

**SUMMARIZATION OF THE JULY 17, 2007
HUMAN RESOURCES SERVICES COMMITTEE MINUTES**

Benefits Activity

Fiscal year-to-date benefits costs rose 8.4% in comparison to the same period last year. However, the fiscal year-to-date adjustment of \$268,000 credit from Blue Cross Blue Shield, gives us a 7.1% fiscal year-to-date increase.

Human Resources processed Local 1708 contract medical rate changes and notified active employees and retirees in advance of the anticipated changes.

Recruitment

The recruitment division participated in the Law Bulletin Job Fair to assist in the recruitment of several openings. We collected approximately 40 resumes of candidates.

The Office of Human Resources participated in the House of Hope event hosted by WVON targeting African American males in need of training. The goal of the Recruitment Division was to create awareness that CCC is a strong employer within the community and to promote current entry level and professional vacancies at CCC. Over 400 men attended the event.

All nominations for the Kathy Osterman Awards were reviewed for submission to the Kathy Osterman committee for final selection.

Payroll

There were 916 fiscal year-to-date off-cycle checks generated in 2006 compared to 469 off-cycle checks generated in 2007 for the same timeframe. This represents a 48.8% decrease. We continue to work with payroll after each pay period to analyze errors and ensure they are not repeated.

The Payroll Division continued its focus of training field personnel who are involved in processing contracts and other personnel actions. In June, training was delivered to Wright and Malcolm X Colleges.

Compensation

The Compensation Division reviewed, audited and prepared spreadsheets to process increases for Local 1600 professionals, training specialists, part-time professionals, Locals 1708, 399, and 7, Non-Bargained-For, and Administrative employees. All raises were processed on time for the July 1, 2007 effective date.

Staffing

The Staffing Unit uploaded scheduled hours to the job record of approximately 2300 part-time employees. This allows proper analysis of salary payments to all part-time employees.

To date, 86% of Performance Evaluations for Non-Bargained-For and administrators have been completed.

This concludes my report.