



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Manager
Proposed Meeting Date: November 17,2021
RE: October 2021

Meetings and Events:

TML Annual Conference Houston:

October 6, 2021- City of Manor hosted Region 10 meeting.

Manor Night Out:

October 15, 2021

Registered attendees and handed out wrist bands for the annual Police event.

City Council Meetings:

October 20, 2021

Executive Session- Personnel Matters

October 27, 2021

Executive Session- Personnel Matters

DallasHR:

HR Southwest Conference 2021- Scholarship

On August 8, 2021, I applied for a scholarship to attend the annual Southwest HR Conference in Fort Worth, TX.

I was awarded the scholarship for registration, hotel, and travel on August 18, 2021.

List of attended sessions:

October 11, 2021(Columbus Day)

*Open Session

*Inclusion- from compliance to competitive advantage

Speakers- Patricia Bell & Lucy Dominguez

*Reset the Clock- replace liability with credibility

Speaker- Mike Miriachi



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*Listening and Action Planning
Speakers- Brandon Jordan and Bradley Brummel

October 12, 2021

*Open Session

*Anatomy of a Lawsuit

Speakers- Scott Roloff and Kirte Kinser

*Creating the Culture, You Want

Speaker Rick Robinson- Ramsee Consulting Group

*Reimagining the Workplace- new normal, new risks

Speakers- Kristin Bauer and Katrin Schatz

October 13, 2021

*Open Session

*Measure & Mitigate- risk related to implicit bias

Speakers- Dennis Koerner and Cindy Ogden

New Year's Eve Meeting:

October 26, 2021

Manor Art Park- discussed set up and merchandising for kick off to Sesquicentennial celebrations for 2022.

October 2021

- Attended Enterprise Risk Management training webinar.
- Interviewed candidates for the Economic Development Director position.
- Met with Lieutenant James Allen regarding purchasing CPR training equipment and begin in-house training for city staff and council for CPR and AED training. (Budgetarily reduces training costs for all departments).
- Realigned and revamped the employee evaluation and self-evaluation forms.
- Post and reissue employment notices on various sites, TML, TMPA, City website, Facebook, etc. For multiple positions open with the City of Manor.
- Begin the set up for initializing the open enrollment process for all 76 City employees.
- 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.