

## Human Resources Quarterly Report

July 1, 2021 – September 30, 2021

### Human Resources/Safety and Wellness

- The Collective Bargaining Agreement (CBA) regarding wages, hours and terms and conditions of employment between the Teamsters Local 340 and the Town was settled.
- Requested and received a grant from MMA's Risk Reduction Enhancement Grant of \$2,960.00 for 10 Super LED green safety lights for Public Works vehicles.
- 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; processed benefit changes and requests from mortgage companies; and finalized the Payroll portion of the Audit.
- Held several meetings with Poverty Tax Abatements applicants and prepared documents for Council consideration later this year.
- Prepared a Memorandum of Understanding (MOU) between the Gorham and Windham Professional Firefighter's Association and the Town concerning wages.
- There were thirteen (13) open spots for ten (10) open positions; seventy-nine (79) applications were received and reviewed; twenty-two (22) candidates were chosen for interviews; background checks were completed on final candidates; ten (10) were hired and provided new hire orientations; two current employees were promoted.
- Developed/updated job descriptions for GIS Project Administrator and Audio Video Technician.

### Social Services (General Assistance and the Food Pantry)

#### Fiscal Year-to-Date Expenses/Donations

- |   |                      |            |
|---|----------------------|------------|
| ▪ Direct general assistance provided:                 | 07/01/21 – 09/30/21: | \$ 5282.78 |
| ▪ Food Pantry monetary donations:                     | 07/01/21 – 09/30/21: | \$ 6144.50 |
| ▪ Food Pantry expenses:                               | 07/01/21 – 09/30/21: | \$ 1018.87 |
| ▪ 823 households were served through the Food Pantry. |                      |            |

#### Fiscal Year-to-Date Activity

- The Town received 92 applications for General Assistance; 11 applicants qualified for financial assistance; 2 were for burial/cremation at a cost of \$2,050.00.
- The Food Pantry has continued to successfully hold "Drive-Thru" pickups for Senior Citizens.
- The Food Pantry continues to partner with the RSU on the Katahdin Project serving Windham families in need.

### In Progress/On-going

- Review/Rewrite of the Personnel Policy Handbook – in progress
- Submittals for Worker's Compensation and Property and Casualty Claims – on-going
- Worker's Compensation Renewal
- Preparation for Open Enrollment
- Began the process for implementing Maine State Retirement – on-going
- Annual required trainings for all departments – on-going
- CDL random testing – on-going
- Continue to work in conjunction with the Town Manager and the Fire Chief to provide information to employees regarding COVID-19 and develop additional procedures for keeping employees safe at work during the on-going pandemic.