

Administration Report: August 2015

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Attended bi-weekly "Town Hall project" meetings with CSO architects.
- Met with IT Director Rust and representatives of CivicPlus to continue work on development of a new Town website.
- Worked with Mayor Papa and Mark Adam with Crowe Horwath to develop recommended cuts to the draft 2016 Town of Zionsville Budget.
- Attended the following meetings:
 - Town Council Regular Meeting
 - Town Council Agenda Planning Meeting
 - Town Council Budget Workshop
 - Redevelopment Commission Meeting
 - PNC Bank property future use meeting.

Sue Jones/HR

- Processed: 11 Special Events; 10 Community Room; 4 Gazebo; Applications/Responses for Deputy Director Positions; 18 Change of Status
- Internal: 6 New Hire Orientation; 4 Verification of Employ/Salary; 2 FMLA; 2 STD; 2 COBRA
- Continue to work with broker and TPA to complete insurance changes including deductible processing which would begin at the calendar year not open enroll date.
- Attended conference call with ADP and Foster Thomas regarding ACA and use of 1094/1095 B & C reporting. Also discussed possible changes for the ADP HR function.
- Attended 3-day IMPACT Conference in Bloomington, IN
- Met with OrthoIndy rep regarding their addition of Urgent Care at the Northwest facility.
- Worked with BC Clerk's Office to set Vote Center hours.
- Completed and filed CMS (Center for Medicare & Medicaid Services) Disclosure Notice. Notice of Creditable Coverage was completed and sent to employees at renewal.