



MEMORANDUM

TOWN OF PONCE INLET, HUMAN RESOURCES DEPARTMENT

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Jeaneen Witt, Town Manager
From: Kim Cherbano, Human Resources Director
Date: June 1, 2018
Subject: Monthly Report: Human Resources office – May 2018

Below is a summary of the Human Resources Department's activities for the month of **May 2018**:

Payroll activities - **76 hours**

Processed three payrolls, payroll adjustments and closed out end of month reports; reconciled and processed benefits invoices for payments

Personnel - **6 hours**

Coordinated Open Enrollment session

Employment - **4½ hours**

Reviewed, copied and forwarded employment applications to Public Works
Reviewed, copied and forwarded employment applications to Fire department

Safety Committee – **2 hours**

Solicit agenda items for June 5th meeting
Assemble, copy, and distribute packets
Met with FL Health Care representative to coordinate agenda topics

Budget activities - **64 hours**

Prepared personnel projections for fiscal year 18/19
Reviewed and prepared budget adjustments for fiscal year 17/18
Met with representatives regarding benefits package for next fiscal year projections

Miscellaneous activities - **8 hours**

Hurricane Irma – continued processing expenses related to Hurricane Irma
Assisted with staff coverage due to meetings, training, and vacations
Prepared monthly reports

/ph