



# MEMO

To: Mayor and City Council Members  
From: Tracey Vasquez, Human Resources Director  
Date: September 20, 2023  
RE: **August 2023**

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## **Meetings and Events:**

### ***Manor Night Out***

August 3, 2023- Logistics

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

August 10, 2023

August 24, 2023

### ***Staff Meetings***

August 1, 2023

August 8, 2023

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

August 02, 2023- Executive Session

August 16, 2023- Executive Session

August 28, 2023- Called Special Session

## **August 2023**

- August 3- Interview for Utility foreman position.
- August- Health and Wellness update with TML benefits.
- August 9- NEO Gov meeting regarding online toolsets for HR on-boarding, recruitment, and data flow information tracking.
- August 11- Module demonstration with Tyler Technologies for Human Resources.
- August 12- Annual summer team building event held at Typhoon Texas.
- August 17- Interview and expectations for current employee moving to a new department.
- August 17- Human Resources meeting with Lieutenant Allen.



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- August 18- McGrath meeting with Malayna regarding compensation questions from Council.
- August 21- 25 Annual Crime Records Conference Corpus Christi
- August 22- on-line ZOOM CoHort Certificate class for SCP- Shrm.
- August 23- Teams Meeting with TML Health and Wellness Benefits.
- August 29- on-line ZOOM CoHort Certificate class for SCP- Shrm.
- August 31- Human Resources meeting with Chief Phipps.
- 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.