

## Administration Report: August 2014

### ADMINISTRATION ACTIVITY:

#### Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Continued work with Joseph McDonough of American Legal Publishing Corporation on codifying the Zionsville Town Code.
- Attended sixth Certified Public Manager class in Fishers.
- Met with David Rausch to discuss proposal for design services.
- Worked with Angie Steeno and Mark Adam of Crowe Horwath and Clerk-Treasurer Yeo on revisions to the proposed 2015 Town of Zionsville budget.
- Worked with RDC President Luke Phenicie to refine the draft 2015 RDC Budget.
- Met with Councilors Papa and Hopper, representatives of ZCS, and representatives of Duke Energy to discuss power outage problems in the Duke service area of Zionsville.
- Attending ground breaking ceremony for Lids.
- Telephone conference with Angie Steeno and Mark Adam or Crowe Horwath, Clerk-Treasurer Yeo and Scott Nees of Standard & Poors to review the Town's credit rating.
- Met with Council President Papa, Councilor Haak and representatives of BHI (Hoosier Village), to discuss the extension of Bennett Parkway.
- Met with Virginia Cain of Senator Dan Coats' office to discuss current projects and initiatives in Zionsville.
- Prepared two Additional Appropriation Resolutions for Council consideration.
- Attended the following meetings:
  - Town Council Regular Meeting
  - Town Council Agenda Planning Meeting
  - Regular Plan Commission Meeting
  - Budget Work Sessions #1 and #2
  - RDC Regular Meeting

#### Sue Jones/HR

Sue Jones

Processed: 5 Special Events; 9 Community Room

Internal: 3 Verification of Employ; 27 Change of Status; 3 Term Employ – processed paperwork and required COBRA; 1 FMLA; 1 STD

- Completed the HR paperwork for the INPRS audit which was handled through payroll.
- Sent the *Social Media Policy* to all employees (ready to place in their handbooks) with the acknowledgement sheet to be returned to my office – the handbook is being updated to reflect the changes.
- Sent info to all departments to make changes to the Mandatory Notice postings for IN – protected veteran status.
- Compiled and sent the required *Summary of Benefits and Coverage* for HMO or HDHP (dependent on EE choice) as well as the mandatory annual notices for CHIP, HIPAA, WHCRA and Creditable or Non-creditable coverage for Rx
- Completed Insurance Spreadsheet for payroll to note payroll and insurance changes precipitated by open enrollment.
- Attended the annual IndySHRM conference Aug 24<sup>th</sup> thru 27<sup>th</sup>