

Administration Report: August 2016

ADMINISTRATION ACTIVITY:

Edward Mitro

- Attended weekly status meetings with the Council President, Vice-President, and the Mayor.
- Director of Communications and Community Relations Amanda Dorman started employment August 3.
- Attended "Police Appreciation Day" held at the American Legion Post.
- Met with Steve Russo, Director of Communications Dorman, and Mayor Haak to discuss the e-newsletter for the Town.
- Conducted an internal staff budget review with the Management Staff and Mayor Haak.
- Attended Town Hall Groundbreaking Ceremony.
- Telephone conference with ZCS attorney Andrew Manna regarding the Town's Special Event Policy application and its indemnification agreement.
- Along with Mayor Haak and Director of Communications Dorman, met with the Editors and staff of the Zionsville Times Sentinel and the Lebanon Reporter.
- Prepared Town Council meeting packet and distributed to Council and staff, as well as the agenda to the media.
- Met twice with representatives of the County, several municipalities, and Sheriff Nielsen to discuss the potential of a public safety LIT for Boone County.
- Met with Mayor Haak and Dan Moyer of ZWorks to discuss expansion opportunities for the business incubator.
- Met with Mayor Haak Planning Director DeLong and representatives of ZCS to discuss development items of mutual interest.
- Attended the following Meetings:
 - Town Council Meeting (2)

Sue Jones/HR

Processed: 5 Special Events, 17 Community Room Requests

Internal Process: 2 COBRA (1 general – new hire), 1 Accident Report, 1 Incident Report to Insurance, 4 Verification of Employ/Salary, 5 New Hire Orientation, 26 Change of Status, 1 FMLA, 1 Workers Comp

- Phone conference with BCHD to check on possibility of a Community Flu Shot clinic.
- Sent Mandatory notices to all employees who carry the Town's insurance coverage - including their insurance Summary of Benefits and Coverage, WHCRA, HIPAA, etc.
- Worked with our broker to complete the Town of Zionsville Benefit Choice Book. Completed the edits and the booklet is ready to print.
- Phone conference with Walgreens to set a Flu Clinic for employees.
- Ordered, completed and distributed new labor law posters to all depts. and facilities.
- Held employee meetings to introduce the RxHelp Center advocacy information, worked with employees to submit applications
- Attended a 3 day SHRM HR Conference in Indianapolis