



## *Human Resource Department Report January 2022*

### **Grant ACH Error-ONGOING**

HR/Compliance has submitted additional requested packets of documentation to the NFCU. We will be notified of final resolve of this situation within the next 30 days

### **Town of Mason Upcoming Holiday Schedule**

*Monday February 20, 2023-President's Day*

### **Surety Bonds**

Town of Mason HR/Compliance has researched current bond status. Current bond covers the water treatment plant and the city recorder only. HR/Compliance is working with underwriting with CNA Surety Bond to increase the 20k bond coverage on the city recorder to 50k as well as add coverage on for the Mayor and Board of Alderman

In addition, we have asked to file claim using the bond coverage we currently have on the city recorder to cover the legal fees owed on behalf of the Tipton County Election Commission for the case of T. Burrell. We are awaiting a response from them on this request.

### **Code Enforcement Officer Job Description-ATTACHED**

Revised for immediate search for this candidate

### **Recruitment Efforts-ONGOING**

We are actively recruiting for utility workers for PW and patrolman for the PD, and PW Director for Public Works.

### **Active Legal Claims-ONGOING**

1 pending legal claim a

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