



MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Manager

Proposed Meeting Date: February 23, 2022

RE: January 2022

Meetings and Events:

Manor Sesquicentennial Committee Meetings

Sesquicentennial Showcase

January 10, 2022

Black History Luncheon Meeting

January 31, 2022

Manorpalooza Committee Meeting

January 25, 2022

City Council Workshop

Goals and Visions

January 8, 2022

City Council Meetings

January 5, 2022

January 19, 2022

Special Session Executive Session

January 19, 2022

Consider the appointment of an applicant to the position of City Manager with SGR Executive Consulting Firm

HR Workshop Roundtable Meeting

January 6, 2022

January 20, 2022



MEMO

Holidays in the Park After Action Meeting

January 6, 2022

January 2022

- Met with outside vendors regarding supplemental benefits.
- Met with outside vendors regarding posting open positions with the City in an alternative forum.
- Interviewed qualified individuals for the open position of Utility Crewman.
- Interviewed qualified individuals for the open position of Parks Crewman.
- Interviewed qualified individuals for the open position of IT Director.
- New hire and onboarding of 3 Police positions and 1 Parks Crewman position.
- Policy and Procedure reviews with Captain Collins regarding the mental health policy for Police Officers as mandated.
- 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.