

Administration Report: August, 2012

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Met with Andrew Wood (Boone County Election Office) to discuss Council redistricting map.
- Along with Councilor Haak, Dax Norton, Mike Latz and Wayne DeLong, toured Indy Composite Works facility.
- Met with Councilors Haak and Papa, Andy Buroker, Rob Schein, and Clerk-Treasurer Yeo to discuss HCAA lawsuit.
- Worked with Steve Russo and IT Director Rust to update content to the Town of Zionsville website.
- Completed draft Administration, Food & Beverage and Council budget requests and developed Town Budget summaries and work sheets.

Drafted the Following for Council consideration:

- Redistricting Ordinance
- Additional Appropriation Resolution – IT assistance.
- Transfer Resolution - \$12,760 from Donations Fund to the Food & Beverage Fund.
- Ordinance to vacate a portion of a public alley (755 West Hawthorne St.)

Attended the following meetings:

- Town Council Regular Meeting
- Redevelopment Commission Meeting
- Town Council Agenda Planning Meeting
- Plan Commission Meeting
- Town Council Strategic Plan Workshop
- Budget Work Sessions (3)

Sue Jones/HR

Processed:	17	Special Events
	12	Community Room Requests
Processed Internal:	6	Employment Verifications
	1	Termination
	3	Employment Applications / 2 Resumes
	6	Employee Meetings

- Attended a 3-day IMPACT (IACT – HR) conference in Michigan City. Workshops included a legislative update; healthcare reform; synthetic drugs and testing; statutory reporting for the anti-nepotism law, and other reports on voluntary benefits.
- Worked with broker and an employee to submit an appeal for additional coverage through Advantage healthcare.
- Revised Orientation packet to include additional insurance forms and other required forms.
- Coordinated “United Day of Caring” with the Boone County Senior Services Inc and United Way – volunteers cleaned the kitchen area and shampooed the carpet in the Community Room
- Set meetings between employees and Nationwide – our 457 provider – at all municipal buildings and departments
- Worked with several employees and payroll to terminate additional disability policies some of our employees purchased from our voluntary insurance carrier.
- Completed 4 Employer Reporting & Maintenance (ERM) training classes and 2 *Employer Management* and *Member Management* webinars for the upcoming system changeover for PERF (INPRS).
- Worked with Natalie Meyer, Program Director of Indiana Drug Card, who will have drug cards produced with the Zionsville logo. The cards may be used for discounts on a variety of different drugs. The cards can go to anyone, not just town employees. Delivery date is hopefully next week.
- Processed several health insurance changes and coverage questions.