

Human Resources Quarterly Report

October 1, 2024 – December 31, 2024

Human Resources/Safety and Wellness

- A \$3,000 Risk Reduction Grant with Maine Municipal Association was requested and granted for the purchase twelve (12) Rear Backup Cameras for the Department of Public Works.
- Participated in several meetings as part of the Education and Training Advisory Board for Maine Municipal Association.
- Wellness activities included: the Walking Club Challenge and research for 2025 activities.
- Completed Open Enrollment for Health, Dental, HRA and FSA benefits.
- Researched changes that may affect town policies and began updating these policies.
- The *Safety and Wellness* Newsletter was distributed to employees in December.
- The *Employee Connection* Newsletter was distributed to employees in November.
- Provided development opportunities as part of the succession plan including special projects, continuing education, cross-training, mentoring, etc.
- Responded to numerous requests for salary and benefit information; participated in several salary surveys; processed benefit changes and requests from mortgage companies.
- There were no new hires in this past quarter. We received four (4) patrol two (2) planner and two (2) truck driver/laborer applications. Interviews were conducted with for truck driver/laborer positions.
- Promotional interviews were conducted for Fire-Rescue in anticipation of a retirement.
- Counseled supervisors concerning personnel issues and responded to various policy questions from employees and Department Heads.

Social Services (General Assistance and the Food Pantry)

Fiscal Year-to-Date Expenses/Donations

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|-------------------------------------|----------------------|--------------|
| Direct general assistance provided: | 07/01/24 – 06/30/25: | \$ 6,354.00 |
| Food Pantry monetary donations: | 07/01/24 – 06/30/25: | \$ 31,665.00 |
| Food Pantry expenses: | 07/01/24 – 06/30/25: | \$ 207.54 |

Quarterly Activity

- The Town received fifty-four (54) applications for General Assistance; seven (7) applicants qualified for financial assistance. All seven received rental assistance.
- The Food Pantry has continued to successfully hold “Drive-Thru” pickups for Senior Citizens and families in Windham and provided Thanksgiving and Christmas meals to those in need.
- The Food Pantry continues to partner with the RSU on the Katahdin Project.
- One thousand one hundred and seventy-six (1,176) households were served through the Food Pantry.
- One hundred and seven (107) community members visited the Clothes Closet which is open 4 days per week.

In Progress/On-going

- Data collection in preparation for union negotiations – in progress
- Review/Rewrite of the Personnel Policy Handbook – in progress
- Submittals for Worker’s Compensation and Property and Casualty Claims – on-going
- Annual required trainings for all departments – on-goin
- CDL random testing and preplacement physicals – on-going
- Approved additions and updated MSDSonline records – on-going
- Worker’s Compensation payroll audit – due February 16, 2024