



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Manager
Proposed Meeting Date: October 20, 2021
RE: September 2021

Meetings and Events:

Manor Sesquicentennial Committee Meetings
September 21, 2021

Economic Development Conference Calls and emails
(Outside Resources- PCDC)
September 14, 2021
September 24, 2021

City Council Meetings
September 15, 2021
Presented new health pool benefits for signature and approval for the Fiscal Year 2021-2022.
Executive Session- Cancelled

September 2021

- Completed the Human Resources portion of FY 2021-2022 budget, regarding health insurance, vision, employee assistance contracts, and new Senate and House bill policies.
- Assisted ALL other departments with their portions of the FY 2021-2022 budget regarding, personnel, equipment and vehicle purchases, liability, Worker's Comp., etc.
- Establish job descriptions and pay ranges for newly requested positions with the City of Manor.
- Interview 3 candidates for the Presiding Judge and Associate Judge positions in the Court department.
- Participated in Leadership Manor government day.
- Attended Public Risk Management virtual engagement.



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- Attended a Financial Resource meeting with Northwestern Mutual.
- Day to day operations of the Human Resources department regarding property, liability, and worker's comp insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.