

Administration Report: June 2017

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.
- 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.
- Prepared the following documents: Additional Appropriation Resolutions (2), Ordinance,
- Attended tours of the new Town Hall facility with staff.
- Worked with Director of Finance and Records Lacy on the development of a job description and rating for a new Deputy Director position.
- Attended Optimist Club's monthly meeting with the Mayor.
- Met with Town and County staff to review draft update to the Boone County Thoroughfare Plan.
- Met with Street Superintendent Lance, Director of Finance and Records Lacy, Mayor Haak and Mark Adam from Crowe Horwath to discuss funding of future road projects.
- Attended informational meeting to discuss the possible development of a large portion of the Holliday property.
- Met with Mayor Haak and Representative Donna Shaibley for an update on Legislative initiatives.
- Attended the ARC of Boone County's smoke free celebration with the Mayor and Communication Director Vela.
- Attended the following Meetings:
 - Town Council Meeting (2)

Sue Jones/HR

Primary activity this month was the process and completion of items for open enrollment process for the Town employees

- Final meetings with Auxiant, Assured Partners, Reliance Standard (dental / vision) and voluntary coverages vendors (Nationwide, TransAmerica) prior to our open enroll for employees
- Added an additional voluntary dental coverage class
- Compiled paperwork for all coverages, forms and amendments to our current coverage.
- Worked with TrueRx and Auxiant to get new ID cards to all employees who use the Town's medical / Rx coverage
- Set up and facilitated employee open enroll meetings
- Completed EE census forms to Auxiant and Transamerica Letter to all employees who currently carry Colonial voluntary coverage regarding changes
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- Completed new spreadsheet for changing insurance costs
- Set up additional times for one-on-one employee meetings for Nationwide (457 (b)) and our accident/disability coverages.
- Worked with Auxiant to review claims

Attended Benefits Committee Meeting – completed our report findings and the 2018 Benefit Proposal will be sent to the mayor.

Processed applications for Parks and Street positions

Processed: 3 Community Room requests

Internal: 5 Orientation (2 FT; 3 PT); 2 Short Term Disability; 2 FMLA; 4 Worker Comp; 3 Verification of Employment; 47 Change of Status; 3 COBRA (1 new hire; 2 term); 2 Term Employment; 2 Court Order