



# MEMO

To: Mayor and City Council Members  
From: Tracey Vasquez, Human Resources Manager  
Date: February 15, 2023  
RE: **January 2023**

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## **Meetings and Events:**

### ***MLK March and Performance***

January 12, 2023, Meeting with Mayor Pro-tem Emily Hill  
January 13, 2023, Meeting with Mayor Pro-tem Emily Hill  
January 16, 2023, Event

### ***City Council Meeting***

January 18, 2023

### ***HR Workshop Roundtable Meeting***

January 12, 2023  
January 26, 2023

### ***Staff Meetings***

January 10, 2023  
January 24, 2023

### ***Black History Month Committee Meeting***

January 18, 2023

### ***Manorpalooza Meetings***

January 6, 2023

### ***Small Business Coffee***

January 25, 2023



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**January 2023**

- HR participated in the MLK March and Performance with assuming chair role after the Tourisms Manager needed to leave due to personal reasons; The Human Resources department assisted Mayor Pro-tem Emily Hill in her efforts to putting on a great, first time MLK event.
- Attended to the Manor Summary of Market stance regarding the continued compensation study with McGrath Human Resource Group.
- Conducted a special meeting with the Public Works Director, Matt Woodard, as Matt was not on board with the City at the time of initial meeting with McGrath.
- Met with outside financial business, Capital Advisors.
- In house toll road training with the Police Administration for maintenance of fleet Non-Revenue accounts.
- Met with Mission Square via webinar regarding market monitor quarterly for plan sponsors.
- Interviewed qualified individual for the IT Technician position in the Information Technology Department.
- Interviewed two qualified individuals for the Associate Judge position in the Court Department.
- On boarding of qualified new hire for the position of Permit Technician in the Development Services Department.
- Participated in Teams Meeting with Mayor Harvey, Scott Moore, and Matthew Woodard.
- 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.