Negotiations.

Extensive time was spent developing the current proposal for negotiations. Current language was compiled and then proposed language developed. In addition, supporting documentation was researched to support the proposal.

Payroll.

W-2's have been received and distributed to employees.