



# MEMO

To: Mayor and City Council Members  
From: Tracey Vasquez, Human Resources Director  
Meeting Date: June 21, 2023  
RE: May 2023

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## **Meetings and Events:**

### ***Manorpalooza:***

May 1, 2023- Final Logistics  
May 5-6, 2023- Main Event

### ***Juneteenth Meetings***

May 10, 2023  
May 30, 2023

### ***HR Workshop Roundtable Meeting***

May 11, 2023  
May 25, 2023

### ***Staff Meetings***

May 9, 2023

### ***City Council Meetings***

May 24, 2023- Called Special Session

## **May 2023**

- May 9 met with Concentra health as one of the worker's comp providers in the Political Subdivision Alliance for workers compensation access.
- May 10 Records Management meeting pertaining to the Public Information Action as required by policy.
- May 11 exit interview with Public Works employee.
- May 12 hosted Debbie Charbonneau's retirement party at Good Luck Grill from 6-8 pm.



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- May 12 attended Cadet Ozuna's graduation ceremony was attended at Kalahari Resort.
- May 15 attended the Skilled Trades Academy to participate in the education of graduating seniors through TCEQ to obtain Water and Wastewater license.
- May 17 through May 19 attended the Texas Municipal Human Resources Association annual conference regarding new Senate Bills; House Bills; I-9 requirements; updated EEO, etc.
- May 24 attended the TML Health Benefits Coordinator meeting for the re-rates projected in FY 2023-24.
- Met with Enterprise for scheduling and protocols requested by HR and the third-party city vehicle registering process.
- Assisted PD in scheduling CPR/AED training for staff and Council.
- May 30 exit interview with Heritage and Tourism Manger.
- 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.