



Erie County
Board of Commissioners
Department of Human Resources

2014 Annual Report

Human Resources Team

Nancy A. Ostrander - Director

David W. Miller – Loss Control Coordinator

Amy M. Palsa – Wellness Program Planner

Paula D. Ward – Administrative Assistant

Matthew S. Wilson – HR Assistant Coordinator

MISSION

The Erie County Human Resources Department is committed to providing exceptional customer service and expertise in the areas of employment, training, compensation, benefits, wellness, and safety.



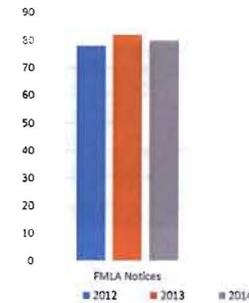
“...while extraordinary products and unique services still afford a competitive advantage, the one advantage that stands the test of time...is people.” — Mark Salisbury,

DEPARTMENT PRIORITIES

- Develop and Maintain competitive benefits, programs, and services to attract and retain, a diverse, highly competent, productive workforce.
- Support leadership efforts in creating a climate of innovation and customer service excellence.
- Work collaboratively with all Erie County Departments and Agencies to create a Human Resources environment that is inclusive and welcoming.
- Foster a safe and secure environment that enhances the quality of life.
- Correctly assess staffing, keeping succession planning in the forefront.
- Provide training that reinforces Erie County's values, including ethics.



FMLA NOTIFICATIONS



HEALTH CARE REFORM FEES DUE IN 2014

HR Assistant Coordinator Matt Wilson

- The **“Fee for Comparative Research” (CPORI)** was \$2.00 per covered person “belly button” (@ 1,481) and paid July 2014 as part of the corporate tax return. The fee moving forward is \$1.00 per covered person and the next payment is due July, 2015.
- The **Transitional Reinsurance Fee** at \$63.00 per covered member (@ \$94,500) is to be paid in two installments: \$52.50 per covered person - \$78,750 paid in January, 2015 remainder of \$15,750 due in November, 2015

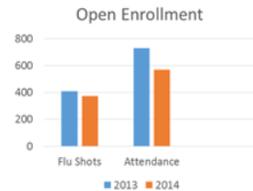
Recruitment Efforts

Paula Ward, Administrative Assistant

- 82 jobs posted in 2014. Compared to 71 posted in 2013.
- 6 postings were internal only.
- 4 included expanded advertising (Plain Dealer, Toledo Blade, or Columbus Dispatcher).

Health & Wellness Open Enrollment Fair

- The event was held at the Erie County Fair Grounds.
- There were approximately 493 people that attended.
- The mini-fair approximately 77 people that attended.
- Health Insurance enrollment process provided one-on-one assistance.
- Over 25 vendors participated and supported the fair with various giveaways and door prizes.



23

Wellness Initiative

Amy Palsa, Wellness Program Planner

- An on-site Weight Watchers meeting was established in August, 20 employees enrolled and their weight loss total is over 250 pounds.
- We partnered with Firelands Regional Medical Center to offer a great 5 month Lunch & Learn series called Wellness 101.
- Began my studies to become an ACE Certified Group Exercise Instructor.
- Actively involved in a local area Wellness Professionals group.
- The ability to utilize space on the 2nd floor such as WHIP Office, Small, Personal Exercise Room, Nursing Mother's Lounge, and the Training Lab.



21

ENSURING THE GOOD HEALTH OF ERIE COUNTY EMPLOYEES

- Throughout the year Erie County staff, through the Health Department received various inoculations including: Shingles, Tdap, Boostrix, Twinrix, Hep A, Pneumovax, Hep B, Zostavax, Gardasil, and Prevnar 13.
- 374 Employees elected to receive the Flu shots.
- Total cost of inoculations for Jan-June 2014 totaled \$ 15,535.56.

24

“Partnerships”

Organizations with Which the Human Resources Department has On-going Relationships

(Including but not limited to):

EHOVE, Ohio Business College, Alzheimer's Association, BGSU Firelands, ALS, Cleveland State University, Erie County Human Resources Association, Cedar Point, YMCA, Ability Works, American Heart Association, Kiwanis, Lorain County Joint Vocational School, Health and Wellness Gym, Goodwill Industries, Great Lorain County Chapter Society for Human Resource Management, American Red Cross, United Way, Firelands Area Runners Association, Big Brothers/Big Sisters, Erie County Safety Council, Erie County LEADS, Care and Share, NOMS, Women's Network, Vermilion Professional Women, Weight Watchers, Health Action Council, Chamber of Commerce, Victory Kitchen, Firelands Regional Medical Center, Kaiser Foundation

9

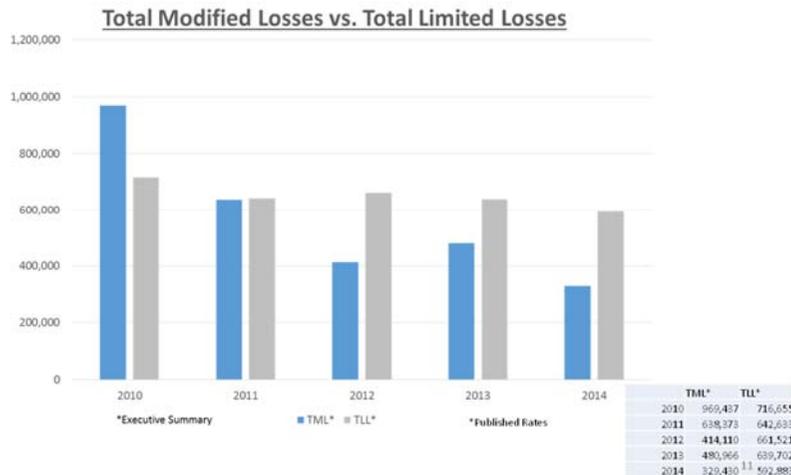
Resource Sharing

The HR Department Serves as a Resource to the Following

(Including but not limited to):

Clerk of Courts, Treasurer's Office, Auditor's Office, Department of Developmental Disabilities, Health Department, Ashland County, Firelands Regional Medical Center, CLCCA, EMHA, Sheriff's Office, Family Court, Adult Probation, Board of Elections, County Engineer, County Recorder, Soil & Water, Veterans Services, Common Pleas, City of Huron, CORSA Network, Sandusky City, LorMet Credit Union, Probate Court, Family Court, Richland County, Perkins Township, Goodwill Industries, Ottawa County, Firelands Corporate Health Advisory Group, YMCA, Juvenile Justice Center, Sandusky County, Employer Support of the Guard and Reserve (ESGR), Vermilion Township, Huron County, Vermilion City, Sandusky Schools, Bellevue Hospital

8



Safety/Security

Loss Control Coordinator David Miller

- Safety Training: OSHA 10-hour, Forklift Operations and Defensive Driving
- Safety Audits: Courthouse, Health Department, Landfill, various water and wastewater towers, Mitiwanga Wastewater Treatment Plant.
- DOES Hydraulic Trench Box Grant - \$11,317.50

Background Screening

- 188 MVR and Arrest Records Requested
- 195 Physical Exams/Drug Screen Requested
- 134 National Criminal Web Checks Conducted

19

Employee/Labor Relations

American Federation of State, County and Municipal Employees (AFSCME), Fraternal Order of Police (FOP)

- April 9, 2014 New Three Year Contract Signed – Erie County Engineer (04-01-14 – 03-31-17)
- July 1, 2014 New Three Year Contract Signed – *The Meadows at Osborn Park* (11-01-13 – 10-31-16)
- July 25, 2014 New Three Year Contract Signed – *Dept. Jobs and Family Services* (11-01-13 – 10-31-16)

Employee/Labor Relations (cont.)

- December 2014 Agreement Reached, Erie County Sheriff/Administrative Assistants (01-01-15-12-31-17)
- December 2014 Agreement Reached, Erie County Sheriff/Communication Officers (01-01-15 – 12-31-17)

Fitness Reimbursements & IHA's

- A total of \$15,684.97 was paid out for fitness reimbursements this year as compared to \$11,870 in 2013.
- There were 308 employee's that took advantage of our IHA's. The \$75 Meijer Gift Card was received by 142 employee's and spouses for a total of \$10,650.



22

Contact Us!

If you have any questions or comments. Please feel free to call any HR Team member (ext. 7678) or visit us on the 2nd floor!



The other side of HR.

