

Administration Report: April 2015

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Met with several Town Council candidates to provide them with a "Council /Town 101" presentation.
- Attended weekly "Town Hall project" meetings with CSO architects.
- Met with Planning and Economic Development Director DeLong and Chris Hamm of HWC to begin work on a potential use study of the former PNC Bank property.
- Met with IT Director Rust and representatives of CivicPlus to begin work on development of a new Town website.
- Attended the following meetings:
 - Town Council Regular Meeting
 - Town Council Agenda Planning Meeting
 - Zionsville Redevelopment Authority Meeting
 - Zionsville Redevelopment Commission Meeting
 - Park/Road Impact Fee Review Board Meeting

Sue Jones/HR

Processed: 11 Special Events; 10 Community Room

Internal Process: 27 COS (Change of Status); 8 Orientation (5 PT and 3 FT); 7 Verification of Employment; 3 General Notice - COBRA;

3 FMLA; 2 WC

Completed *Annual Survey of Public Employment and Payroll* and sent to Dept of Commerce

Meetings:

- Assured NeaceLukens, Onsite Benefits, and internal insurance committee
- IACT Medical Trust representatives Ann Cottingim and Gary Henriott, TC – S Mundy. assembled census and current claim information for quote purposes.
- OrthoIndy – S Lancaster
- Liberty National
- Nationwide - Josh Ward, our new Town representative
- ADP – re: HR and ACA compliance.

Worked with County to organize vote center calendar and set up for Vote Centers at Town Hall.