

Administration Report: March 2015

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Met with several Town Council candidates to provide them with a “Council /Town 101” presentation.
- Attended weekly “Town Hall project” meetings with CSO architects.
- Met with representatives of MS Zionsville, LLC to discuss possible economic incentives for its proposed transitional care facility to be located CR 700 East.
- Met with Planning and Economic Development Director DeLong and Chris Hamm of HWC to discuss parameters/scope of a potential use study of the former PNC Bank property.
- Met with representatives of Beezer Homes and Town Management staff (DeLong, Cook, Lantz, Mitro) to review commitments for the Hampshire Subdivision (former Brenwick property)
- Attended the following meetings:
 - Town Council Regular Meeting
 - Town Council Agenda Planning Meeting

Sue Jones/HR

- Processed: 13 Special Events + Gazebo; 14 Community Room
- Internal Process: 18 COS – Change of Status; 7 Insurance Changes; 3 FMLA; 3 STD; 1 Worker’s Comp; 4 New Hire Orientation
- Worked with our brokers at Neace Lukens to complete health questionnaire for underwriting prior to health insurance renewal. Letter and questionnaire went out to all employees with 100% completion rate.
- Completed EE / dependent census for ADP, as we work toward completing info for HRIS system. Met with ADP reps several times through the month.
- Completed the Comp and Benefits Survey for IACT.