



## Administrative Services Report

March 2024

### Budget

- No updates.

### Communications

- Branding — Helped with branding for solid waste trucks.
- Website — Content from current website migrated to new website. Training for staff with admin rights to start in April. Launch expected no later than June. Continued looking into web accessibility applications and have selected a vendor. Received new project representative.
- Other — Helped with Engage Hillsborough stormwater event and Hillsborough Climate Challenge.

### Fleet Maintenance

- No updates.

### Human Resources/Town Clerk

- Biweekly payroll

| RECRUITMENT AND SELECTION              |                              |
|--|------------------------------|
| Position                               | Status                       |
| Equipment Operator I                   | Closes 4/9.                  |
| Meter Services Technician              | Closes 4/14.                 |
| Police Officer                         | Continuous recruitment.      |
| Safety & Risk Manager                  | Assessment center held 3/29. |
| Senior Customer Service Representative | Closes 4/14.                 |
| Utility Systems Mechanic               | Filled 3/25.                 |

### Diversity, Equity and Inclusion

- Continuing to make revisions to the racial equity assessment lens (REAL). Discussed the lens and additional revisions with the Operations Team on 3/24.
- Continued collaboration with the One Orange team, with current focus on enhancing the data dashboard and developing a countywide racialized history document.

### Information Technology

- 2024 IT Security Awareness Training dates are scheduled for May 21 and June 12, 2024. There will be two in person sessions held both dates with one recorded session to be made available for individuals who are unable to attend any of the in-person sessions. Training sessions will be held in the Board Meeting Room. Session times to be announced soon.
- Continuing policy work on Electronic Records, CJIS Security Policy v5-9-3, IT department, and IT Acceptable Use updates.
- Developing building access and security project phases with A3 Communications.

## **Safety and Risk Management**

- Inspections — Gold Park, Turnip Patch Park, Murray Street Park, Hillsborough Heights Park, Cates Creek Park, Utilities Department visit.
- Meetings – Mid-State Safety Council Meeting, NCDOL Meeting, HR Team Meeting, Division Meeting, Safety Committee Meeting.
- Random drug screens — First quarter drug screens completed, random FMCA drug screens and random breathalyzer tests completed (Trial - Contracting collections).
- Training performed – payment desk employees: Ergonomics training and advisements.
- Safety equipment — Stocked/distributed/ordered safety gear generally and distributed updated safety wear and supplies.
- Other — Worked on employee training schedule, workers compensation claims, property and liability claims and general duties pertaining to the Highway 86 facility, collected fire extinguisher monthly check sheets.