

## Administration Report: May 2018

### 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.
- Participated in Mayor's Night In.
- Met with Mayor Haak and Rep. Donna Shaibley to discuss various Legislative topics.
- Met with the Mayor, Director of Communication Vela, and new Times Sentinel publisher Beverly Joyce on a number of topics.
- Met with Mayor Haak, IT Director Rust and representatives of Sondhi Solutions to discuss their recommendations about IT needs for the Town.
- Participated in a planning meeting for bond issuance for a number of Town projects.
- Met with Mayor Haak, Street and Stormwater Superintendent Lantz and representatives of the Enclave subdivision to discuss the proposed roundabout at Oak Street and Cooper Road.
- Met with Street and Stormwater Superintendent Lantz and residents of Elm Lane to discuss possible dedication of right-of-way to the Town.
- Met with Mayor Haak and Clay Township Regional Waste Executive Director Drew Williams to discuss possible reorganization of Clay Township and the City of Carmel.
- Attended the Municipal Complex Design Committee Meeting.
- Met with Mayor Haak, Street and Stormwater Superintendent Lantz and Dr. Susanne Germain to discuss her concerns regarding the reconstruction of Brendon Way and Parkway Drive.

#### Sue Jones/HR

Processed: 16 Change of Status, 6 Orientation, 3 Term employ, 2 Background Checks, 5 Workers Comp (open – 2; close – 3), 7 COBRA (1 term employ; 6 New Hire), 7 Verification of Employ, 2 Special Enroll for insurance

- Continued to work with payroll regarding upcoming changes to our system – particularly relating to open enroll which will be held during the month of June
- Open Enrollment
  - Attended 2018 Benefits Renewal meeting
  - Completed the 2018 – 2019 Health Insurance cost breakdown chart.
  - Worked with Auxiant to complete changes to the *Summary of Benefits and Coverages* for open enroll meetings
  - Prepared mandatory notices to be placed in the *Benefit Choices* booklet being prepared for open enroll. Worked with our broker to complete the booklet and send for printing.
  - Worked with Town departments to schedule open enrollment meetings for all FT employees.
  - Met with representatives from Assured Partners, Auxiant and OnsiteBenefits for final discussion regarding our open enroll.
- Met with representative from LA Fitness regarding the opportunity to start a wellness program.
- Attended an employer HR Forum sponsored by LHD – What is new in EE Benefits and Trends, and New Wellness Rules.
- Attended employee benefits committee meeting
- Attended phone conference with Auxiant and Assured Partners regarding upcoming PCORI fee report
- Attended *2018 Compliance Outlook* webinar sponsored by Assured Partners
- Met with JA Benefits representatives regarding insurance benefits.