

Administration Report: June 2016

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Attended weekly status meetings with the Council President, Vice-President, and the Mayor.
- Along with Mayor Haak, conducted seven informal interviews for the proposed Director of Communications position.
- Attended presentation by OpenGov regarding budget/financial software package.
- With Mayor Haak and Planning and Economic Development Director DeLong, attended a meeting with Workforce1.
- Met with Mayor Haak and representatives of Lids to discuss the route of the "Mad Hatter Run".
- Attended Rush on Main ribbon-cutting hosted by the Zionsville Chamber of Commerce.
- Met with Mayor Haak and Steve Russo regarding a press release for the Wal-Mart lawsuit decision.
- Met with Mayor Haak, Planning and Economic Development Director DeLong and a Kroger representative regarding its continued interest in "The Farm" property.
- Attending a portion of the Plan Commission executive session at the invitation of Commission President Franz.
- Met with Mayor Haak and Police Chief Knox as a following up to a number of items and initiatives in the Police Department.
- Met with Mayor Haak, Street and Storm Water Superintendent Lantz; Police Captain Musgrave and John McGinty to discuss his concerns regarding truck traffic on Zionsville Road.
- Conducted Mid-Year Performance Reviews for all management staff.
- Met with Mayor Haak and representatives of the Zionsville Farmers' Market to discuss future locations/options for the Market if the "Friendly Parking Lot" is developed in the future.
- Participated with several staff members and Mayor Haak in a panel discussion/seminar regarding government reorganization – presented by IACT and Barnes & Thornburg.
- Drafted the following documents for Council consideration:
 - Additional Appropriation Resolution – Engineering for the Town's portion of the 116th Street Pathway project..
 - Additional Appropriation Resolution – Reimbursement to the Police continuing education line item for training funds.
 - Re-Appropriation Resolution (Mid-Year budget rectification).
- Attended the following Meetings:
 - Town Council Meeting
 - Agenda Planning Meeting
 - Plan Commission Meeting
 - Plan Commission Executive Session

Sue Jones/HR

Processed: 6 Special Events; 14 Community Room

Internal Process: 46 Change of Status; 4 Orientation; 1 COBRA General Notice; 1 COBRA; 6 Verification of Employ/Salary; 2 Coverage letters; 2 Workers Comp Applications for Parks and Administrative positions Insurance changes sue to 'Open enrollment' – to continue into July

Meetings – primarily insurance meetings because June is "Open Enrollment" month for the Town:

Held several open enrollment meetings for all Town employees – discuss all coverages including the addition of voluntary vision coverage for employees and dependents, addition of Rx advocacy plan, and changes to emergency room coverages. Also worked with the Director of Finance and Records and brokers and TPA to set up accounts for claims and claim payment.

- Collated and compiled insurance Info for employee meetings. Include: SPD and Summary of Benefits and Coverage; all insurance forms – health, dental, vision, HSA, Rx; cost changes for coverages and tiers; benefit proposals; STD, LTD, and Life as well as dental and vision highlight info.
- Held 3 Phone conferences and 2 coverage meetings with our broker regarding the set up for meetings and changes to our plans and processing for the same.
- With True Rx regarding advocacy program and setting up further training meetings for employees.
- 2 phone conferences with Reliance Standard regarding a set up and processing plan for the new Vision coverage for employees.
- Worked with our TPA (Auxiant) to set up cost tables for employees and the Town.
- Attended webinar regarding current and upcoming changes that can affect employee handbooks.
- Met with Lance Lantz, Edward Mitro and Heather Willey at BT Law regarding ADA Title VI Coordinator position and requirements.
- With employees regarding retirement: discuss set up for PERF meetings; changes to insurance and benefits; COBRA; and PTO use.
- Phone conference regarding Safety Training system.