

## Joanne LePauloue

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**From:** Joanne LePauloue  
**Sent:** Monday, March 18, 2024 1:39 PM  
**To:** Entire City; City Council  
**Subject:** Welcome Kailey Dubuque, Deputy HR Director

Good afternoon, I am thrilled to announce the newest member of our Human Resources Team. Please join me in extending a warm welcome to Kailey Dubuque, who has started today as the Deputy Human Resources Director.

As the Deputy HR Director, Kailey will be responsible to plan, implement, manage, and evaluate the City's Human Resources policies, operations, and activities with an emphasis on diversity, equity, and inclusion. She will also serve as one of the internal DEI Coordinators. Kailey will be updating our Employee Handbook, job descriptions, and performance appraisal system, designing training programs for management and employees, coaching employees on work-related issues, coordinating employee engagement strategies and wellness activities, partnering with others on recruitment efforts, and administering leaves, accommodations, and workers' compensation claims. We are confident that her dedication, enthusiasm, and fresh perspective will bring new energy to our department.

Before joining us, Kailey was the HR Generalist and then promoted to the Recruitment & Benefits Specialist at the Town of Kennebunk. She also worked part-time at the Town of Scarborough in the HR, Assessing, and Communications Departments. Kailey holds a Bachelor of Science in Business Administration from the University of New England. She also obtained a Professional Human Resources Certification and is a member of the Diversity Hiring Coalition, Maine Local Government HR Association (MLGHRA), and Labor and Employment Relations Association (LERA). Her background demonstrates a strong commitment to building employee relationships, providing stellar customer service, and sharing her solid HR knowledge base.

Please take a moment to introduce yourself.

**Joanne LePauloue**  
*Director of Human Resources*  
2 York Street Westbrook | Maine 04092  
**Phone:** (207) 591-8113  
**Fax:** (207) 466-4120  
[www.westbrookmaine.com](http://www.westbrookmaine.com)  
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