

Administration Report: May 2015

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Attended weekly "Town Hall project" meetings with CSO architects.
- Met with Planning and Economic Development Director DeLong and Chris Hamm of HWC to begin work on a potential use study of the former PNC Bank property.
- Met with IT Director Rust and representatives of CivicPlus to begin work on development of a new Town website.
- Met with Mike Roeder of Vectren to discuss restoration work needed after Vectren gas service pipe project is completed in the Village.
- Attended the following meetings:
 - Town Council Regular Meeting
 - Town Council Agenda Planning Meeting
 - Town Council Executive Session
 - Park/Road Impact Fee Review Board Meeting

Sue Jones/HR

Processed: 11 Special Events; 2 Denied and re-Processed; 5 Community Room

Internal/ Process: 16 Change of Status; 3 Verification of Employ / Salary; 8 Workers Comp; 7 INPRS Addition / Changes; 3 COBRA (2 general statements)

- Completed a *Personal Benefit Statement* for all employees. Statements were sent with the May 15th payroll.
- Met with Capt Musgrave and Chad Antcliff, Event Coordinator for St V, regarding re-submittal of St V Walk / Run-a-Thon. A new proposal will be submitted with revised route.
- Met with Fred Cruz, ADP District Manager. We are working on addition and cost containment for HR component to our ADP payroll, and adding reporting for 1095 / 1094 beginning in 2016.
- Completed enrollment census of EEs and dependents for our new coverage
- Set employee and spouse Open Enrollment meetings for June—sent notifications and flyers to all employees.
- Form of coverage which will begin on July 1 will change to self-funded plan
- Continue to work with brokers to get paperwork completed for change of carrier.
- Work with broker to complete the Town's *Benefit Choice* booklet for renewal.
- Attended IMPACT (HR – IACT) day conference at Crowe Horwath.