



MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Director

Meeting Date: May 17, 2023

RE: April 2023

Meetings and Events:

Juneteenth Meetings

April 12, 2023

April 21, 2023

April 26, 2023

HR Workshop Roundtable Meeting

April 13, 2023

April 27, 2023

Staff Meetings

April 4, 2023

April 18, 2023

April 25, 2023

City Council Meetings

April 19, 2023

April 2023

- April 3, 2023 met with McGrath HR Group with Scott Moore for administration prior to department head meetings.
- Met with the McGrath HR Group and all department heads to finalize the drafted compensation pay scale for the City of Manor's on-going compensation study on April 5, 2023.
- Interviewed two qualified candidates for the Heritage and Tourism Manager position.
- Interviewed qualified candidate for the Park Crewman position.



MEMO

- Interviewed qualified candidate for the Street Crewman position.
- Interviewed qualified candidate for the Utility Crewman position.
- Attended MLARS training in Houston at the Police Department on April 11, 2023.
- Hutto City Hall visit on April 14, 2023.
- April 17, 2023, follow up meeting for Summer Skilled Trades Academy at Pflugerville ISD.
- April 18, 2023, Sergeant's meeting in Council Chambers regarding Worker's Comp protocols.
- Texas Water Association Conference from 6 p.m.- 8 p.m. at Shadow Glenn Golf Course on April 18, 2023.
- April 20, 2023, met with AFLAC regarding short- and long-term disability options for City participation.
- April 25, 2023, Health, and Wellness Overview Update with Barbara Saintomas with TML Health.
- April 28, 2023, ZOOM meeting with McGrath for finalizing draft to present to City Council.
- 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.