

## Administration Report: August 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.
- Continued to meet with representatives of Barnes & Thornburg, the Mayor and Town staff to discuss updates to several legal projects currently active for the Town.
- Prepared Town Council meeting packet and distributed to Council and staff, as well as the agenda to the media.
- Attended tours of the new Town Hall facility with staff.
- Completed work with Director of Finance and Records Lacy on the development of a job description and rating for a new Deputy Director position.
- Worked with Mark Adam of Crowe Horwath to finalize the draft 2018 Town of Zionsville Budget and distributed it to the Council and Management staff for review.
- Met with Mayor Haak, Rep. Schaibley and Street and Stormwater Superintendent Lantz to discuss possible legislative changes to the State's public bidding Statute.
- All building staff met with representatives of Crown Moving and Storage to go over instructions on packing and labeling items for the Town Hall move.
- Met with the Mayor and Boone County Councilor Elise Nieshalla to update her on various projects and activities in the Town.
- Met with Baptist Homes of Indiana Executive Director John Datillo, the Mayor, and Street and Stormwater Superintendent Lantz to discuss the Zionsville Road improvement project.
- Attended the following Meetings: Town Council Meetings (2)

#### Sue Jones/HR

Because of the imminent move to the new Town Hall, we are not allowing use of the Community Room at this time. We will resume some community room use after our move.

Processed: 5 Special Events

Internal: 3 Orientation; 3 FMLA; 4 STD; 4 Verification of Employ / Salary; 3 Term employ

- Completed Disclosure to Center for Medicare & Medicaid Services(CMS) for creditable and non-creditable services.
- Completed distribution of the mandatory notices to all full-time employees who are insured through our employee benefits. This included the info for WHRCA, CHIP, HIPAA, Creditable and Non-Creditable coverage info, and the appropriate Summary of Benefits and Coverage (SBC) for either the PPO or HDHP. Where possible, in lieu of sign off forms, the information was sent with a read receipt request.
- Attended the annual 3-day HR Indiana 2017 Conference featuring notable keynote speakers – including Peyton Manning, Dan Heath and Anucha Browne - as well as legal (several from Barnes & Thornburg), strategic, technology, management, wellness and other great speakers, workshops and vendors.
- Attended *Harassment and Discrimination* webinar.
- Met with vendor regarding background check information and use of services.
- Attended phone conference to complete the revisions for state IMPACT conference which takes place in September.