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## Human and Quality Resources Report

### October 2018

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#### ISO.

The ISO audit was conducted October 9<sup>th</sup> and 10<sup>th</sup>. Steve Pettyjohn from SRI conducted the audit. There were no non-conformances noted. Next year a registration audit will be conducted with another lead oversight auditor. This audit will be a 3.5-man day event with the 2 auditors being here for 1.75 days.

#### STAFFING.

##### **Kelly Services**

Kelly Services continues to assist in the filling of day to day subs and is assisting in the other openings including clerical help.

##### **Classified Staff**

Two clerical staff continue to be out on leave and one is on intermittent leave. In addition, another has expressed her desire to resign but hasn't given a formal date. The process of training additional staff has begun and Kelly Services is being used to assist in the interim to cover while they are out.

##### **Professional Staff**

The new Culinary Arts Instructor is working with IUP to schedule the OCA which is the first step in the process of obtaining a Vocational Certificate.

#### PAYROLL.

Routine payroll changes were processed and preparations for end of the year processes are being made.

#### PIMS.

PIMS Staff reports have been uploaded and been validated without errors. This includes all staff in the four template submitted including those that were included on the SUPPER in the past. The ACS has been printed and submitted.