

Administration Report: May 2017

ADMINISTRATION ACTIVITY:

Edward Mitro

- Attended weekly status meetings with the Council President, Vice-President, and the Mayor.
- Continued to meet with representatives of BLN, the Mayor and Town staff to discuss updates to several infrastructure projects in the pipeline for the Town.
- Assisted in preparation of the Monthly e-newsletter.
- Prepared Town Council meeting packet and distributed to Council and staff, as well as the agenda to the media.
- Prepared the following documents: Additional Appropriation Resolution,
- Attended tours of the new Town Hall facility with staff.
- Closed on the purchase the Rail Trail Gardens property.
- Completed updates to the master listing of Boards/Commissions/Committees.
- Attended the following Meetings:
 - Town Council Meeting (2)

Sue Jones/HR

- Processed: 6 Community Room requests
- Process Internal: 3 Orientation (1 FT; 2 PT), 24 Change of Status, 5 Verification of Employ / Salary, 5 Workers Comp, 4 COBRA (2 New Hire; 3 term employ), 8 Term Employ, 2 Short Term Disability, 2 FMLA, 2 Loss of Coverage letters, 3 Court orders (garnishment, tax levy etc.)
- Met with Assured Partners representatives, members of Finance and Records team, and Administration regarding insurance claim funding.
- Met with Deputy Director of Finance and Records and representatives from our voluntary coverages to determine the best voluntary coverage options going forward and how we can set up varying pay plans.
- Met with Matt Walsh of PMA regarding current and possible future voluntary family coverages.
- Completed comp and benefit surveys for Frankfort, Brownsburg, and Plainfield. Met with representatives of HR firm contracted by Plainfield regarding our current comp and benefits program.
- Worked with our broker to discuss PCORI fees.
- Attended a Benefits Committee meeting.
- Worked with employees to discuss and apply for their STD and FMLA benefits.