



## MEMORANDUM

### Town of Ponce Inlet

#### Human Resources / Deputy Clerk 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:** Peg Hunt, Assistant Deputy Clerk  
**Through:** Kim Cherbano, Human Resource Director/Deputy Clerk  
**Date:** March 1, 2022  
**Re:** Monthly Report

---

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

#### Personnel – **16 hours**

Processed and updated employee evaluations in NeoGov PE  
Attend interview for FF position

#### Candidate application activities - **2 hours**

Ordered Background Checks on qualified applicants  
Ordered Reference Checks on qualified applicants

#### NeoGov Insight – **56 hours**

Creation of an online job application and submittal process  
User training for implementation of NeoGov Insight

#### Safety Committee - **2 hours**

Prepared agenda and backup materials for review (March meeting)

#### Terminated Employees – **2.5 hours**

Process one FF for termination  
Process benefit forms and submit to Brown & Brown

#### On-Boarding of Employees – **3 hr**

Started the implementation process for Onboarding in Neogov

#### Public Records requests - **3 hours**

Received and responded to records requests  
Researched and retrieved records  
Copied and Redacted exempt information

**Records Management – 2.5 hours**

Inventoried, packed, and shipped personnel records to File Tech storage facility  
Retrieved & Returned existing records to File Tech storage facility

**Union-related Activities - 6 hours**

Prepared copies of Union's and Town's proposal and supporting documents  
Attended Collective Bargaining Session (2/16/2022)

**Miscellaneous activities - 7 hours**

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