



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Manager
Proposed Meeting Date: March 16, 2022
RE: February 2022

Meetings and Events:

Manor Sesquicentennial Committee Meetings
February 15, 2022

Black History Luncheon
February 25, 2022

City Council Meetings
February 2, 2022
February 23, 2022

State of the City
February 2, 2022

Special Session Executive Session
February 23, 2022
Consider and interview qualified individuals for the position of City Manager.

HR Workshop Roundtable Meeting
February 3, 2022
February 17, 2022, 2022

HR Advisory Meeting
February 2, 2022



MEMO

February 2022

- Hosted in house overview sessions regarding the new TML Health benefits with Blue Cross Blue Shield insurance.
- Interviewed via Zoom qualified individuals for the open position of Economic Development Director.
- Met with outside vendor regarding supplemental benefits for employees.
- Assembled and launched the first ever City Tour and Meet & Greet, for the City Manager candidates.
- Held secondary interviews with qualified candidates for the open position of Economic Development Director.
- Assisted the City of Manor team in constructing the Black History luncheon.
- New hire and onboarding of 1 Parks Crewman
- Policy and Procedure reviews with outside Human Resources attorney regarding revamping current layout and updating policies.
- 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.