

Administration Report: November 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 eighth Certified Public Manager class in Fishers.
- Dennis Mackey, Town Engineer Mark DeBruler and Town Manager Mitro held interviews for the Wastewater Superintendent position.
- Met with Town staff and representatives of Beezer Homes to discuss the Hampshire subdivision.
- Attended Town sponsored Anti-Harassment Training for all employees.
- Prepared the following for Council consideration:
 - Additional Appropriation Resolutions (2)
 - Re-Appropriation Resolution
 - 2015 Salary Ordinance
 - Arbor Day Proclamation
 - Proclamation recognizing Weston Clark
 - 2015 Schedule of Meetings for the Town of Zionsville
- Attended the following meetings:
 - Town Council Regular Meeting
 - Town Council Agenda Planning Meeting
 - Council Infrastructure sub-committee

Sue Jones/HR

Processed:

External: 8 Community Room, 7 Special Events

Internal: 10 Change of Status, 3 FMLA review, 2 Short Term Disability, 1 COBRA (New Hire), 1 FT Orientation

- Worked with Advantage Health Solutions and Walgreens to publicize and hold a Flu Clinic for employees and dependents over 10. We had 48 participants and hope to expand that number next year
- Continued to work with Dunlap Consulting to host 3 anti-harassment training sessions for all Town employees. We had approx. 85% of all FT employees present and will work through additional power point training to reach our goal of 100%.
- Attended several conference calls with ADP as we work through the initial information exchange required to combine the HR records with our current ADP payroll system components.
- Met with Farmers Insurance representative regarding voluntary coverages their company would like to offer our employees.