



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

From: Teesha Boozer

Date: 4/10/2026

Re: Human Resources Monthly Report

Ryan,

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

New Hires:

- a. Carmen Gathen, Storm Water Tech, Public Works
- b. Carolyn Evans, Admin Assistant, Public Works
- c. Gail Quinn, Temp - Recreation Assistant, Park and Recs

Resignation/Termination:

- a. Jordan Williams, Parks and Recreation
- b. Hailey Rowe, Police Department
- c. Robert Kakavitsas, Police Department

Retirements:

None

Transfers:

Skyleen Alvarez – Full-Time 911 to Temp 911

Promotions:

None

Current Openings:

- **Police Officer:** 5 openings for lateral hire/BLET, receiving applications
 - **911 Telecommunicator:** 4 openings, receiving/reviewing applications
- **Public Works- Maintenance Technician:** 1 opening - Reviewing Applicants
- **Fire – Fire fighter Driver:** 1 opening - Posting in March
- **Parks and Recs –** 1 opening

Departmental Update:

Employee Appreciation and Events:

Human Resources celebrated our employees on Employee Appreciation Day with a thoughtful treat. We brought Krispy Kreme Donuts to each department personally and let them know how much we appreciate them. Employees look forward to the treats every year and appreciate the thoughts from The Town.

Wellness:

Human Resources continues to process reimbursements through the Town's Employee Wellness Benefit, which supports employees' physical, financial, and lifestyle well-being. Employees are eligible to receive up to \$600 in approved wellness reimbursements per fiscal year.

Human Resources continues to strategize methods of keeping our employees engaged with Wellness. In the month of April, we are having a unique event called Puppy Therapy. This session is designed to allow our employees to relax, take a mental break, and enjoy the calming therapy and love a puppy cuddle brings. Employees will have the opportunity to purchase a new puppy at the event if they want to take their new friend home!

Safety:

In our Safety meeting in March, we had 1 incident reported which was non-preventable. We completed the annual check of our Safety Books. Human Resources also began gearing up for our safety awards in May and look forward to celebrating with the team.

Special congratulations go to each of our department winners:

- a. **Admin – Gold**
- b. **PCS – Gold**
- c. **Public Works – Gold**
- d. **Parks & Recreation – Silver**
- e. **Police – Silver**

Recruiting:

We are beginning our Summer hiring for Parks and Recs. This time of year is exciting as we welcome children from around Pineville to our campuses offering them a safe and fun summer programs.

As an ongoing process, Human Resources continues to partner closely with departments to support recruiting strategies and workforce needs. The HR Director will continue to build relationships with Department Heads to better understand current staffing needs and to develop strategies for filling open positions. These efforts help the Town of Pineville remain competitive in attracting qualified candidates while supporting departments in meeting their operational needs.