

DATE: May 14, 2024  
TO: Board of Directors, BCRSD  
FROM: Wendy Wiegiers  
SUBJECT: May 2024 HR & Finance Updates

HR DISCUSSION ITEMS:

1. The recruitment process for the Wastewater/Equipment Operator is still underway. We have completed several interviews and made two offers that were declined due to wage rate.
2. The recruitment process for the Lead Operator position is in motion. We have a few in-house applicants and one outside applicant with qualifications. I have reached out to schedule interviews with two outside applicants but they have not responded.
3. We will be reviewing the current project for payroll and payroll timekeeping. My recommendation is to utilize technology with Columbia EDP or Paycom to provide services: payroll, timekeeping, background check services; however, I will be working with QuickBooks to review current processes. This will eliminate many tasks that Sandi and I complete and increase efficiency. Employees will enter their time without cumbersome spreadsheets, requests for time off and payroll paperwork will be digital and time tracking will be easier and accurate. Cost should remain about the same. This is a work in progress and will be my main priority next week when audit is done.
  - a. The evaluation is expected to conclude in the month of June with the intent to bring this to the Board at the July meeting for approval of Staff recommendation.
4. I will be focusing on increasing security/confidentiality of HR files on the computer and in the office. This may be done through #3 above with digital files instead of paper files. I have requested BEC to fix my drive that eliminates public access and that can hold confidential information. All HR files will be transferred to a new locking cabinet and scanned in to be preserved, as time allows.
5. Steve Naught at AssuredPartners has started to shop our insurance as requested.

GENERAL:

1. I will have an updated procurement policy next week. This will be available for the June Board meeting.
2. I will be revisiting the A/P process and taking the task back to my desk and would like to consider a part-time, temporary office intern for finance only or a part-time assistant in the finance area. I would like to locate an applicant that can focus on data entry into QuickBooks and filing (temporary filing project). I have started the research into that. A focus on expense management will be another of my priorities. The other option is for me to take time to organize and eliminate tasks that I don't need to be doing. This is a work in progress.
3. The audit is just about done. The auditor has a second list of items for me to pull. We have not set a date but should have that set this week or as soon as I have the rest of the paperwork pulled. The MD&A letter will be finalized today.

*Wendy Wiegiers*

Manager, Finance & HR

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

5/14/2024

DATE: \_\_\_\_\_