

# EMPLOYEE NEWSLETTER

## September 2020

### COUNCIL HIGHLIGHTS

September 14, 2020

- Public Hearing set for adoption of Community Transportation Plan
- Approval of Resolution to Surplus Old Fire Station #2
- Approval of Budget Amendment for additional AMI Water Meters
- Approval of Contract with Sloan Construction for Fall 2020 Paving Project and the related Declaration of Intent to Reimburse
- Approval of Contract with North State Water and Sewer for Frances Haven and Farmington Pump Station Decommissioning Project and related Declaration of Intent to Reimburse
- Approval of Contract with Dukes, Inc. to Continue Maintenance and Hosting of Utility GIS
- Approval of Calloway Subdivision Preliminary Plat
- Approval of Brookdale Village Town Homes Preliminary Plat
- Approval of appointments to Planning and Zoning Board
- Discussion of Water and Sewer Revenue Bond Financing

### COVID-19 WORKFORCE PLAN

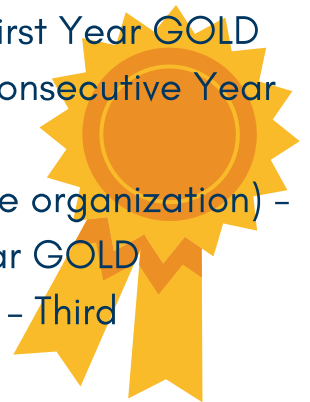
The Workforce Plan specifically allows for the impending challenges associated with school systems requiring remote learning for school-aged children and the impacts this will have on our workforce. If you have a school-aged child and are affected by your child's remote or virtual learning, please ensure you have submitted your Workforce Plan to management.

### SAFETY AWARDS

The Town received the following Safety Awards this year:

- Parks and Recreation - First Year GOLD
- Public Works - Second Consecutive Year GOLD
- Town of Harrisburg (entire organization) - Second Consecutive Year GOLD
- Town Hall Administration - Third Consecutive Year GOLD

Congratulations to all and thank you for your hard work in helping achieve this! A special thank you to the Safety Committee for their hard work on ensuring we have a proactive safety program that not only ensures we are in compliance, but makes safety a priority.



## DEPARTMENT CORNER

It's been a steady few months for the Buildings and Grounds Department. With the different work schedules of so many departments during COVID-19, it has allowed more time to get projects caught up around Town Hall. Buildings and Grounds has done lots of painting, sanitizing and repairs. There are new floors in the stairwell leading up to the YMCA. A new, separate HVAC unit for the server room has been installed, so it stays cool year round. The department's biggest accomplishment is having an exterior hose bib installed outside of Town Hall so water can be accessed from outside the building. This allows for more options for things like cleaning and pressure washing around the building. A big shout out to Buildings and Grounds for stepping up and helping out with extra cleaning the last several months! Being such a small department, it's nice to see the team pull together and help out at a time when required cleanliness and sanitation is at an all time high!

## EMPLOYEE FOCUS GROUP

The Employee Focus Group is working on its next initiative on behalf of the Town. The initiative is "Our leaders effectively remove roadblocks and barriers to ensure success." As an organization, we scored a low 47% in this area and would like for the Focus Group to delve into why and how we can improve upon this overall. Your Focus Group members will reach out to you in a variety of ways, via one-on-one conversations, small groups and email, to get your input. It's important that you be forthcoming, as your individual comments are confidential, but it is equally important for you to provide some viable solutions for consideration. Listed below are your focus group members. If you haven't heard from them please feel free to reach out.

### Employee Focus Group Committee Members

Fire Department: Jason Walker, Russ Freeze and Wendell Jolly

Public Works: Shelly Price, Corey Jones and Tim Saul

Engineering: Mallory Hodgson

Parks and Recreation: Daniel Vestal and Jeff Boyer

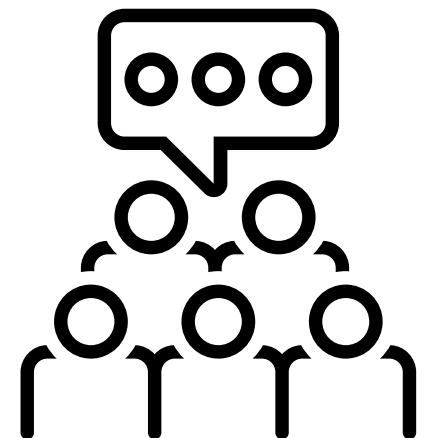
Buildings and Grounds: George South

Planning and Economic Development: Tom Lesser

Customer Service: Laura Elders

IT: Diego Martinez

Finance: Lori Nash



## FLU SHOTS

The Town will be offering flu shots for employees and their dependents over the age of 14 on Thursday, October 1 from 1-3 p.m. If you would like a flu shot, call or email Janet by September 29 to reserve your spot. You will earn 100 wellness points. See email/flyer for more details.

## EMPLOYEE ASSISTANCE PROGRAM

We are all living in a world of uncertainty at this time and having to deal with challenging times, which can bring about anxiety and other issues for yourself or your loved ones. Please remember that you have access to our Employee Assistance Program through McLaughlin Young. You and your family member have up to six sessions for each issue you may be dealing with. Everything is confidential, so please take advantage of the EAP if you need it!

Call 704-529-1428 or 800-633-3353 or visit <https://www.mygroup.com/>.

## WELLNESS EVENTS

Virtual Wellness Workshop - October 21 @ 11:30 a.m. - Our topic will be Insomnia. This workshop will be worth 100 wellness points. More details to follow.

Breast Cancer Wellness Walk - October 23 - Participants will earn 100 wellness points. More information to come.

Employees are able to earn up to 300 wellness points in October!



## HEALTHY LIFESTYLE MEETINGS

3rd Friday of each month @ 7:30 a.m.  
First Meeting Friday, October 16, 2020

Please join us for this year's "Healthy Lifestyle Meetings!" This is our second year running this program and it has been such a great help to those who have participated. This program was created with employees in mind and provides for some coaching with our Wellness Coordinator on various topics, such as healthy eating habits, stress, lifestyle changes, anxiety and how to exercise in the workplace. It is also an opportunity for employees to have the support of their peers, while being held accountable at the same time.

Our meetings will be done virtually for now, so if you are interested, please reach out to Tishisha @ [tsharif@harrisburgnc.org](mailto:tsharif@harrisburgnc.org) so that you can be sent the meeting link.

## UPCOMING MEETINGS

October 12 - Town Council Meeting  
October 20 - Planning and Zoning  
Advisory Board Meeting  
October 26 - Parks and Recreation  
Advisory Board Meeting

## SAFER AT HOME: PHASE 2.5

Under Executive Order 163, NC is under Safer At Home Phase 2.5 of lifting COVID-19 restrictions. Under this phase, people are required, with some exceptions, to wear face coverings while in public when physical distancing of 6' is not possible.