

## Administration Report: March 2019

### 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.
- Along with Mayor Haak, continue getting bi-weekly legislative updates from Barnes & Thornburg.
- Along with Mayor Haak, met with Sarah Moore of the Hussey-Mayfield Library to discuss Town appointment to the Library Board.
- Along with Mayor Haak, Chief Knox, and ZCHS Principal Tim East, met with Ken Bergeron of the US Dept. of Justice to review resources available relative to diversity training, equality and human rights.
- Participated in an in-house preparation call for upcoming discussion with S&P regarding the 2019 Sanitary Sewer Bond issuance.
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- Along with Mayor Haak, met with Aaron Stoner of Enterprise Leasing to continue discussion of Fleet Maintenance for portions of the Town of Zionsville.
- Attended the Mayor's State of the Town Address presented by the Zionsville Chamber of Commerce.
- Participated with several management staff, Mayor Haak, Town Attorney Willey and Council Plunkett to discuss potential Golf Cart Ordinance.
- Along with Mayor Haak and Communication Director Vela, met with Carrie-Ann Jordon to discuss Community-wide mental health initiatives.
- Result of S&P review and rating of 2019 Sanitary Sewer Bond Issuance – rated AA- (steady rating from previous rating in 2016).
- Prepared Town Council meeting packet and distributed to Council and staff, as well as the agenda to the media.

#### Sue Jones

- Met with Jeff Beam, members from Assured Partners, and Jill Mercer from AdvantUs to discuss the AdvantUs health benefit plan.
- Met with Michele Peebles from the Police Dept regarding the procedures for Worker's Compensation claim management. Put together a file of the needed forms, etc.
- Met with Carrie Divens, George Lauck, Caroline Belknap, & Teresa Hannan of Assured Partners team and several members of the Town regarding the availability of Payroll and HR Benefit Administration programming through Assured Partners.
- Met with Bill Drew re a benefit package through LHD
- Met with Allstate regarding Voluntary benefits.
- Met with Mayor Haak, Dep Mayor Ed Mitro, Jeff Beam of ZFD, as well as Gary Henriott, Wendy Glista from the Aim Medical Trust to discuss how we might be able to use the Medical Trust for all of our insurance needs. Have been working with Wendy to obtain our benefit and claim information for quote purposes.
- Met with A Lacy and A Eggers of the Finance and Records – begin process for Town new hire policy and program with Kronos

#### Other:

Held orientation meetings for 5 FT and 7 PT new hire employees.

Put together COBRA packets for 4 resignees and 3 new hire employees. Sent certified to resigning employees or Full time new hires.

Attended Aim Webinar

Began work with J Brown, Program Director at Nationwide to get speaker for a town-wide Lunch and Learn to kick off the open enrollment month of June.

Compiled information for the 2019 Aim Salary Survey. We have put together all the required information and the survey will be completed this week.