



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: Michael E. Disher, Interim Town Manager
From: Peg Hunt, Deputy Clerk
Through: Kim Cherbano, Human Resource Director/Town Clerk
Date: December 5, 2022
Re: Monthly Report – Human Resources

Below is a summary of the Human Resource Department's activities performed during the month of **November 2022:**

Personnel – **2 hours**

Processed and updated employee evaluations in NeoGov PE

Candidate application activities – **12 hours**

Received, reviewed, and copied employment applications

- Senior Planner (and re-advertised with NeoGov)
- IT Technician
- Administrative Assistant (Code)

Coordinated interview and scheduled physical

NeoGov Insight and On-Boarding – **12 hours**

Continued edits to online job application and submittal processes

Created forms and other documents for the on-boarding process

Continued User Training for implementation of NeoGov

Terminated Employees – **3 hours**

Closed out personnel files

Terminated insurance benefits

Volunteer Tasks – **2 hours**

Received, reviewed, and forwarded applications to PD for background checks

Updated Volunteer Rosters

Safety Committee - **2 hours**

Prepared agenda and materials for Dec. 6th meeting

Copied and emailed agenda packets to Committee members

Public Records requests - **2 hours**

Received and Reviewed Records Requests
Researched and Retrieved Records
Copied, scanned and/or uploaded same
Redacted where necessary
Notified requestors and closed out requests

Records Management – 1 hour

Inventoried, packed, and shipped records to File Tech storage facility
Retrieved & Returned existing records to File Tech storage facility
Inventoried, packed, and placed short-term records in on-site storage facility

Insurance Liability activities – 12 hours

Received and reviewed claims, forwarded to insurance company for processing

- Hurricane Ian :: Continued
- Hurricane Nicole :: New and in process

FEMA activities – 12 hours

Attended FEMA meetings
Received and reviewing FEMA paperwork
Worked on ICS 214 Forms

Workers Compensation Tasks – 5 hours

Received and reviewed Incident Reports
Received and processed Workers Compensation claims
Filed claims

Bargaining Unit Activities – 4 hours

Attended negotiation session
Prepared minutes of session meeting

Miscellaneous Activities – 1½ hours

Provided monthly Employment Data Statistics to the U.S. Department of Labor
Assisted with staff coverage due to meetings, trainings, and staff absences
Made and Returned phone calls and emails regarding general inquiries
Prepared Monthly Report

/ph