Human Resources
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To: Ryan Spitzer, Town Manager
Members of the Town Council

From: Teesha Boozer, HR Director

Date: 10/8/2026

Re: Human Resources Monthly Report

Hi Ryan,

Enclosed is the Human Resources Department Monthly Report for September 2026.

New Hires:
a. Cameron Long, Maintenance Technician, Public Works

Resignation/Termination:
a. None

Retirements:
None

Transfers:
a. Travis Naito, Corporal Patrol, Police Department

Promotions:
a. Michael Caverly, from acting to permanent Corporal, Police Department
b. Shykim Powell, from Police Officer to Corporal, Police Department

Current Openings:
- **Police Officer:** **7** openings for lateral hire/BLET
  - **911 Telecommunicator:** **2** opening

HR Updates:

Human Resources attended the Society for Human Resource Management (SHRM) conference in Wilmington, NC, where HR professionals from across the state and various industries came together to learn, collaborate, and grow. The conference provided opportunities to strengthen our skills and earn professional development hours. We look forward to applying what we learned to support our Pineville Team and help the Town remain a competitive municipality.

Benefits:

Open Enrollment will be earlier this year for employees. HR had their first meeting with NCHIP to talk about last year's medical trends, allowing us to begin to think about strategic plans moving forward.

Safety and Risk:

The Safety Committee held its September meeting and reviewed two incidents: one preventable and one non-preventable. The discussion provided an opportunity to identify lessons learned and reinforce safe work practices. Our Safety Consultant also conducted mock OSHA inspections across all Town departments. These inspections help departments identify and address concerns while preparing for potential OSHA inspections. Findings were limited and easily corrected, reflecting the Town's continued commitment to safety and our shared efforts to reduce workplace risks.

Recruiting and Retention:

Human Resources is partnering with our 911 Telecommunications Center to develop a strategic plan for succession and retention. This plan will help preserve the valuable knowledge and experience of senior leadership while supporting the growth and development of other team members. Through this work, we aim to strengthen continuity, retain skilled employees, and build a stronger team for the Town.

Human Resources continues to partner closely with department leaders to recruit qualified candidates, understand workforce needs, and develop long-term staffing strategies. Beyond filling current vacancies, HR works collaboratively with departments to identify opportunities to strengthen workforce planning and ensure the Town remains well-positioned to meet both current and future operational needs.

Wellness:

Human Resources has partnered with Novant Health to support the Town's workers' compensation care needs and provide occupational health and testing for our Town employees and the Police Department. This will include fitness-for-duty evaluations and respirator fit testing. Novant's Occupational Health clinic specializes in workforce needs, with a focus on reducing wait times, streamlining paperwork, and providing efficient, quality care. We are excited about this partnership and the services it will offer our employees.

September was STEP-TEMBER month! We reminded employees of the importance of moving each day and encouraged them to take a stroll outside or walk around the office. Small steps can make a big difference in supporting employee health and wellness.

L**ooking Ahead:**

Human Resources remains focused on several key priorities for Fall 2026, including:

- Updating the Performance Management Process
- Continuing the modernization of personnel policies and procedures.
- Preparing for fall employee engagement initiatives.
- Facilitating the implementation of UKG Payroll and Businessolver as the Town's new Human Resources Information Systems (HRIS)