MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Manager

Meeting Date: March 15, 2023

RE: February 2023

Meetings and Events:

Manor Heritage Society: Black History Month
February 1, 2023
February 16, 2023
Event: February 14, 2023

HR Workshop Roundtable Meeting
February 9, 2023
February 23, 2023

Staff Meetings
February 14, 2023

City Council Meetings
State of the City
February 6, 2023
City Council & Boards Parliamentary Procedures
February 15, 2023
Regular Meeting
February 15, 2023

Manorpalooza Meeting
Logistics Meeting
February 22, 2023

February 2023

- Met with Miguel from Travis County on February 13, regarding the guidelines and expectations of the City of Manor's participation in the Summer Youth Employment Program hosted by Manor ISD.
- Met with Department heads on February 14, who are interested in hosting an intern for the first session of the Program addressing their guidelines and expectations for the SYEP.
- Saturday, February 25, had an outside firm in to clean City Hall carpets after the restoration and reconstruction of the burst pipe in December of 2022.
- Interview meetings with two qualified candidates for the Building Inspector positions.
- Interview meetings with two qualified candidates for the Associate Judge position.
- Continued Education at the Bastrop County Sherriff's Office for re-certification of CHRI through CJIS and TLETS, on February 27 and 28.
- Zoom meeting with McGrath Human Resources compensation firm.
- 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.