

## Administration Report: January 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.
- Along with Mayor Haak, began getting bi-weekly legislative updates from Barnes & Thornburg.
- Along with Mayor Haak, began Goal setting meetings with Department heads.
- Worked with Council President Garrett and Mayor Haak to complete appointments to the various Commissions/Committees/Boards of the Town. Notified all members of their appointments.
- Prepared Town Council meeting packet and distributed to Council and staff, as well as the agenda to the media.
- Along with Mayor Haak, continued to work with Aaron Stoner of Enterprise Fleet Management at possible management opportunities for the Town's vehicle fleet.
- Completed year-end performance reviews with all Department heads.
- Along with Finance and Records Director Lacy and Wastewater Superintendent Cook, met with representatives of Crowe to discuss bonding options for sanitary sewer projects.
- Along with Mayor Haak and Street and Stormwater Superintendent Lantz, met with representatives of Duke Energy to discuss utility relocation concerns relative to the Zionsville Road project.
- Along with Mayor Haak, met with Steve Carter of Senator Steve Braun's office (introductory meeting).
- Met with Park Board President Edmondson and Park Superintendent Dickey to discuss Big-Four trail projects and potential grant application.

#### Sue Jones/HR

- Completed the Affordable Care Act filing for all employees, sent report through payroll and all 1095 C forms have been returned to the Town for distribution which will occur early February
- Met with Assured Partners, Auxiant (TPA) and Jeff Beam regarding the potential value of Focus Health.
- Completed an employee census for our insurance – employees, dependents, age, geography, medical facility use and other factors which we will use to determine how/where our insurance is being used and most effective use and cost
- Completed orientation process for 8 new employees.
- Updated our committee/board/commission contacts list and ordered nameplates
- Attended "Stop the Bleed" and CPR classes
- Attended introductory meeting with Assured Partners, Advantus and St V's health network
- Met with LHD representative to discuss benefit package
- Attended the Chamber of Commerce Annual Banquet with Town representatives.
- Completed SHRM and HRCI Certification process – received professional certification