

Administration Report: March 2016

ADMINISTRATION ACTIVITY:

Edward Mitro

- Attended bi-weekly "Town Hall project" meetings with CSO architects.
- Attended Nature Center design working group meetings.
- Attended lunch with the Town Managers of Brownsburg, Avon, and Whitestown.
- Met with Park Superintendent Dickey, Park Board President Abel, and Mayor Haak to discuss Park Board budget items.
- Met with Director of Finance and Records Lacy and Court Deputy Director Preyer to discuss Court collections.
- Met with Mayor Haak, Planning and Economic Development Director DeLong and representatives of the Ripberger family to discuss the Bennett Parkway extension.
- Met with representatives of MetroNet to learn more about their fiber network to Zionsville.
- Attended Charrette meeting to review infrastructure improvement options in the downtown (Oak/First/Sycamore/Main St area).
- Met with Mayor Haak, Planning Director DeLong and John Demaree to discuss future plans for the CR 700 and 334 (Whitestown Parkway) Redevelopment Area/TIF.
- Attended the following Meetings:
 - Town Council Meeting
 - Agenda Planning Meeting

Sue Jones/HR

Processed: 9 Community Room Requests; 14 Special Events

Internal: 35 Change of Status; 1 orientation; 1 Verification of Employ/Salary; 2 COBRA general notice for new hire; 1 FMLA

- Sponsored a joint meeting for Town, insurance, and ZCS school representatives to discuss the possibility of shared off-site clinics
- Compiled data for WC dispute – continue to work with provider and legal
- Completed an updated Worker's Compensation packet for employee and supervisor use – includes all forms as well as contacts and procedure for processing a claim. Distributed to all departments
- Met with Tom Casalini, town representative, and Julie Cole, Chamber representative, regarding the Special Events that precipitate street closures in the business district.
- Attended a presentation for National Survey of Employer Sponsored Health Plans 2015 sponsored by Mercer for IndySHRM
- Had several conversations with sales, marketing, tech, and customer service representatives regarding a cloud-based safety learning system that could be used for benefit of Town employees for OSHA safety training.
- Attended report-writing training webinar for processing reports using info stored in our ADP system
- Continued to work with PERF to complete a PERF enlargement resolution. The Town should get final report information from PERF so we can complete the resolution for May Town Council meeting.
- Completed dispute with health TPA for Michigan health tax – resulted in refund for our claims.
- Completed final approval of 1095 C information and Sent 1095 C to employees.
- Continued to work with fire department, brokers and TPA to approve claims for department physicals.
- Met with Zionsville Eyecare to hear proposal for Alternative Vision Insurance.