

Human Resources Quarterly Report July 1, 2023 – September 30, 2023

Human Resources/Safety and Wellness

- Submitted an application for a \$3,000 Risk Reduction Grant with Maine Municipal Association for the purchase of nine NORTAX Runner traction mats to be used in various Town buildings, including South Station, East Station, North Station, the Shared Maintenance Facility and Town Hall.
- The Human Resources Director was elected co-chair for the Education and Training Advisory Board for Maine Municipal Association.
- The Human Resources Director gave a presentation on *Best Practices in Managing Employee Performance through Evaluation* at the MTCMA conference in August.
- Safety/Wellness Fall Newsletter sent to employees.
- Developed two (2) new job descriptions and updated four (4) existing job descriptions.
- 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.
- A Tax Assessor and Communication's Director were hired.
- There were eight (8) job postings; twenty-eight (28) applications were received and reviewed; sixteen (16) candidates were chosen for interviews; background checks were completed on final candidates; twelve (12) were hired and provided new hire orientation.
- 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: | 07/01/23 – 06/30/24: | \$ 8,621.72 |
| ▪ Food Pantry monetary donations: | 07/01/23 – 06/30/24: | \$ 6,815.00 |
| ▪ Food Pantry expenses: | 07/01/23 – 06/30/24: | \$ 181.44 |

Quarterly Activity

- The Town received forty-two (42) applications for General Assistance; thirty-nine (39) applicants qualified for financial assistance. The dramatic jump in assistance is directly the result of end of the Emergency Rental Assistance (ERA) Program,
- The Food Pantry has continued to successfully hold “Drive-Thru” pickups for Senior Citizens and families in Windham.
- The Food Pantry continues to partner with the RSU on the Katahdin Project.
- Nine hundred seventy-three (973) households were served through the Food Pantry.
- Fifty-one (51) community members visited the Clothes Closet.

In Progress/On-going

- Compiling data for a Compensation Survey for non-union employees – 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-going
- CDL random testing and preplacement physicals – on-going
- Approved additions and updated MSDSonline records – on-going