



2016 YEAR END REPORT ADMINISTRATION / HR

ADMINISTRATION

Edward Mitro

- Completed the 2017 budget process (submitted by the Mayor), coordinating with the Council, Town Management Staff, Director of Finance and Records, and Crowe Horwath.
- Developed Goals and Objectives for Department management staff and provided performance reviews.
- Assisted on the preparation of the Monthly Town E-Newsletter.
- Fire Chief VanGorder, Police Chief Knox, and Planning and Economic Development Director DeLong all successfully completed the second phase of the Indiana Certified Manager Program run through Ball State University's Bowen Center for Public Affairs. Graduation occurred in February of 2016. These three employees are now Certified Public Managers.
- Wastewater Superintendent Cook and Street and Stormwater Superintendent Lantz successfully completed the first phase of the Indiana Certified Manager Program run through Ball State University's Bowen Center for Public Affairs. Graduation occurred in February of 2016.
- American Legal Publishing Company completed an update to the Town of Zionsville Code of Ordinances in early 2016.
- The Zionsville Redevelopment Commission and Town staff continued moving forward in the development of the Town's Creekside Corporate Park of Zionsville – with most infrastructure completed by fall of 2016.
- Groundbreaking was held on August 25th for the Zionsville Town Hall.
- Groundbreaking was held on August 23rd for the first tenant in Creekside Corporate Park – D.K. Pierce.
- Development of a new Town website (CivicPlus) was completed in early 2016.
- The Town's first elected Mayor, Tim Haak, was sworn in.
- The newly elected Town Council began its service to the community in January.
- The Town hired Amanda Dorman as its first Director of Communications and Community Relations.
- The Town (and all units of government in Boone County) passed the .5% Public Safety LIT – effective January 1, 2017.
- The Town began work on developing internal controls and assessing risk management with the assistance of Crowe Horwath.

Sue Jones, PHR

Processed: 62 Special Event Requests; 125 Community Room Requests
Internal: 300 Change of Status; 56 Verification of Employ / Salary; 34 Orientation; 32 COBRA (new hire/ resignation);
28 Worker Comp Claims; 12 FMLA requests; 8 Short Term Disability; 3 Incident/Accident reports; 2 Retirement Process

Worked with Chief Deputy of Finance and Records to learn the record keeping process for ADP and have begun recording HR info for employee records. Have since attended several webinars, conference calls, report writing training sponsored by ADP

Worked through Vaccination Outreach at Witham to address Hep B coverage

Consulted with management and INPRS regarding completion of an actuarial study to enlarge our PERF employee base—completed the PERF enlargement paperwork for PERF and filed resolution to enlarge through Council.

Met with Town and Chamber of Commerce representatives regarding the 2016 special events for the Town.

Insurance and Transition Fees:

- Completed 1095 C info and sent 1095 to employees
- Transitional Reinsurance Fee Report for ACA – worked with our TPA- Auxiant to confirm reporting and annual enrollment count
- Worked with Auxiant, AP, and payroll to establish 2016 benefit year enrollment and set up fee payments for January 2017

Completed an updated Workers Comp packet – included file forms for employees and supervisors as well as processing instructions. Sent to all departments.

Worked with an outside vendor and departments regarding various aspects of safety training, including costs, ROI, and training segments available. It was determined that there were other less costly means to get the safety word to employees

Benefits:

- Zionsville held joint meeting with ZCS representatives regarding possibility of off-site clinic
- Worked with Auxiant on out-of-state claim dispute
- Attended several meetings and conference calls with vendors for additional health and voluntary employee benefits
- Added Voluntary Vision to our benefits
- Began coverage for Rx Help – advocacy program to reduce Rx costs for employees. Hope to increase usage of the benefit over time.
- Met with several vendors for voluntary benefits that can be offered to EEs – include additional life, disability, auto and pet coverage.
- Held open enrollment meetings for all employees
- Sent Mandatory notices and Summary of Benefits to all employees
- Set up open meetings for employees – re: Colonial and Nationwide coverages
- Worked with our broker to complete the Benefit Choice booklet for employees.
- Worked with Walgreens to set up Employee Flu Clinic
- Sent Medicare Part D info to eligible employees and Creditable/Non-Creditable Coverage info to all employees
- Continued to work with IPEP on worker comp claims

Worked with brokers and Dept of Finance and Records to set up accounts for claim records and claim payment for health coverage

Completed insurance changes – HSA, health coverage, and life insurance imputed tax costs for all. Worked with Reliance Standard to set up the Voluntary Vision coverage.

Attended:

IMPACT conference meetings; IndySHRM (HRCI) Conference; ADP conference in Cincinnati with Deputy Chief of Finance and Records; PERF meeting – re: Annuity Savings program; Several webinars regarding the OT Rule – which did not happen.

Attended E-Verify webinar and also applied for the use of the E-Verify logo. Director of Communications has applied to our website.

Completed the health plan audit for Coordination of Benefits for Center for Medicare and Medicaid Services (CMS)

Became ADA Coordinator for the Town. Met with legal regarding the transition; completed a powerpoint for educational purposes and sent to them ... have not received a response to date. Am scheduled for additional training the middle of this month.

Completed form updates for I-9 and W4 forms for 2017.