



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Director
Date: October 18, 2023
RE: **September 2023**

Meetings and Events:

HR Workshop Roundtable Meeting

September 14, 2023
September 28, 2023

Staff Meetings

September 19, 2023
September 26, 2023

Human Resources Cohort Certification Program

September 5, 2023
September 12, 2023
September 19, 2023
September 26, 2023

Manor Housing Public Facility Corp.

September 20, 2023

City Council Meetings

September 6, 2023
September 11, 2023- Called Special session Greenfield Property
September 15, 2023- Called Special Session- Real Property
September 20, 2023
September 27, 2023- Open House Bond Election

September 2023

- September 4- AMWINS renewal meeting regarding retiree benefits for previous City manager per contract.



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- September 7- Texas Health Benefits Pool renewal meeting for fiscal year 2023-2024.
- September 11- Rollout meeting with Enterprise for leased vehicles.
- September 14- Manor Chamber of Commerce monthly luncheon.
- September 15- Webinar regarding new House Bills on HR.
- September 18- Phone conference with TMLIRP regarding new House Bills for Worker's Compensation.
- September 20- Enterprise driver rollout for leased vehicles.
- September 22- meeting with Cuellar and Associates regarding information regarding benefits and supplemental benefits options.
- September 27- KVUE interviews Traci Hendrix about Skills Trade Academy, which the City of Manor participated in this year and has successfully employed two students!
- September 28- Texas Health Benefits Pool webinar regarding the administration guidelines for the benefits coordinator.
- September 28- Zoom Meeting with Total Care EAP overview option.
- 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.