

Administration Report: February 2016

ADMINISTRATION ACTIVITY:

Edward Mitro

- Attended bi-weekly "Town Hall project" meetings with CSO architects.
- Completed 2016 goal setting meetings with Town Management Staff.
- Met with Mark Adam of Crowe Horwath to discuss Town Budget 1782 Notice.
- Attended CPM course graduation (Phase II) for Chief Knox, Chief VanGorder, and Planning & Economic Development Director DeLong
- Attended Nature Center design working group meeting.
- Prepared the following documents for Council consideration:
 - Additional Appropriation Resolutions (3)
- Attended the following Meetings:
 - Town Council Meeting
 - Agenda Planning Meeting
 - Town Hall Project Open House Meeting

Sue Jones/HR

Processed: 7 Special Events; 9 Community Room Use Agreements

Internal: 16 Change of Status; 3 Orientation; 7 Verification of Employ and Salary; 3 Workers Comp (working through 1 appeal procedure); 3 FMLA; 3 Short Term Disability; 5 COBRA-- Paperwork complete for 3 FT new hires; 1 resignation; and 1 end COBRA coverage

- Completed revision on contact lists and Schedule of Meetings for 2016.
- Set and attended the mid-year review for our insurance coverage. Met with brokers, mayor and departments to discuss claims to date and how procedure can be amended or improved.
- Sent mandatory COBRA paperwork for notification and coverage to both new and resigning employees.
- Continue to work on contested worker comp claims
- Worked with Public Employee Retirement Fund to complete the actuarial survey to enlarge participation in the PERF fund. Filed the paperwork for PERF enlargement. Next step is to file resolution to enlarge by May 1.
- Continue working with Chief Deputy Director to learn / adapt our ADP system