



2021 Human Resources Annual Report

January 10, 2022

To: County Manager Alan Ours

From: Alicia Davis, Division Director, Community and Employee Services

Re: 2021 Annual Report

County Manager Ours,

Following is the annual report for Human Resources. Reports for all other departments included in the Community and Employee Services Division will be supplied separately.

Director, Alicia Davis

HR Technician, Mia Redd

HR Specialist, Candice King

Personnel Activity Information

The Human Resources department functions include recruiting and onboarding, compensation and benefits, payroll services, coaching and counseling employees and supervisors, monitoring safety programs and managing the county's property/casualty insurance and workers compensation insurance programs.

Below are some highlights from 2021.

New Hires & Terminations

New Hires	Terminations
107	88

Training

Due to the pandemic, training opportunities continued to be limited. HR staff once again participated in multiple remote trainings.

Benefits

Noteworthy under employee benefits is that the county was able to migrate to self-insured health insurance. This was a significant undertaking behind the scenes for HR, with many requirements for providing and reviewing data, plan and contract reviews, meetings, etc. While Open Enrollment was passive, we did ask all employees to attend an Open Enrollment meeting in order to learn about the changes our new health insurance would mean for them.

Audits

Annual Worker's Compensation Payroll Audit was successful with only a few small changes recommended.

The annual Safety Audit was conducted in person and was successful. This audit allows us to obtain a safety and risk management discount for the county's property and casualty insurance.

New Policies/Policy Updates

We continue to await delivery of our updated Civil Service Plan/Employee Handbook from our contracted legal partner.

Loss Prevention and Risk Management

The Community and Employee Services Director has oversight for the loss prevention program and leads the efforts of the Safety Committee. Workers Compensation covers any job-related illness or injury suffered by an employee of the county while in the course of their employment. There were 27 reported Workers Comp injuries in 2021. Most of those injuries were relatively minor, but one injury may result

in a settlement. Liability coverages such as General, Law Enforcement, Public Officials, and Automobile are carried through ACCG. Liability claims are placed in one of two categories: automobile or general. For 2021, there were eight automobile claims and eight general claims.

We successfully applied for a \$6,000 ACCG Safety Grant which was used to purchase multiple safety items such as light bars for an Animal Control vehicle, chainsaw chaps, flagging paddles, and backup cameras.

Other Projects

- The department was very involved in the search for a new County Manager. From keeping up with applicants, answering their questions, working with and scheduling interviews for the Citizen's Hiring Committee, designing interview questions, and sitting in on initial interviews, a significant amount of time was devoted to this endeavor.
- With the promotion of Ashley Peck to Special Projects Director, the Elections Manager position was opened. When the Board of Elections was ready to fill the position, HR helped to guide the process by designing interview questions and participating in interviews.
- It was an unprecedented year for unemployment claims. The state unemployment system has been very unfavorable towards employers. The Georgia DOL seems inclined to grant any unemployment claim that is filed and uses the excuse of COVID to approve the claim. HR staff have spent many hours trying to fight these claims and have been largely unsuccessful. GDOL is non-responsive – calling and leaving voice mails does no good as they are all apparently still working from home and not working quickly, nor does emailing produce results. There have been many GLGPA discussions about this issue and even appealing to senators to intervene has had no effect.
- One of the major projects for 2021 was the compensation study. The study is worked in phases so HR worked off and on all year with our contractor, Evergreen, to move the study forward. The Board agreed to implement the recommendations and a plan was put into place to implement the study at the beginning of 2022.
- Once again this year, due to COVID concerns and local restaurant staffing shortages, the Board decided not to hold an in-person employee Christmas luncheon, but to instead distribute \$25 gift cards in lieu of the lunch. Finance and HR worked together to make this happen and HR is still struggling with our two largest departments to have them account for all cards.
- The governor announced a Public Safety Grant to reward public safety employees who worked during the pandemic. Administration of the grant fell the Finance and HR. HR has been responsible for determining all those eligible for the grant and, due to the grant requirements, contacting each of those individuals (over 140 current and former employees and volunteers), to get a signed and notarized affidavit before Finance could apply for the grant dollars on their behalf.

ADA/Project Civic Access

The county continues to work on ADA compliance. During 2021, the major accomplishment for ADA improvements was incorporated into the building, parking area, and sidewalks of the Kelley Building.