



# ANTRIM COUNTY HUMAN RESOURCES

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# 2022 Annual Report

## MISSION - TO PROVIDE:

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

We are happy to present this annual review of the Human Resources Department for 2022. Thank you to the Board of Commissioners and staff of Antrim County for working together with the Human Resources Department to enable us to be successful in our daily endeavors. We strive to be true to our mission and offer exceptional service to not only our employees, but to the public as well.

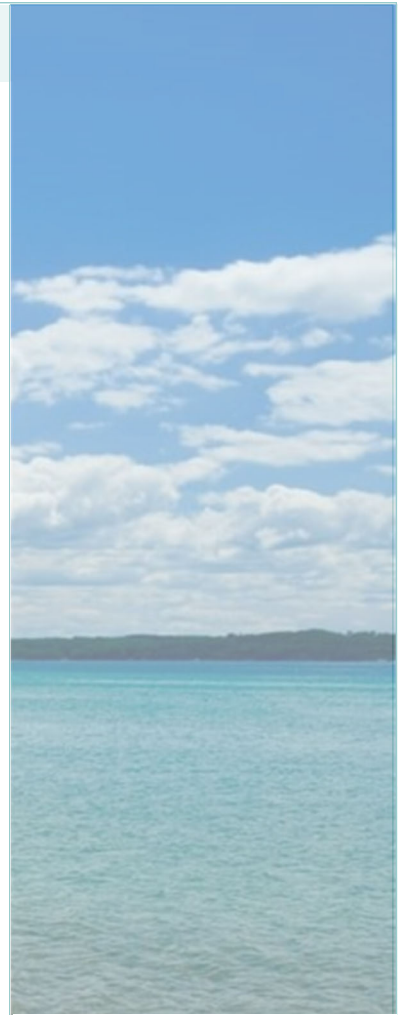
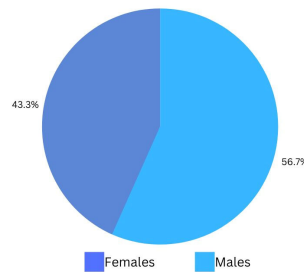
## EMPLOYMENT

Human Resources is based around services.

We not only provide a variety of services to employees, but also to the general public. Job descriptions are developed or updated. Positions are posted. 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.

In 2022, forty-one new employees joined Antrim County. Forty-two employees left County employment during the year. The Parks and Sheriff's Office accounted for the majority of the new hires and exiting employees due to seasonal positions. Numerous unemployment claims were handled as well as MESC and EEOC reporting.

Employee Demographics

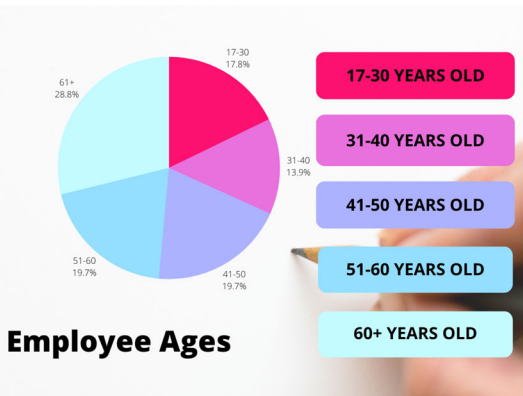


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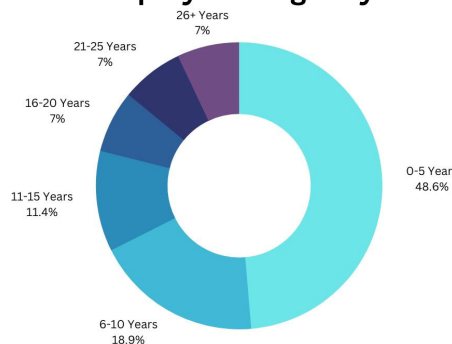
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## SPECIAL POINTS OF INTEREST

- Total medical claims paid for 2022 were \$1,672,181.12
- Total pharmacy paid was \$482,456.69



Employee Longevity



Several key positions turned over in 2022. They included the County Administrator, Airport Manager, Emergency Services Coordinator, Dams Operator, and Parks Coordinator. The position of Animal Control Director was added. Recruiting for seasonal and Sheriff's Department positions continued to be challenging to fill. Applications for the COA positions of CENA and homemaker have been scarce. Competition for CENAs is very tense across this region. We advertised openings in various places and mediums. On-line advertisers included ZipRecruiter, Indeed, Monster, Facebook, Chamber of Commerce, ICMA, GovHR, Craigslist 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. Advertisements were placed with organizations such as Michigan Works! Talent Bank, MML, ICMA, MTA, MSA, and MAC were used to post advertisements for hard to fill positions.

## 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. The committee met two times and also surveyed employees regarding coverage preferences. For the 2022 year, Antrim County offered a choice between \$250 or \$750 deductible health plans, of which ninety-nine employees participate. Fifty-nine eligible employees enrolled in the \$750 deductible plan. Conversely, forty enrolled in the \$250 deductible plan. Forty-two employees needed full family coverage, twenty-four were double, and thirty-three selected single coverage. Twenty-nine eligible employees opted for an annuity in lieu of health insurance.



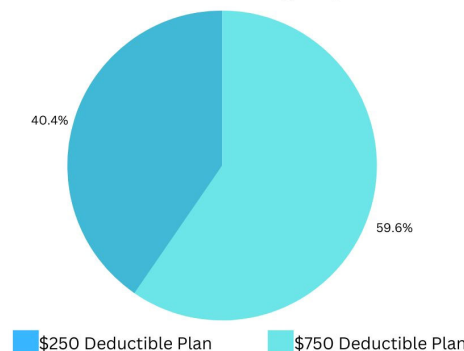
During 2022, high usage of generic prescriptions by employees helped keep drug costs down. Of the 4,147 prescriptions filled, 3,546 were generic prescriptions. Preventive exams were used by 116 claimants and family members combined.

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.

### INSURANCE BREAKDOWN

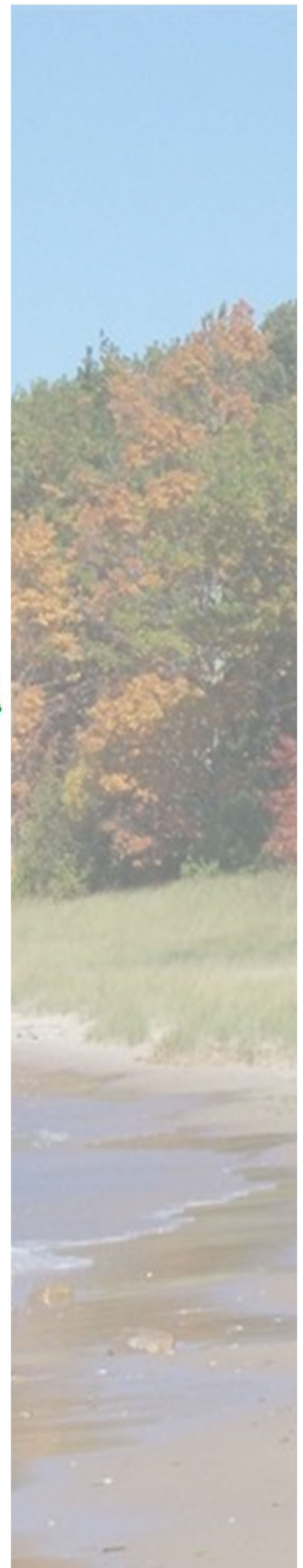


### Benefits Demographics



*“You need to be aware of what others are doing, applaud their efforts, acknowledge their successes, and encourage them in their pursuits. When we all help one another, everybody wins.”*

*- Jim Stovall*



## 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:** Teamsters Local Union No. 214 withdrew representation of employees at Antrim County Transportation on October 28, 2021. The Fraternal Order of Police Labor Council filed to represent the group. An election was held by the Michigan Labor Relations Commission and representation of FOP was certified on September 27, 2022. Bargaining began in October, 2022 with the ACT Unit and an FOP representative. A contract was reached in December, 2022.

**Communication:** Twelve Human Resources newsletters were issued during 2022. Information regarding payroll, benefits available, open enrollment, tax information, emergency notification, blood drives, MERS, mental and physical health, staff birthdays, retirements and new employees, as well as learning opportunities was shared throughout the year.

**Compensation Survey:** Compensation studies were performed in order to be prepared for union negotiations for Antrim County Transportation, and to stay competitive with open positions.

**COVID-19:** Human Resources continued to provide test kits, masks, and sanitizer solution to all employees and their offices in order to help them combat the COVID-19 virus.

**Grievances:** During 2022, 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 2022, 237 Form W-2s were processed. One hundred forty-five Form 1095cs were handled for Antrim County employees. In conjunction with the Clerk's Office, by-weekly payroll deductions, rate changes, and hours worked are verified before payroll processing is completed. Taxes are processed with each payroll. State withholding taxes are processed monthly. Quarterly, the 941 form is processed as well as the Michigan Quarterly Wage Report for unemployment.

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

**Short-Term Disability and FMLA:** There were nine disability claims processed for employees. Thirteen Family and Medical Leave Act requests were processed during 2022.

## POLICY AND PROCEDURES

A number of policies were reviewed and/or updated in 2022. These included Non-Discrimination, Harassment, Retaliation, Disability and Religious Accommodation policy, Per Diem policy, and the Travel policy.

*“Working hard for something we don’t care about is called stress: working hard for something we love is called passion.”*

*-Simon Sinek*

## ANTRIM COUNTY SPIRIT

New Antrim County swag and apparel was introduced to employees for purchase. Cups, backpacks, notepads, t-shirts, and sweatshirts are available for special order. The Human Resources office worked in conjunction with the Deputy Administrator to introduce and implement the Trillium Awards for the categories of leadership, teamwork, and customer service. Employees nominate co-workers annually for these awards. It is important to recognize the longevity of employees. Awards for years of service to Antrim County are given for 5, 10, 15, 20, 25+ years of service.

## LEARNING OPPORTUNITIES

The following learning opportunities occurred during the 2022 calendar year: Medicare 101, Orion 457(b) and Nationwide 457(b) Deferred Comp Retirement Plan meetings. Dewey Insurance was available twice during the year for in-person meetings. Adult mental health first aid training was offered during Mental Health Awareness Month. Sexual harassment training for all Sheriff’s Department staff occurred.

The following virtual opportunities were offered through MERS: Zooming into Retirement Series -Defined Contribution Retirement Process Overview and Retiring with a MERS Defined Contribution Plan. A MERS consultant was made available for one-on-one appointments.

## EMPLOYEE EVALUATIONS

An annual evaluation had been facilitated for County Administrator Pete Garwood in November and December, 2021. It was finalized in January, 2022. Finance Director Brad Rizzo was finalized in May, 2022.

### ANTRIM COUNTY HUMAN RESOURCES

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## GOALS

In 2022, the Human Resources Department worked on the following goals:

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

We are extending these goals to 2023 and adding the following:

- Negotiations with the General Unit.
- Development and completion of a salary survey.

*“The strength of the team is each individual member. The strength of each member is the team.”*

*- Phil Jackson*