

## **Administration Report: January 2015**

### **ADMINISTRATION ACTIVITY:**

#### Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Attended eleventh Certified Public Manager class in Fishers.
- Dennis Mackey concluded his role as Wastewater Department consultant at the end of the month.
- Barry Cook began work in the position of Wastewater Superintendent on January 1.
- Conducted 2015 Goal setting with Town management staff
- Attended annual Chamber Awards Banquet to support Doug Gathier in receiving the Town Crier Award.
- Met with representatives of Cardon to discuss options for the provision of sanitary sewers to the project/area.
- Attended the following meetings:
  - Town Council Regular Meeting
  - Town Council Executive Session
  - Town Council Agenda Planning Meeting
  - Plan Commission Regular Meeting
  - Redevelopment Commission Meeting
  - Redevelopment Commission Special Meeting

#### Sue Jones/HR

Processed: 9 Special Events, 16 Community Room

Internal: 12 Change of Status, 3 COBRA (New Hire and Term Ees), 3 Insurance Changes,  
4 Employ/Salary Verifications, 2 STD, 2 FMLA paperwork filed

- Completed insurance census of employee and dependent coverage
- Worked with Pleasant View School to set up government day for all third grade classes. Town Councilors will teach the classes.
- Attended seminar for ACA reporting.
- Compiled info packets regarding the Town of Zionsville and sent to 4<sup>th</sup> grade students from Kokomo.
- Sent out OSHA packets to all departments for 300 A reporting.
- Worked with state reports to Dept of Child Services.
- Completed changes for beginning of the year meeting and contact changes