

Administration Report: January 2017

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.
- Along with Mayor Haak, conducted 2017 Goal Setting Meetings with all department heads.
- Met with Mayor Haak, Communications Director Dorman and representatives of the Zionsville Cultural District to discuss the Zionsville Sidewalk Poetry Program.
- Attended the Chamber of Commerce's Annual Awards Banquet.
- Worked with Wastewater Superintendent Cook to develop a job description and position rating for his new employee position.
- Along with Mayor Haak, met with officials from Zionsville Community Schools on a number of topics of mutual interest.
- Along with Mayor Haak, met with Brandon Herget, Deputy State Director for Senator Joe Donnelly.
- Along with Director of Finance and Records Lacy and Mayor Haak, met with representatives of Old National Bank to discuss banking opportunities with the bank.
- Attended the following Meetings:
 - Town Council Meeting (2)

Sue Jones/HR

Processed: 11 Community Room Requests; 19 Change of Status (for EE changes); 2 Orientation; 4 Verification of Employment/Salary; 5 COBRA (4 New Hire); 11 Applications; 1 FMLA/ STD claim application

- Completed annual updates to EE forms: I-9; W-4; 125 Cafeteria Forms; and Imputed Income tables.
- Attended:
 1. SHRM webinar – *Mandatory Labor Law Changes in 2017*
 2. MPO Training (all day) – *ADA Title VI Plans*. Sponsored by Indianapolis Metropolitan Planning Organization
 3. Webinar sponsored by Gibson Insurance – *Stop Telling Me What To Do*. Why traditional wellness programs do not produce the results.
 4. Benefits Committee meeting – re: employee benefits
 5. IMPACT (Aim – HR)conference call to set 2017 agenda.
- Completed a training course for employees on OSHA reporting.
- Updated (and downloaded) the Employee Salary report for our STD, LTD, Life carrier
- With ADP - Completed the download tables for 1095-C and 1094-C reporting.
- Met with several vendors regarding benefit programs: Allstate – property & Casualty, Washington National – ancillary coverages, Nationwide – Pet Ins.
- Working with Finance & Records and IT to put EE forms online.