



2018 YEAR END REPORT ADMINISTRATION / HR

ADMINISTRATION

Edward Mitro

- Completed the 2018 budget process (submitted by the Mayor), coordinating with the Council, Town Management Staff, Director of Finance and Records, and Crowe Horwath.
- Developed Goals and Objectives for Department management staff and provided performance reviews.
- Street and Stormwater Superintendent Lantz successfully completed the second phase of the Indiana Certified Manager Program run through Ball State University's Bowen Center for Public Affairs.
- American Legal Publishing Company completed an update to the Town of Zionsville Code of Ordinances in early 2017.
- The Zionsville Redevelopment Commission and Town staff continued moving forward in the sale of the Town's Creekside Corporate Park of Zionsville.
- The first tenant on the northside of Creekside Corporate Park – D.K. Pierce - opens.
- N.K. Hurst opens its new facility in Bennett Technology Park .
- The Town purchased the former Rail Trail Gardens property for future use as a location for the Street & Stormwater Department, Park Department, and Nature Center.
- Mayor Haak formed a Benefits Committee consisting of Department staff to review and offer recommendations on employee benefits. A Committee report was forwarded to the Mayor and Deputy Mayor. Several of the Committee recommendations were implemented for Town Employees.
- The Town received a financial audit by the State for the years 2013-2016. The State presented the Town with no findings - thanks to the great efforts of the Department of Finance and Records.
- Metronet obtained TIF approval and began work on its switching station – the first step in providing service to Zionsville.
- Amanda Vela, Brian Miller, and Bob Musgrave all graduated from the Boone County Leadership Academy in October.
- Councilor Jeff Papa resigned from the Town Council to join the law firm of Barnes & Thornburg. Jason Plunkett chosen to replace him on the Council.
- The Town continued work on developing internal controls and assessing risk management with the assistance of Crowe Horwath.
- The Town entered into a service agreement with Sondhi Solutions to provide support to the Town's IT Department.

- The new Zionsville Town Hall opened for business September 19. An open house was held in November.
- The Town/Redevelopment Commission received and accepted an offer to purchase the western outlot on the Town Hall property for the construction of a new professional office building (Storen Financial and Zionsville Eyecare).

Sue Jones, PHR

Processed:	342	Change of Status
	41	Orientation
	47	Verification of Employ / Salary
	30	Worker Comp reports
	18	FMLA
	22	Short Term Disability
	36	COBRA
	14	Special Event Applications
	49	Community Room Applications

- Updated and downloaded the Employee Salary Report to our STD, LTD, Life carrier so we could re-set the insurance costs.
- As a member of the Benefits Committee, I attended several meetings—final committee outcome was the changes to our PTO benefits, and the addition of 457(b) and 401(a) match program for employees – Start date 1/1/18.
- 457 Match Program:
 - Met with Dept of Finance and Records and Nationwide to complete the paperwork and set up parameters for the 457 match.
 - Worked with Nationwide Rep to set up employee meetings in December
 - Interact with employee/representative/payroll for enrollment in the match program for 1/1/18 start date.
- Met with several vendors regarding additions or changes to our ancillary coverages. The Town will be phasing out some of our voluntary coverages by our next open enroll period (June 2018) and replacing with a Voluntary Benefits program through Transamerica (start date 7/1/17). The new program offers additional coverages and cost savings for employees.
- Through Auxiant and Assured Partners worked to maintain reporting and fee payment compliance for the PCORI and ACA reporting. Completed reporting to payroll and had 1094 and 1095 completed and sent.
- Worked with Assured Partners
 - to determine changes to our current lab program – we will wait until closer to open enrollment and revisit the findings and review the LabCard Program.
 - Add high dental coverage for employees who wish to have the additional coverage
 - Dropped the additional voluntary TrueRx program for lack of employee need and participation
 - To request further policy coverages that may be added at open enroll
- Worked with various departments for new hire: ad cost and placement; accept, coordinate and process applications; interviewing; and orientation completion
- Maintain employee (dependent) census for insurance
- Work with court and other government entities to comply with all court orders and proceedings
- Worked with background check services and department managers to set up a screening procedure for new hires.

- Sent mandatory notices for: SBC, CHIP, HIPAA, WHRCA, Creditable/non-Creditable Coverage
- Sent *Employee Policy Handbook* changes to all employees with acknowledgement request to file
- Set up Flu Clinic for employees and dependents
- Completed surveys, disclosures, etc:
 - *2017 Census of Government, Survey of Public Employment and Payroll*
 - *Creditable Coverage Disclosure to Center for Medicare & Medicaid Services*
 - *Annual Survey for Salary and Benefits for Towns over 2000 (Aim)*
 - *2017 EEO-4 Online Report*
 - Maintain compliance audit through Assured Partners website
- Attended the following webinars, seminars, conferences:
 - Mandatory Labor Law Changes –SHRM
 - OSHA Mandatory Reporting
 - ADA Title VI Plans –MPO
 - *Stop Telling Me What to Do* – Wellness Programs, Gibson Ins
 - IMPACT conference and meetings (Aim)
 - IndySHRM 3 day HR Conference
 - Harassment Training – Assured Partners
 - ADP Training to complete 1095b and 1094c
 - *Internal Investigations* sponsored by BT Law
 - *Employee Recordkeeping – Know Your Requirements.*

Continue to work with Town departments and employees to supply service for all regarding the benefit programs that have been established and to work with payroll and our vendors to communicate and process changes and benefits.