

## Olivia Stewman

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**From:** Jennifer Duncan  
**Sent:** Tuesday, December 7, 2021 9:00 AM  
**To:** Olivia Stewman  
**Subject:** HR/Customer Service Department Report

### Human Resources:

- Last week I completed the salary adjustments for Police and Fire personnel. All are complete and will reflect on this coming pay period.
- Gearing up for end of the year changes in deductions and cost per the State Health Plan. Will be making adjustments for January 1<sup>st</sup> 2022.
- Still screening applications on Indeed for Police Officer position. Not a lot of luck. I reposted with the salary increase so hopefully that will generate some interest.

### Customer Service/Utility Billing:

- Each month is getting more stream lined with billing as it becomes more and more familiar.
- Continue to work with Wendy on the front desk aspect which she has done great with.
- This week, I will be meeting with Mike Williams and Dean Lindsey on setting a process for sewer tap approvals so everyone is on the same page.

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### **Jennifer Duncan**

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