

## Human Resources Update

### November/December 2017

#### Recruiting/Hiring:

The following staff was hired and attended New Employee Orientation:

|                   |                    |                                     |
|-------------------|--------------------|-------------------------------------|
| Vanessa Dioniso   | CSS                | Hollidaysburg                       |
| Kaylee Adams      | Substitute         | All                                 |
| Maria Bonilla     | CSS                | Claysburg                           |
| Kately Sunderland | CSS                | Greenwood                           |
| Kara Hoover       | TA                 | Greenwood                           |
| Kelsey Clinger    | CSS                | Greenwood                           |
| Dan Thomas        | Bus Driver         | FOT                                 |
| Donna Meyer       | CSS                | WJ                                  |
| Kathy Diehl       | CSS                | Hollidaysburg                       |
| Patricia Matzik   | Division Assistant | Declined position after orientation |
| Claudia Beeney    | CSS                | Declined position after orientation |

Attended National Recruitment and Retention Seminar regarding Recruiting Strategies Using the Radio.  
-Met with Forever Media staff to receive proposal and sample radio ad.

#### Training:

Conducted Mandated Reporter Training for all new hires.

Attended Blair County SHRM meeting: Topic - Social Media in the Workplace.

#### Employee Handbook:

The Employee Handbook was updated and approved by the BOD and PC.

The Employee Handbook will be posted to employee website as well as printed for each location.