

Administration Report: January 2016

ADMINISTRATION ACTIVITY:

Edward Mitro

- Attended bi-weekly "Town Hall project" meetings with CSO architects.
- Held 2016 goal setting meetings with Town Management Staff.
- Attended training for new website posting.
- Met with Mayor Haak and Street and Stormwater Superintendent Lantz to discuss Oak Street and Kissel Road concerns.
- Attended kick-off meeting of the Nature Center design working group.
- Prepared the following documents for Council consideration:
 - Additional Appropriation Resolution
 - Recommendation listing for Town Council Appointments to Boards/Commissions/Committees
- Attended the following meetings:
 - Town Council Agenda Planning Meeting
 - Town Council Meeting
 - Town Council Special Meeting

Sue Jones/HR

Processed: 7 Special Events, 14 Community Room

Internal: 28 Change of Status, 4 Verification of Employ & Salary, 2 FMLA, 2 STD, 3 COBRA -- New Hire & Leave, 1 Orientation

- Worked with Lisa in Finance and Records to learn record keeping process for ADP
- Completed insurance packets for new hires
- Discussed appeal of WC / STD denial – currently working through an information exchange to determine the coverage needed for an employee.
- Completed info and personnel changes for LTAP Survey, IACT and for HomePages.
- Worked with emergency room, police/fire departments, and local pharmacy to determine the best method to get Hep B coverage for our employees who could be affected. Was advised all public safety personnel could address needs through Vaccination Outreach at Witham. Set up program so non-public safety personnel can work thru pharmacy with Rx.
- PERF Enlargement – consulted with PERF regarding completion of an Actuarial Survey to start the employee enlargement process; and consulted with department managers for changes to our employee participation base in the very near future. Also made INPRS administrative changes to our user list.
- Posted OSHA 300A for 2015
- Ordered replacement employment posters for all departments.
- Completed salary updates for STD / LTD insurance.