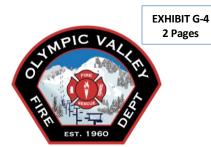


## OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



## **ADMINISTRATION & OFFICE REPORT**

- DATE: May 28, 2024
- TO: District Board Members
- FROM: Jessica Asher, Board Secretary
- **SUBJECT**: Administration & Office Report Information Only
- **BACKGROUND:** The following is a discussion of office activities and brief status reports regarding administration that are not the subject of a separate report. This report is formatted to provide new information and recent progress only.
- DISCUSSION: Document Management System (DMS) Project At the time of writing this report, the following progress has been made to scan and image the District's files.

File	% Complete
Customer Files (Central Filing System)	100%
Subject Files (Central Filing System)	100%
Project Files (Central Filing System)	100%
General Manager's Office	100%
Board Secretary Permanent	100%
Board Secretary Non-Permanent	50%
Financial Reports	100%
Incident Reports (Fire Department)	100%
Accounts Payable	42%
Personnel Files	90%

Administrative Assistant / Program Analyst I Transition

Aline Henriksen will be leaving the District on May 31, 2024. Aline has been a valuable team member, and we are grateful for her contributions over the past year. Recruitment to fill the Administrative Assistant / Program Analyst I position will begin by May 24, 2024, with an initial application deadline of June 28<sup>th</sup> (the position will be open until filled).

New Phone Service - Ring Central

The district recently adopted Ring Central as its business phone service. This change not only offers greater flexibility and freedom due to its cloud-based nature, but also will have no additional fiscal impact.

ATTACHMENTS: None.

DATE PREPARED: May 21, 2024