

Administration Report: July 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.
- Telephone conference with Joe Rust and Kevin Stelmach of MetroNet to discuss service to various Town Buildings.
- Along with Mayor Haak, conducted mid-year performance reviews for all Town Management team.
- Along with Mayor Haak, met with Brock Hesler to talk about Boone EDC items.
- Along with Communication Director Vela, met with the Town Hall art group to identify areas in Town Hall for public art.
- Draft Individual Departmental Budgets submitted.
- Met with Mark Adam of Crowe to discuss upcoming 2019 Town Budget.
- Met with Finance Director Lacy, Deputy Director Doris Preyer and Town Attorney Heather Willey to review draft public assistance policy for the Town.
- Met with Finance Director Lacy and Deputy Director Klinedinst to discuss trash service for areas transitioning from the Rural to the Urban Service District.
- Met with Police Chief Knox and Chamber Executive Director Phillips to discuss Street dance event.
- Met with Mayor Haak, Planning and Economic Development Director DeLong and Steve Henke to discuss next steps on the Holliday Farms development.
- Met with the Woodlands HOA member Larry Greenwalt to discuss street lights in the subdivision.

Sue Jones/HR

Processed: 26 Change of Status; 8 Verification of Employ / Salary; 1 Court Order; 1 Orientation; 4 COBRA – New Hire; 2 STD / FMLA

- PCORI Fees – IRS Form 720 completed for all insureds; department cost breakdowns calculated, and info sent through accounts payable.
- Letters sent to the remaining employees who are carrying Colonial coverage regarding the changes to payroll deductions. Colonial was also apprised of the upcoming changes the Town will be making for our employees.
- Worked with the Department of Finance and Records and our dental/vision carrier to correct dental and vision enrollment errors that occurred with our change to online enrollment.
- Met with LHD representative Bill Drew regarding how we could work together to design a high performing, outcomes driven benefit plan for the Town and their employees. We will look further into the costs and benefits for changes that may be proposed.
- Completed enrollment lists for PPO and the HDHP. We will be getting mandatory notices, policy amendments, and other enrollment information to all employees in the next couple of weeks.
- Met with LA Fitness representative regarding wellness initiatives.
- Met with Key Bank representatives regarding programs open to employees
- Attended IndySHRM session: *Using Assessment Data*.
- Worked with Auxiant to complete open enrollment and work through a few minor change problems.