



**2013 Annual Report**

*Nancy A. Ostrander, Director*

**OVERVIEW:** The Erie County Human Resources Department utilizes best practices to assist and provide direction to the County/Finance Administrator Pete Daniel, Commissioners Bill Monaghan, Pat Shenigo and Tom Ferrell, elected officials, other agencies and boards, as well as department heads in the area of human resources management. Programs professionally administered include: benefits administration, safety, loss prevention and control, new hire orientation, employee/labor relations, wellness, and professional development/training. Recruitment and selection efforts focus on hiring exceptionally qualified staff and retaining them. The Director ensures compliance with county policies and state and federal regulations. The Department keeps an eye on efficiency and cost savings, while providing exceptional customer service.

**INTERGOVERNMENTAL RELATIONS:** The Department of Human Resources is eager to assist all county agencies as needed in their human resources efforts and needs. We were pleased to offer guidance and assistance to Vermilion Township as related to time systems and policies and procedures. We continued to offer assistance to the City of Huron in their recruitment efforts.

**LABOR RELATIONS/COLLECTIVE BARGAINING:** The Director is the lead in employee and labor relations, collective bargaining negotiation, and contract administration/interpretation. A mutually acceptable 3-year contract was reached with the Department of Environmental Services and a wage reopener with the Department of Jobs and Family Services was successfully negotiated. Negotiations with The Meadows care facility are in progress.

**BENEFITS ADMINISTRATION:** Erie County Commissioners provides employee health insurance benefits through a self-funded plan administered by the Human Resources Officer [Matt Wilson](#). The Health Trust Fund maintains a reserve balance above the actuarially suggested amount. While \$6.3 million in revenues were paid into the Trust Fund, 5.6 million in medical claims and 1.3 million in Rx costs were paid out. Presently there are on average 575 employees enrolled on the plan with a total of 1,467 lives covered. On-line open enrollment was successfully implemented.

**WELLNESS:** “Your Year to Shine Like a Star” was this year’s wellness theme and Wellness Coordinator [Dena Heyman](#) worked diligently to ensure that 602 participants shone in every aspect of wellness. \$11,870 was paid out for fitness reimbursements and a three-month “Premium Holiday” of \$53,600 was shared with 355 motivated participants. The County Wellness program continues to set the standard for Erie County, if not for the State.

**PROFESSIONAL ACTIVITIES:** The Director (SPHR) is actively involved in SHRM at the local and state levels, and OHPELRA/NPELRA, and attended all 3 CLRP Academies.

The Director serves as President of the Vermilion Business and Professional Women and is a member of the Erie County Human Resources Association.

Matt Wilson is a national member of SHRM and the International Public Management Association for Human Resources (IPMA-HR). He is the County’s *Goodwill Ambassador* and facilitated raising \$6,500 for ALS and oversaw the United Way campaign.

Dena Heyman is the County’s Representative to the Health Action Council of Ohio and recently formed a Wellness Committee with members from various local organizations for the purposes of sharing and expanding wellness activities throughout the County.

**LOSS PREVENTION / CONTROL ACTIVITY:**

Loss Prevention Coordinator [David Miller](#) is a member of the County Loss Control Coordinator’s Association and the Sandusky Area Safety Council as well as many other service organizations. He serves as the County’s direct liaison to the BWC and the County Risk Sharing Authority.

- The County was awarded a CORSA Loss Control incentive of \$13,405.
- 9 CORSA Claims were Filed (10% decrease over 2012)
- \$20,152.30 awarded in BWC Safety Grants
- Safety training was offered in defensive driving, CPR/AED, global harmonization, forklift, and the OSHA 10 hour program for construction.
- Safety audits were conducted on County facilities as required.

**2013 EMPLOYMENT STATISTICS:**

# Employees: 621 FT, 118 PT (+9% over 2012)

# Minority Employees: 69 (9.4% of total)

- 125 New staff hired under County Umbrella
- 121 MVR Reports Requested
- 98 Arrest Records Searched
- 79 Physical Exams/Drug Screens Requested
- 41 National Criminal Web Checks Conducted

**RECRUITMENT EFFORTS:**

- 2,043 Applications Processed (-2.3% from 2012)
- 71 Job Postings (+31% over 2012)

**HUMAN RESOURCES DEPT. ASSOCIATES:**

Dena F. Heyman	Wellness Coordinator
David W. Miller	Loss Prevention Coordinator
Nancy A. Ostrander	Director
Paula D. Ward	Administrative Assistant
Matthew S. Wilson	Human Resources Officer