



Human Resources Department Update

Financial & Administrative Committee

May 2, 2024

Human Resources Annual Update



- **Strategic Plan**
- **FY24 Budget and Organization Chart/Team overview**
- **Highlights – previous 12 months projects/activities**
 - **HR/Payroll**
 - **Risk**
 - **Labor**
- **Overview of on-going activities**
 - **HR/Payroll**
 - **Risk**
 - **Labor**

Strategic Plan

Superior County Operations and Services



- **Goal Statement: Embrace innovative and cost –effective methods of service delivery and invest in a high performing workforce**



Strategies:

- 1 Internally consolidate enterprise services to lower costs and improve service delivery through leveraging subject matter expertise.
- 2 Capitalize on external opportunities to reduce duplicated services.
- 3 Retain, reward, and attract a high performing workforce.
- 4 Advance Diversity, Equity, and Inclusion (DEI) understanding.

HR & Risk Department



Human Resources

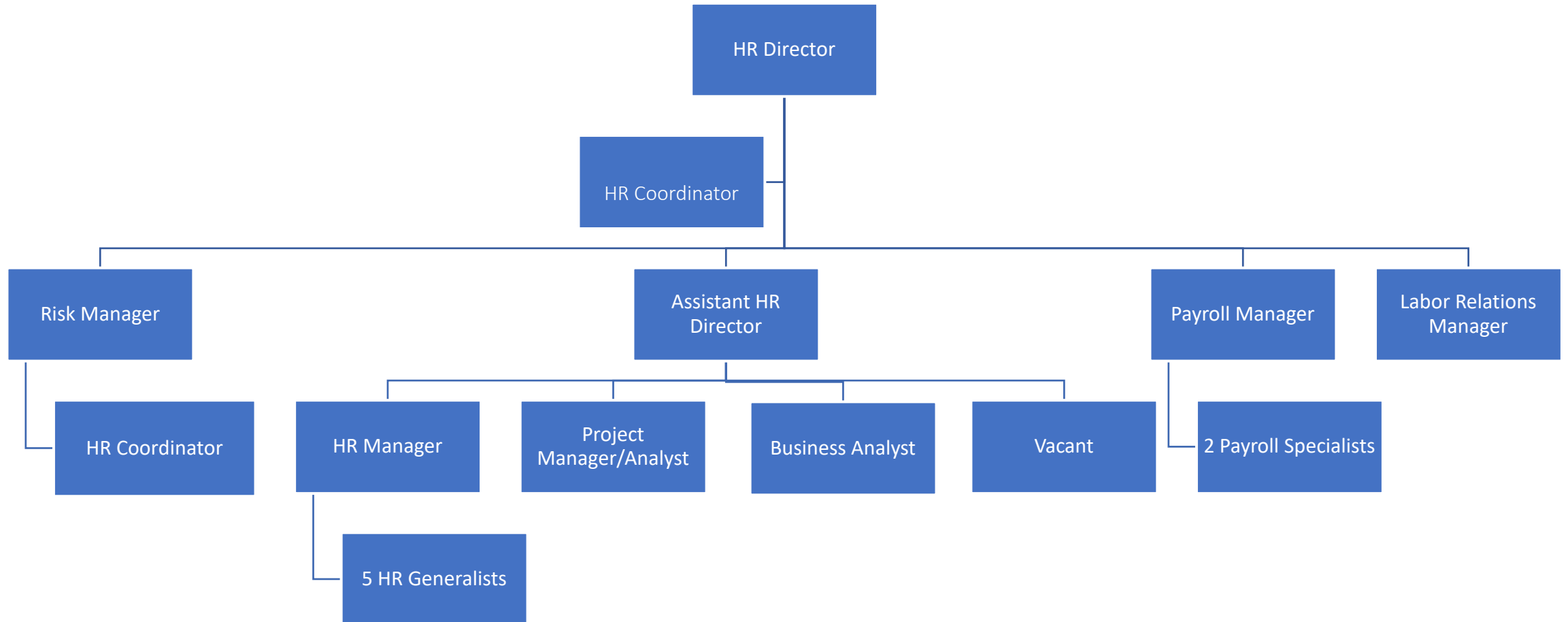
- 16 FT positions approved in FY24 Budget *
 - 3 HR vacant positions
 - 1 is a result of an internal promotion (active recruitment)
- FY24 Annual Budget = \$2,439,454

Liability Insurance/Risk Management

- 2 FT positions approved in FY24 Budget
- FY24 Annual Budget = \$9,536,132

***1 temporary employee assisting within the payroll function**

Human Resources Org Chart



The TEAM!



Human Resources



Payroll



Risk

Superior County Operations and Services



- **Customer Service**
- **Employee training and development**
- **Bi-weekly payroll**
- **Benefits administration**
- **Process payroll changes**
- **Employee relations**
- **Labor Negotiations**
- **Worker's compensation, claims management and safety programs**
- **Unemployment claim management**
- **Recruitment**
- **New hire orientations/offboarding**
- **Retirement planning and consulting**
- **State, federal, tax and law compliance**
- **Vendor management-benefits**
- **457 and IMRF pension administration**
- **Leave of absence and FMLA**
- **Partner with IT on BOSS related issues, upgrades, updates**
- **Partner with Finance on position control**
- **Merit Commission**
- **Retiree insurance continuation**



HR Highlights

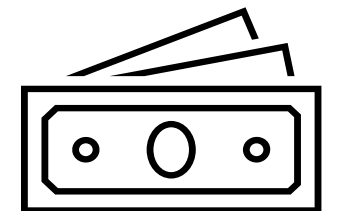


- **Implemented new EAP vendor** – Starting April 1, 2024, the County transitioned their EAP services to ComPsych. This vendor was selected due to the robust program they offer and ability to provide better services to individuals seeking help.
- **Implemented new wellness vendor** – The County’s contract with Virgin Pulse terminated 12/31/2023. The County selected to partner with Empower Wellness and implemented onsite biometric screenings for 2024. Biometric screenings were completed in April.
- **Implemented Paid Leave for All Workers Act (PLAWA)** – As required by state law, the County was required to provide paid leave to eligible employees as of 01/01/2024.
- **Implemented RTA/ Transit** – As required by state law, the County was required to offer RTA transit/parking FSA to all employees effective 01/01/2024.
- **Implemented new communication pieces** (HR Quick Tips, HR Reminders, HR Announcements) - In efforts to better communicate with employees and provide superior services to employees we have implemented new communication pieces that are sent via email and then maintained in a repository on ESP.
- **Implemented new 911-Dispatcher pre-employment testing** – To help with retention and selection of 911-dispatchers, the County implemented a new skills-based pre-employment test.
- **Expanded recruitment footprint**-increased presence on Lake County LinkedIn.

HR Highlights-Payroll



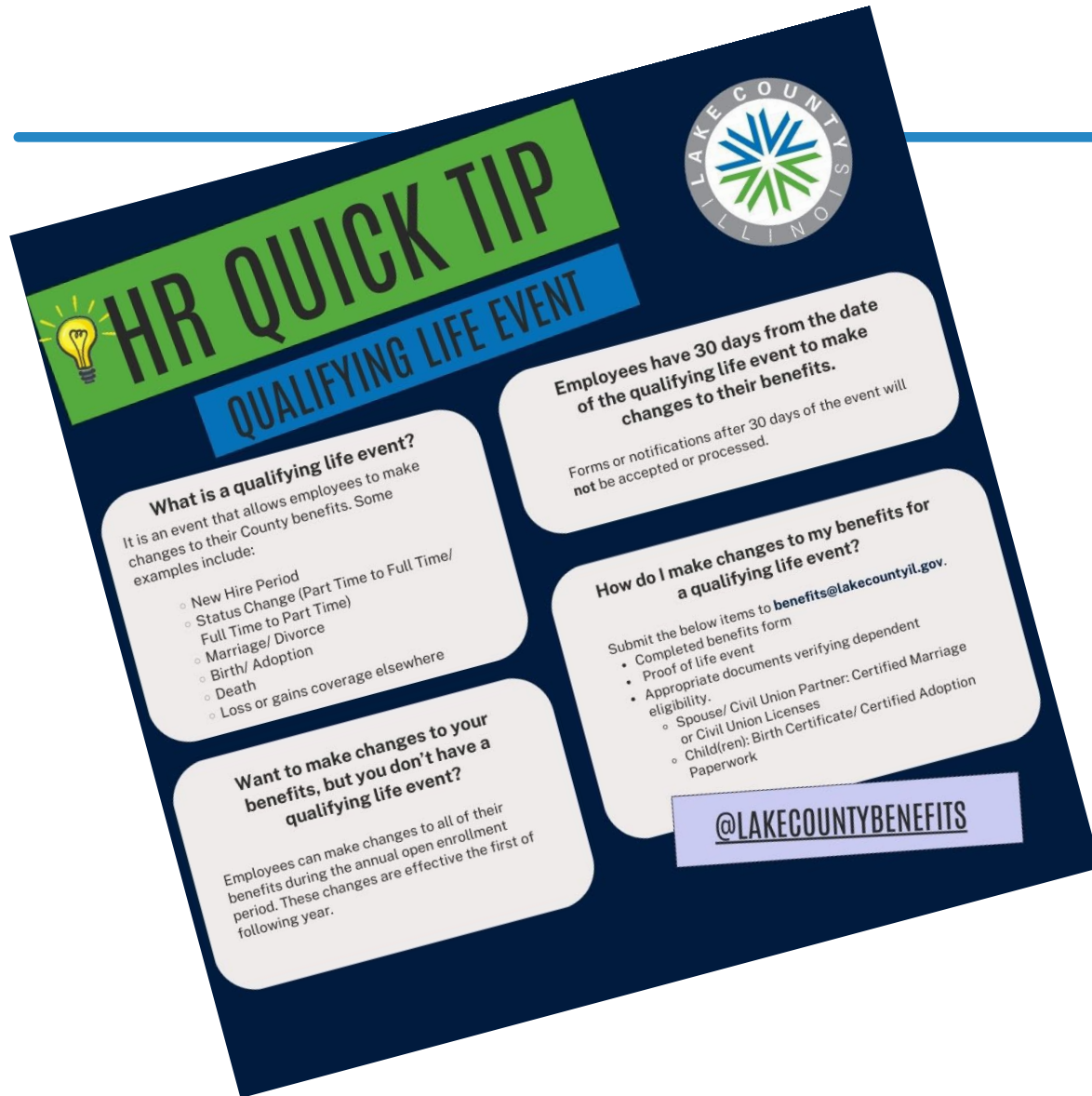
- **Partnered with IT to gain efficiencies in payroll processing** – Developed processes to track varied holiday schedules, creation of election worker upload process, implemented updated mass increase process that eliminated days of work.
- **Premium Pay** – Configured the payroll system to remit the premium pay following the guidelines as provided by The Board.
- **Payroll GL posting reconciliation** – Completed monthly with Finance to ensure balancing of all accounts. Discrepancies are identified early and corrected timely to allow for a smoother audit with County Auditor and the Finance Department.



HR/Payroll Current and Ongoing



- **Compensation and Classification Study:** *Completion – 15% of total project.*
- **Dependent Audit:** *Completion – 20% of total project.*
- **ERP SMEs for Demonstrations:** *Completion – 100% of total project.*
- **Recruitment Software – NeoGov Attract:** *Completion – 50% of total project.* Anticipate completing this project by end of year.
- **Transition HSA to HealthEquity:** *Completion – 80% of total project.*
- **Rebuilding BOSS Configuration for Benefits Administration:** *Completion – 10% of total project.* This has been an ongoing project to fix configuration issues and eliminate manual overrides for enrollment dates and premium deductions. By completing this project, it will reduce staffs time making manual adjustments on individual employee records and prevent future configuration issues related to open enrollment processing.
- **Military differentials pay audit and process improvement – 80% of total project**
- **Streamlining life insurance offerings to match IPBC plans in 2025.** – *Fall 2024 effective 01/01/2025*
- **Wellness Program Survey – Summer 2024**
- **Employee Engagement Survey – Development in 2024 to be released in 2025**



HR QUICK TIP
QUALIFYING LIFE EVENT

What is a qualifying life event?
It is an event that allows employees to make changes to their County benefits. Some examples include:

- New Hire Period
- Status Change (Part Time to Full Time/ Full Time to Part Time)
- Marriage/ Divorce
- Birth/ Adoption
- Death
- Loss or gains coverage elsewhere

Want to make changes to your benefits, but you don't have a qualifying life event?
Employees can make changes to all of their benefits during the annual open enrollment period. These changes are effective the first of following year.

Employees have 30 days from the date of the qualifying life event to make changes to their benefits.
Forms or notifications after 30 days of the event will not be accepted or processed.

How do I make changes to my benefits for a qualifying life event?
Submit the below items to benefits@lakecountyil.gov.

- Completed benefits form
- Proof of life event
- Appropriate documents verifying dependent eligibility.
 - Spouse/ Civil Union Partner: Certified Marriage or Civil Union Licenses
 - Child(ren): Birth Certificate/ Certified Adoption Paperwork

@LAKECOUNTYBENEFITS



WE ARE HIRING

Are you looking for your dream job? Look no further than Lake County!

- PROGRAM COORDINATOR- ONSITE WASTEWATER TREATMENT & WELL WATER PROGRAMS
- LAB TECHNICIAN
- DEPUTY SHERIFF
- SR. LEGAL ASSISTANT
- PLANNING AND ZONING MANAGER

FOR MORE INFORMATION, VISIT: LakeCountyIL.gov



Risk Update

Previous 12 months:

- Established tracking for Medicare Set Aside assignments
- Created a comprehensive letter that outlines the workers compensation process and requirements.
- Created AED tracking system for expired pads and maintenance checks
- Arranged safety speaker on April 20, 2023 and April 25, 2024 for maintenance and field personnel
- Arranged safety assessments at DOT and PW operations
- Resumed Accident Review Board

Current and Ongoing:

- Transition to new Onsolve platform, from Send Word Now
- Resume First Aid program
- Resume Floor Captain program
- ADA Transition Plan program and RFP for Consultant
- CPR/AED/First Aid training
- New AEDs with remote monitoring system
- Developing process to identify County drivers and manage online driving course completion
- Revision of Vehicle Operation policy



Labor Update



What have we accomplished since May 2023:

- **August 2023- Correctional Sergeants and MAP contract ratified**
- **September 2023- Correctional Lieutenants and Teamsters contract ratified**
- **February 2024- Court Security Officers and Teamsters contract ratified**
- **April 2024-Law Enforcement Deputies and FOPLC approved by the Board 4/9**

Ongoing:

- **Correctional Officers changed units from Teamsters to PBPA; resuming negotiations**
- **Local 150 contract consolidation efforts (DOT, PW, Facilities and Construction Services, Health dept. Facilities)**
- **Law Enforcement Sergeants and MAP (expiring 11/30/2024) Beginning negotiations in May**
- **Law Enforcement Lieutenants and MAP (expiring 11/30/2024) Beginning negotiations in May**

Other Department Highlights



- ❖ **Public Service Recognition: Currently planning events for Joe and Dough to visit several locations to provide employees with donuts and coffee to show our appreciation for their service to the County**
- ❖ **Starting to plan open enrollment. More info coming soon!**
- ❖ **Go green initiative-retiree communications initiatives Spring/Summer 2024**
- ❖ **Years of service event this summer**





Questions