



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Director
Meeting Date: August 21, 2024
RE: July 2024

Meetings and Events:

HR Workshop Roundtable Meeting

July 11, 2024
July 25, 2025

Staff Meetings

July 2, 2024
July 9, 2024
July 30, 2024

City Events:

4th of July

City Council Meetings

July 3, 2024
July 17, 2024

City Council Budget Workshop

July 31, 2024

July 2024

- July 1- Health Benefits meeting with all staff.
- July 3- FY Budget meeting with the Finance Director and City Manager regarding departmental financial portions to staffing, vehicles, and mobile equipment, liability coverage, workers' compensation, errors & omission of real property, and vehicle coverage.
- July 9- Insight implementation with NEOGOV.
- July 10- AFLAC meetings with staff regarding short-term disability cancellations and updating current policies.



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- July 10- Welcome meeting with Kayla Hoover at Tyler Technologies with the implementation process regarding the ERP Human Resources module and Time and Attendance.
- July 10- Phone conference with attorneys regarding pre-suit notification.
- July 11- FMLA assistance with current employee for leave time.
- July 15- After the action meeting for July 4th.
- July 16- Implementation kickoff meeting with Renaissance Group.
- July 17- Budget review with the Finance Director and City Manager.
- July 18- Implementation meeting with UHC and HUB.
- July 18- VS internship meeting with the Case Manager.
- July 23- Meeting with Cap Metro representative and the City Manager regarding transportation to and from the local area schools for the International Teacher Interns residing in the City of Manor for the upcoming school year.
- July 24- TDEM kick-off meeting for the newly awarded generator grant.
- July 25- Tyler Technologies follow-up meeting for implementation.
- July 30- Work Shield demo meeting.
- July 30- NEOGOV partners meeting.
- July 31- HUB and iSolve implementation meeting for third-party COBRA and FSA.
- July 31- VS Internship meeting with the Case Manager.

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.