

Administration Report: July 2019

ADMINISTRATION ACTIVITY:

Edward Mitro

- Attended weekly status meetings with the Council President, Vice-President, and the Mayor.
- Continued to meet with representatives of BLN, the Mayor and Town staff to discuss updates to several infrastructure projects in the pipeline for the Town.
- Continued to meet with representatives of Barnes & Thornburg, the Mayor and Town staff to discuss updates to several legal projects currently active for the Town.
- Prepared Town Council meeting packet and distributed to Council and staff, as well as the agenda to the media.
- Attended PZAZ meeting to discuss recent streetscaping enhancement projects.
- Along with Mayor Haak, met with representatives of MetroNet to get an update on Town service implementation.
- Along with Mayor Haak, met with representatives of Enterprise to get an update on fleet services project for the Town.
- Worked on draft Administration 2020 budget and assembled departmental 2020 budget requests for Crowe.
- Met with Mayor Haak, Park Superintendent Dickey, Park Board President Edmondson and BLN to discuss Rail Trail extension projects.
- Met with Mayor Haak to review draft Departmental 2020 Budget requests.
- Met with attorney Heather Willey to review "Government 101" materials.
- Attended Active Shooter Training put on by the ZPD.
- Met with IT Director Rust regarding staffing in the IT Department.

Sue Jones

- New Hire Policy (continued): Completed changes to the Employment Application and sent the form through legal.
- Continued to meet with Payroll and the Dept Finance and Records to complete the New Hire Policy – all paperwork and info has completed the legal review.
- Worked with Franciscan Alliance to set up the 2019 Flu Clinic in October. We will be expanding the scope for ages—to start at 6 months and can include other vaccinations by request.
- Worked with our TPA and Dept of Finance & Records to complete and file the paperwork for PCORI fees.
- Through a conference call – worked with disability carrier and doctors to clear problems that prohibited employee from getting coverage verification.
- Completed/submitted the CMS (Center for Medicare and Medicaid Services) disclosure for Medicare Part D (Creditable/Non-creditable Coverage)
- Continue Working with Nationwide to set times for individual meetings.
- Ordered/ completed info and posted Federal/State Employment Law posters for all work places
- Continued work with Auxiant to make sure all new IDs to employees; and employee dependent paperwork returned to TPA
- Processed court orders and background check paperwork.