



# **Department Update to Standing Committee**

## **Finance & Administration**

**John Light & Darcy Adcock  
Human Resources Department  
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# Department Overview

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- **Examples of what we do :**
  - **Budget - Position Control**
  - **Benefits Administration** (medical, unemployment, FSA, IMRF, 457)
  - **Recruitment** (Applicant tracking software, social media, job fairs)
  - **Payroll Administration** (Set up new employees, promotions, processing hours, payment of taxes, etc.)
  - **Loss Control** (analysis and activities related to reducing expenses)
  - **Employee Performance** (evaluation, discipline & discharge)

# Department Overview

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- **Examples of what we do** (*continued*) :
  - **Claims Administration** (worker's compensation & other types)
  - **Policy Development** (developing policies for the applicable workforce)
  - **Payroll Administration**
  - **Labor & Employee Relations** (contract negotiations, employee events)
  - **Merit Commission** (recruitment and selection of Deputy Sheriff positions)
- **Staffing**
  - 17
- **Total departmental budget for FY22**
  - **\$2.2 Million Human Resources & \$8.9 Million in Risk**

# Previous 12 Months

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- 1. Moved Employee Health Insurance to a more sustainable solution. (IPBC)**
- 2. Streamlined benefit offerings by phasing out underutilized programs.**
- 3. Holding employee focused events - Employee Retention.**
- 4. Negotiating successor contracts with our labor partners.**

# Next 12 Months

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- **ERP**

- Assessment process
- Evaluation of alternatives
- Participation in selection of new vendor

- **Compensation Study**

- RFP
- Selection of vendor
- Supporting the work of the consultant

- **Policy Enhancements**

- Updating policies to conform with new laws, etc.



# Questions