

## Administration Report: December, 2011

### ADMINISTRATION ACTIVITY:

#### Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Worked with American Structurepoint to prepare for the December 8 and 14 meetings of the Economic Strategic Plan Working Group and Presentation.
- Continued work on budget reductions.
- Attended (with Councilor Mundy) the final training session for the Town's Performance Appraisal process to introduce the effort to employees.
- Conducted year end performance reviews with Town Management staff (Knox, Jones, VanGorder).
- Completed compilation of responses to an e-mail distributed to Board/Commission/Committee members whose terms are up at the end of 2011 asking if they would like to be re-appointed to another term. Delivered results to Councilor Haak.
- Met with Councilors Mundy and Swack, as well as Park Board President Butz, Park Department Superintendent Dickey and Street Superintendent Lantz to review draft design concepts for the First Street Project.

Attended the following meetings:

- Town Council Meeting
- Town Council Agenda Planning Meeting
- Redevelopment Commission Meeting
- Economic Strategic Plan Working Group Meeting
- Economic Strategic Plan Presentation
- Council General Administration and Communications Sub-committee Meeting

#### Sue Jones/HR

Processed: 1 Special Event  
5 Community Room  
5 Change of Status  
Paperwork for FMLA, STD, and Worker's Comp

Processed information to IACT for new council members and in the process of obtaining nameplates, business cards, etc. With Janice Stevanovic of Plan Dept. prepared packets for their use that include: meeting schedules, *Employee Policy Handbook;* *Town Council Protocols;* *Code of Ordinance;* *Zoning Ordinance;* *Comprehensive Plan*

Sent memorandum and information to all employees regarding the changes in cost for their health/dental insurance coverage.

Updated Local Technical Assistance Program (LTAP) *Directory of Indiana State, County, City and Town Officials* that is published by Purdue University School of Engineering

Met with:

- broker for Ascend USA regarding insurance coverage and changes we may wish to consider.
- Our current brokers at Neace Lukens to discuss our mid-year claims and coverage outlook and discuss possible changes we may wish to consider at renewal.

Continue to work with UHC to increase the number of employees who have completed the UHC Health Assessment.

Attended INPRS webinar with B. Applegate from payroll. Purpose of the webinar was a discussion of reporting changes that will happen within the first 2 quarters of 2012.

Brought in the Colonial Life (Supplemental life and disability) insurance representative to meet with employees regarding voluntary insurance coverage