



Human Resources & Administration Report

Erin Alligood, Director

HR/Admin Team



Denise Alston

- Reception
- Mail Distribution



Therese Colosi

- Executive Support
- Board & AC Travel & Support



Sarah Ba

- Facilities Coordinator
- Employee Travel
- CMSD Support

Updates & Recent Projects



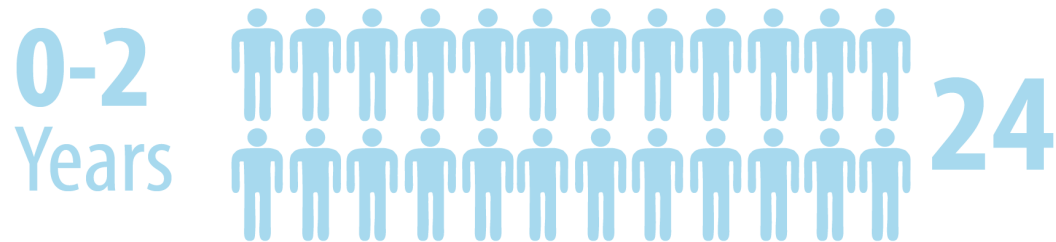
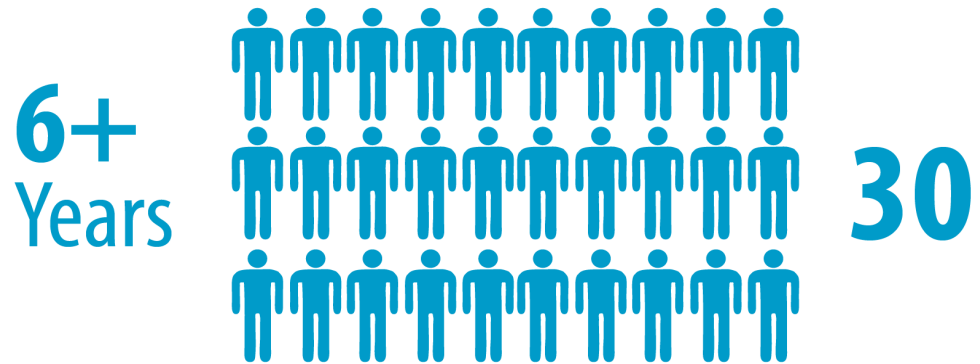
- Implemented New Performance Review System
- Implemented Roth 401K option
- Conducted 401K Bid process
- Recruiting/Onboarding of New Hires

Employee Stats - 2015



- 68 Employees total
- 10 New Hires this year
 - **Almost half were employee referrals**
- Retention = over 95%

Employee Tenure



Upcoming Projects



- Continue with recruiting efforts
- Salary Survey late Summer 2015
- Securing additional office space
- Physical security upgrades

