



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Director
Meeting Date: December 20, 2023
RE: November 2023

Meetings and Events:

HR Workshop Roundtable Meeting
November 9, 2023

Staff Meetings
November 7, 2023
November 14, 2023
November 21, 2023
November 28, 2023

Holidays in the Park Committee
November 6, 2023
November 21, 2023- final logistics meeting

City Council Meetings
November 1, 2023- Council Compensation Ordinance
November 15, 2023- Standard monthly report
November 20, 2023- Special session; Canvass
November 29, 2023- Special Session-CO

October 2023

- November 2- NeoGov training modules.
- November 8-Heritage and Tourism presentations by three qualified candidates.
- November 9- Manor Chamber of Commerce luncheon, presented the Holidays in the Park event sponsored by the City of Manor and partnered with the Chamber.
- November 9- NeoGov training modules.



MEMO

- November 12-Skilled Trades consortium regarding the EPA grant application for next year's classes.
- November 16- CJIS audit for continued qualifications for the City of Manor to maintain access to criminal history searches. (Passed)
- November 17- TMLIRP Workers Comp audit for correct coding on all employees under state statute filing rules.
- November 20- Meeting with Express Evaluations for proposed software.
- HR has extended work hours to ensure continuity in the finance department.
- Day-to-day Human Resources and Finance department operations regarding accounts payable, bank records, payroll, departmental projects and reports, property, liability, and worker's comp insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.