



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Director
Date: July 19, 2023
RE: **June 2023**

Meetings and Events:

Youth Citizens Police Academy

June 13, 2023
June 20, 2023
June 27, 2023

Juneteenth Event

June 19, 2023

HR Workshop Roundtable Meeting

June 22, 2023

Staff Meetings

June 13, 2023
June 26, 2023

City Council Meetings

June 21, 2023- Executive Session

May 2023

- June 1 Manor needs design meeting at PGAL.
- June 6 began internship with Summer Youth Employment Program through Travis County and ManorISD.
- June 13 attended Elected Officials and use of Public Resource's in Bond Election
- June 27 attended NEO GOV meeting for technologies specified for Human Resources.
- Continuing to update and revamp new policy manual for proposal.
- 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.