

1. Payroll processing. We will go with Paychex, initially using only the payroll processing package. There is no annual contract required and Rhonda will handle adding benefits at a later date as more employees are added.
2. Construction.
  1. Received a bid from Trimbuilt who provided the security fencing at the south parking lot. \$72,000. Bill Brice has provided 2 additional possible bidders for the fence and gate. I'm following up with both.
  2. Still waiting to hear from COA traffic department on allowing the motorized gate.
  3. Travis County is applying for demo and building permits with the COA.
3. Per Roger El-Khoury, the Office of the Medical Examiner will be completely vacated by January 9, 2018
4. A press conference is planned for Monday December 11<sup>th</sup> to announce our new Executive Director.
5. Rhonda and I have met with Tanner Smith with Networkitects to discuss the IT requirements as we move forward.
6. The website is almost ready for prime time. I anticipate releasing it to the public in the very near future. Rhonda and I met with Mike Reddy to discuss the final changes that need to be made
7. In early January, I will arrange introductory meetings with many of the folks I've been working with. Some of whom are:
  1. Clark Richards, Attorney
  2. Chris Agness – Waterloo Insurance
  3. Kara Hamann – Avenson/Hamann CPA – scheduled for January 9<sup>th</sup>
  4. Vella Karman and Laura Del Fuente – COA Public Health – scheduled for January 24<sup>th</sup>.