

HUMAN RESOURCES

MONTHLY REPORT

FEBRUARY 2025

February was a typical month for the Human Resources department after the rush in January to get W2s sent.

We hired two new employees, Rebecca Hansen as City Clerk/Public Information Officer, and Genia Mount as the Assistant Director of Finance. Janice Gargus terminated her employment as City Clerk on February 28.

We completed an annual Work Comp Audit this month.

I worked from home during the snowstorm to ensure payroll was completed that week.

I am currently working on a Non-Discrimination Assessment worksheet for TASC, our Flexible Spending Account.

Dona Slater