

Administration Report: December 2016

ADMINISTRATION ACTIVITY:

Edward Mitro

- Attended weekly status meetings with the Council President, Vice-President, and the Mayor.
- Continue to meet with the Director of Finance Lacy regarding Internal Controls.
- Met with representatives of BLN, the Mayor and Town staff to discuss updates to several infrastructure projects in the pipeline for the Town.
- Assisted in preparation of the Monthly e-newsletter.
- Prepared Town Council meeting packet and distributed to Council and staff, as well as the agenda to the media.
- Conducted year-end Performance Reviews for all department heads.
- Attended the Police Department Appreciation Dinner at the American Legion.
- Met with Mayor Haak, Communications Director Dorman and representatives of the Zionsville Cultural District to discuss the Zionsville Sidewalk Poetry Program.
- Attended the Town's annual employee holiday lunch.
- Attended the following Meetings:
 - Town Council Meeting (2)

Sue Jones/HR

Processed: 8 Community Room Use Agreements; 2 COBRA (1 resignation, 1 follow-up); 18 Change of Status; 2 Worker Comp

- Worked with Auxiant and payroll to establish our benefit year enrollment and complete the set up for the ACA Transitional Reinsurance fee payments.
- Met with the Risk Assessment team from Crowe Horwath.
- Completed all imputed income changes in ADP system
- Sent out reminders to employees regarding the availability of Rx Help Centers Prescription Advocacy Programs.