

## Administration Report: December 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.
- Along with Mayor Haak, met with Aaron Stoner of Enterprise Fleet Management as a follow up at possible management opportunities for the Town's vehicle fleet.
- Along with Mayor Haak, held year-end performance reviews with all Department heads.
- Met with Mayor Haak for Deputy Mayor year-end performance review
- Along with Mayor Haak, met with representatives of Crowe and Barnes & Thornburg to discuss TIF options.
- Met with Director of Finance and Records Lacy, Director of Communication Vela and HR Jones to discuss the possibility of adding "volunteer PTO" hours.
- Met with Director of Finance and Records Lacy and Commissioner Adam Krupp to get an update on Food & Beverage Tax work on the State level.
- In house meeting with Planning and Wastewater staff to discuss work on the FOG program.

#### Sue Jones/HR

- Consulted with legal regarding:
  - document production for a subpoena
  - setting up severance package
- Met with Deputy Mayor Mitro and Finance Director Lacy regarding setting up a paid Volunteer Time Off policy for town employees.
- Put together orientation packets - sent insurance information to new hires at police dept.
- Attended several webinars:
  - BT Law – Eradicate Wage and Hour Fires; Handbook Drafting Mistakes
  - SHRM Webcast - I-9
- Assured Partners meeting and later conference call to discuss focus health coverage concept
- Conducted exit interviews
- Prepared COBRA for 3 exiting employees.
- Work with several departments to process employment applications
- Set up meeting site, speakers, and lunch for IMPACT (Aim) member quarterly meeting. Prepared packets for election of officers.