



Human Resources Department Memorandum

TO: Benjamin Haberthur, Executive Director
FROM: Jennifer Clough, Director of Human Resources
RE: July 2026 Department Monthly Report

HUMAN RESOURCES

- Human Resources and Finance continue to work with ADP to develop, implement, and manage new programs and processes related to the ADP payroll and HR software migration, including participating in multiple meetings focused on recruitment. All current vacancies have been posted on the ADP platform, and experiences seem to be straightforward. The Department is in the process of preparing and scheduling manager training, which will be available to any staff interested in attending.
- Recruitment activity for the District is leveling out. Human Resources worked with North Operations on their recruitment needs for a Ranger Assistant, and an offer was made with a July 20th start date. The District welcomes Meaghan McCarthy as North Operations' new Ranger Assistant. This hire completes the vacancies within the department.

An additional Ranger Assistant position at South Operations was approved by the Commission for the FY26/27 budget; staff worked quickly posting the position on the District's new ADP platform, scheduled interviews, and extended an offer to a seasonal staff member with a start date of July 7th. The District congratulates Jacob Shimon as the new full-time Ranger Assistant. In addition to the added position, South had a resignation due to a decision to go back to school full-time. Interviews were conducted, and an offer was extended with a start date of August 3rd.

Other new positions, such as the Restorative Technician, were also approved by the Commission for the FY26/27 budget. Staff completed five (5) first-round interviews and scheduled second interviews for a ride-along opportunity with the top two (2) candidates. An offer was extended and accepted for a start date of August 31, 2026, due to relocation efforts.

Additional open positions include full- and part-time police officer opportunities, due to resignations for personal reasons. Staff scheduled interviews for both full-time and part-time police officers. Interviews were held for the full-time position, and an offer was extended to an internal part-time officer to start August 5th. The District congratulates Thomas "TJ" Weigand as the new full-time police officer. Part-time interviews will be conducted within the following weeks.



Meaghan McCarthy, Ranger Assistant



Jacob Shimon, Ranger Assistant



Thomas "TJ" Weigand, Police Officer

The new Project Manager role in Planning and Land Protection has been posted a second time. There have been a number of qualified candidates who have been scheduled for interviews, and the District has started 1st rounds.

Finally, following a recent separation of the Volunteer Coordinator, leadership evaluated the position and next steps. Due to this position's large partnership with Community Engagement and Environmental Education, as well as opportunities to support volunteerism with the Foundation, the position transitioned into the Community Engagement Department. The position has been posted internally and externally to sites as IPRA to attract a strong talent pool. The District plans to begin reaching out to the first round of candidates by August 7th.

- Human Resources completed the review of all employee performance evaluations that were communicated to staff. In addition, Human Resources distributed an email communication to staff regarding the approved compensation increases and applicable longevity adjustments. The District has now completed the primary phases of compensation study implementation, ensuring employee pay is current, internal compression has been appropriately addressed, and positions are aligned with market rates. These efforts reinforce the District's commitment to maintaining a competitive compensation program that supports employee retention and attracts top talent. Lastly, this is the final year the District's current performance evaluation template and process will be used. Going forward, the District will work towards implementing performance management in ADP, provided a review of the system's capabilities coincides well with the District's needs. Implementation setup will begin once Payroll and Time & Attendance have become active in the new technology platform.
- Human Resources continues to work on benefit plan cost-saving strategies from the data received by our counterparts of over 190 municipalities working with IPBC. The department will present options ahead of the next plan year.
- The District has experienced a decrease in new requests for leave under the Family and Medical Leave Act (FMLA). In June, HR processed one (1) new FMLA request, bringing the total number of employees currently on Active FMLA to six (6).
- Governor Signs HB 3595 (IDEC's Licensing Reform Bill) this past month, and HR is working collaboratively with Community Engagement, other peer Districts and PDRMA to proactively prepare for compliance requirements. Currently, the District is working on updating waiver language to align with current requirements. The District must be fully compliant by July 1, 2027.

SAFETY & WELLNESS

Claims Information

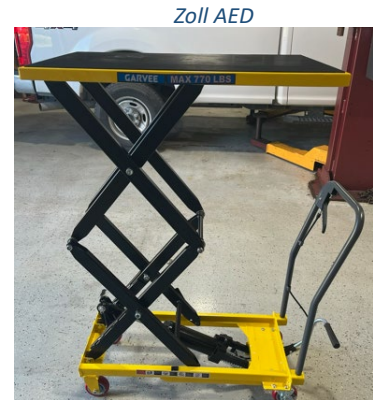
There was one (1) injury reported in July. The Safety & Wellness Coordinator implemented the district's air quality protocol on July 16 and 17 in response to wildfire smoke conditions. Air quality conditions were monitored; public programming, outdoor work assignments, and employee schedules were adjusted to reduce public and employee exposure to wildfire smoke while maintaining safe operations.

- The HR team collaborated with NRM on the District's first two seed harvests of the year, supporting the restoration efforts and native seed initiatives.
- The District's four-year AED replacement initiative has been completed by distributing the final six (6) new Zoll AEDs throughout the District. This milestone updates all District AEDs



to the new standard while reducing long-term operating costs through lower-cost batteries with a five-year service life and electrode pads that last an additional three years compared to the previous models.

- To continue prioritizing the safety and well-being of employees and patrons, the Safety and Wellness Coordinator coordinated several safety initiatives. This included ordering a new lift cart for the Fleet Mechanics Shop that allows staff to raise, lower, and transport heavy tools up to 770 pounds as well as replacing the worn-out entrance rug at the Fabyan Windmill.



Cart Lift

VOLUNTEER RESOURCES

VOLUNTEER IMPACT

- The District continues to enjoy working alongside our dedicated volunteers and community partners. Throughout July, volunteers and employees have supported a variety of programs and events, including working with the Seed Team, Giant Steps, attending Enviro Ed planning activities, participating in Pollution Solution weekend cleanup events, attending Mounted Ranger meetings, working with Eagle Scout groups, and helping with Windmill Tours. The time, energy, and commitment play an important role in helping the District serve the community and care for its natural areas.
- HR, along with Community Engagement, is collaborating for the Annual Volunteer Recognition Dinner. This special event is an opportunity to thank the many volunteers who generously give their time and talents throughout the year.
- Multiple District departments continue to work together to strengthen the volunteer program by expanding volunteer opportunities, improving communication, and finding more efficient ways to track volunteer hours and participation through the use of technology. These ongoing efforts will help create a more consistent volunteer experience while allowing the District to better recognize and support the individuals who make our programs and events possible.

