

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Brianna Hoxie

**DEPARTMENT**

Deputy Clerk

**MONTH**

August 2023

**TASKS COMPLETED**

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

**PROJECTS IN PROGRESS**

CC Meeting Minutes  
Payments  
Filling Claims  
Updating calendars

**CHALLENGES / ISSUES**

**COMMUNITY INPUT & COMMENTS**