



ANTRIM COUNTY HUMAN RESOURCES

Stephanie Murray, Director
Gloria Campbell, Assistant

2021 Annual Report

MISSION - TO PROVIDE:

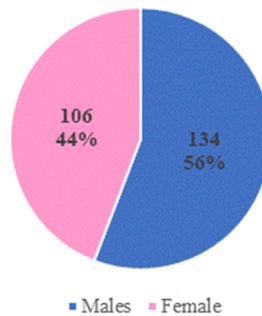
- Exceptional Service
- Organizational effectiveness and efficiency
- Recruitment, retention, and enrichment

We are happy to present the compilation of the exciting work and activities that have occurred in the Human Resources Department during 2021. First and foremost, we thank everyone for their patience and persistence in continuing to offer high quality services to our community and each other as we worked through the adjustments needed to be made due to COVID- 19. Thank you to the Board of Commissioners for allowing for the hiring of a Finance and HR Assistant! Gloria Campbell has been a blessing to us! We look forward to working together as a dynamic team to offer exceptional service to Antrim County.

EMPLOYMENT

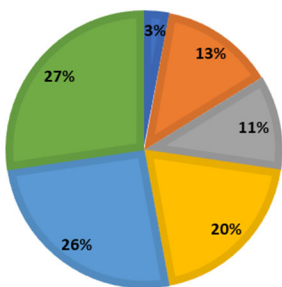
Human resources provides a variety of services to applicants and employees alike. Applications are processed, interviews scheduled and conducted, candidates tested, and screened. Once an offer of employment is made, candidates are welcomed to the County. Required policies, procedures, handbook, safety plan, benefits, and payroll forms are reviewed and completed before a new employee begins officially working.

Employee Demographics



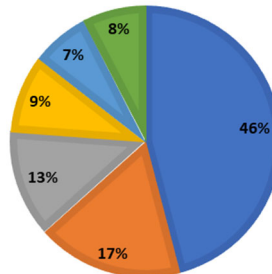
EMPLOYEE AGES

15-20 21-30 31-40 41-50 51-60 60+



LONGEVITY

0-5 Years 6-10 Years 11-15 Years 16-20 Years 21-25 Years 26+ Years



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SPECIAL POINTS OF INTEREST

- Benefits processed for 101 employees
- 32 new employees processed
- 13 FMLA requests processed
- 13 ACA Reports Processed and submitted



In 2021, thirty-two new employees joined Antrim County. Thirty-four employees left County employment during the year. The Parks and Sheriff's Office accounted for the majority of the new hires and exiting employees. Unemployment claims were handled as well as monthly MESC reporting and EEOC reporting.

Recruiting continued to be challenging in 2021 for the majority of all positions. Numerous methods were used to recruit new staff. On-line posting included ZipRecruiter, Indeed, Monster, Facebook, Chamber of Commerce, and the Antrim County website. Newspaper advertisements were placed with the Traverse City Record-Eagle, Petoskey News-Review, Elk Rapids News, and The Antrim Review. The Michigan Works! Talent Bank and various associations were used to post advertisements for hard to fill positions. We also participated in job fairs.

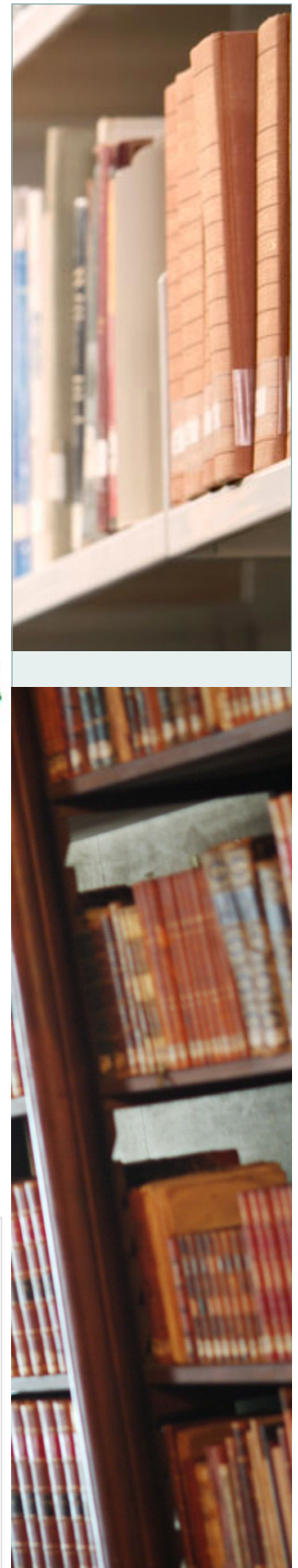
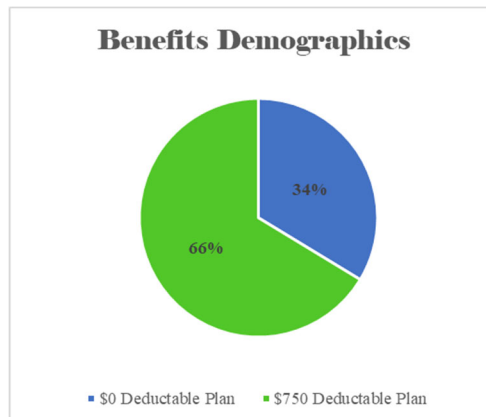
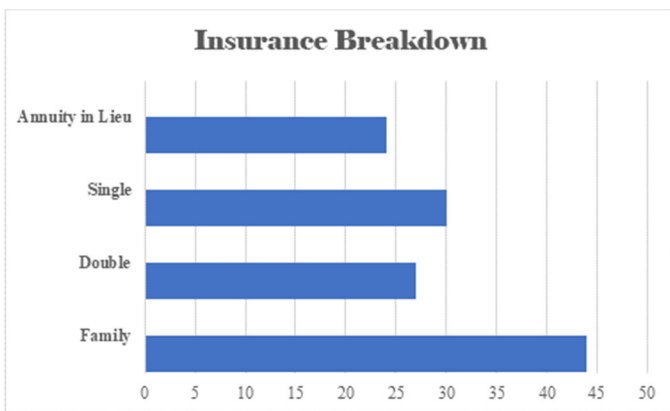
BENEFITS

Antrim County has an insurance committee comprised of union members, unrepresented staff, elected officials, board members, payroll staff, administrative staff, human resources, and Dewey Insurance Agency to review insurance options available for employees and elected officials. Due to a two-year rate guarantee with Priority Health, the committee did not need to meet. For the 2021 year, Antrim County offered a choice between \$0 or \$750 deductible health plans, of which one hundred-one employees participate. Sixty-seven of eligible employees enrolled in the \$750 deductible plan. Conversely, thirty-four enrolled in the \$0 deductible plan. Forty-four employees needed full family coverage, twenty-seven were double, and thirty selected single coverage. Twenty-four eligible employees opted for an annuity in lieu of health insurance.



During 2021, our employees helped to keep insurance costs low by using telehealth/virtual care options. More than 320 appointments occurred using this option. Employees also utilized generic brand prescriptions when available. Over 3,600 generic prescriptions were filled, which was far below the 588 name brand prescriptions filled.

Monthly, the Human Resources office processes additions, deductions, changes, and payments for Priority Health, Mutual of Omaha, AFLAC, Delta Dental, and VSP accounts, as well as Affordable Care Act (ACA) tracking and reporting. Weekly monitoring of active COBRA insurance participants to ensure accuracy of information and payments occurs.



“I am convinced that nothing we do is more important than hiring and developing people. At the end of the day, you bet on people, not on strategies.”
 - Lawrence Bossidy

WHAT IS HUMAN RESOURCES?

Human Resources is used to describe both the people who work for a company and the department responsible for managing all matters related to employees, who collectively represent one of the most valuable resources in any business or organization. The term *human resources* was first coined in the 1960's when the value of labor relations began to garner attention and when notions such as motivation, organizational behavior, and selection assessments began to take shape in all types of work settings.

Human resource management is a contemporary, umbrella term used to describe the management and development of employees in an organization. Human resources management involves overseeing all things related to managing an organization's human capital and is focused on major areas such as: recruiting and staffing, compensation and benefits, training and learning, labor and employee relations, and organization development.

EMPLOYEE RELATIONS

Bargaining: The Command Unit, Deputies/Dispatchers Unit, and Corrections, Cooks, & Clerical Unit contracts expired on December 31, 2021. Contracts were settled in December, 2021.

Communication: Fourteen Human Resources newsletters were issued during 2021. This has allowed for employees to be kept up to date on payroll, benefits, tax information, and staff birthdays, retirements and new employees, as well as learning opportunities. Numerous articles regarding COVID-19 safety procedures, vaccination clinics, testing opportunities, free face masks and test kits availability, and booster shot clinics were included throughout the year. With each pay, Human Resources balances payroll deductions and taxes, monthly taxes, and quarterly 941 forms are completed.

Compensation Survey: Compensation studies were performed in order to be prepared for union negotiations and to offer competitive position postings.

COVID-19: Human Resources was provided materials to assist all employees and their offices in getting needed items to help them combat the COVID-19 virus. Items such as face masks, hand sanitizers, sanitizing wipes, and eventually testing kits were handed out to those employees that requested them.

Grievances: During 2021, there were three grievances. There was one arbitration hearing. Many other issues were able to be handled through discussions or formal meetings. Assistance was given to Department Heads and Elected Officials where needed regarding employee concerns.

Payroll: In 2021, 240 Form W-2s were processed. One hundred forty-eight Form 1095cs were handled for Antrim County employees. Worked with the Clerk's office to balance by-weekly payroll deduction numbers before completing processing for each payroll.

Retirement: Human Resources processes all additions of new employees, terminations, changes to employee accounts, and monthly reporting. Copies of needed paperwork gets filed and maintained to ensure the accuracy of our records including the adding and changing of employee beneficiaries.

Safety: Fourteen workers' compensation claims were processed, as well as the annual OSHA Summary of Work-Related Injuries and Illnesses report.

Short-Term Disability and FMLA: There were eight disability claims processed for employees. Thirteen Family and Medical Leave Act requests were processed during 2021.

POLICY AND PROCEDURES

A number of policies were reviewed and/or updated in 2021. These included Accident and Injury Report, Drug and Alcohol, Hiring and Employment, and Safe Driver Program—Volunteers policies. New reports were developed for reporting work injuries. The Preparedness and Response Plan was updated in June, 2021.

NEW FINANCE AND HUMAN RESOURCES STAFF MEMBER

Thank you to the Board of Commissioners for approving Gloria Campbell to assist Brad Rizzo, Finance Director, and myself with departmental duties! She has been an outstanding addition to our departments. With her knowledge and work ethic, she has been able to step in immediately to help with work duties.

LEARNING OPPORTUNITIES

The following Lunch and Learn opportunities occurred during the 2021 calendar year: Pursuit Physical Therapy (stretching and posture to relieve stress), and Orion 457(b) and Nationwide 457(b) Deferred Comp Retirement Plan meetings.

The following virtual opportunities were offered through MERS: Defined Contribution Retirement Process Overview with Social Security and Medicare Basics, Estate Planning, Planning for End of Life Care, Social Security Overview.

EMPLOYEE EVALUATIONS

An annual evaluation was facilitated for County Administrator Pete Garwood in November and December, 2021. Finance Director Brad Rizzo was evaluated in February and March of 2021.

ANTRIM COUNTY HUMAN RESOURCES

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GOALS

In 2021, the Human Resources Department worked on the following goals:

- Update the Preparedness and Response Plan
- Negotiations with three Sheriff's Office Units
- Completion of a salary and benefits survey
- Update the Staff Handbook

We are happy to report that three of the four goals have been completed.

In 2022, the Human Resources Department will be working on the following goals:

- BS&A Payroll, Timesheet, HR, and online modules training
- Finish updating Staff Handbook
- Development of Maintenance staff related policies and procedures
- Planning and offering of staff wellness opportunities .

“Far and away the best prize that life has to offer is the chance to work hard at work worth doing.” - Theodore Roosevelt