

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Brianna Hoxie

DEPARTMENT

Deputy Clerk

MONTH

September 2023

TASKS COMPLETED

Utility Billing Payments, Move in move outs, Late notices, Red Door, CC Meeting Minutes, Closing batches, Accounting, billing with Kyla.
Reviewed Claims.

PROJECTS IN PROGRESS

CC Meeting Minutes
Payments
Filling Claims
Moving FY Claim Folders
Making sure Claims are all scanned in

CHALLENGES / ISSUES

Knowing when to do everything and making sure it all gets done.

COMMUNITY INPUT & COMMENTS