Administrative Report 10/7/22

Hello All,

Last month we got a lot of stuff done. Usually the last four months and the first four months of the year are the busiest months of my job. We have put in our insurance renewal for CEBT and Workman’s Comp. We will need to put in the renewal for our P&L Insurance ASAP. I believe Jim and Ron are on the insurance renewal responsibilities. I have sent out our current policy and the renewal documents. We will plan to get together before the month ends to go over our current policy as well as our 2023 renewal.

Paymentus is working on the customer portal. We are waiting to hear back from Hayden on the script he is working on so that we can download all the bills and upload them to Paymentus in the specific files needed.

The budget committee met on Tuesday to go over the Preliminary Budget as we will present at the end of the meeting.