

DATE: June 11, 2024  
TO: Board of Directors, BCRSD  
FROM: Wendy Wieggers  
SUBJECT: June 2024 HR & Finance Updates

HR DISCUSSION ITEMS:

1. The recruitment process for the Wastewater/Equipment Operator is still underway. I have attempted to schedule interviews with 28 candidates, interviewed 13. Some took other positions, some expected higher wage. We scheduled several interviews where prospects did not show. Many did not respond after three attempts to contact.
2. We had one temporary from Express Employment Services begin work on 6/10/2024. This employee is working with the Equipment Operator and is learning how to handle line locates for us. As of 6/12/2024, we have one new employee who accepted the position and another prospect scheduled for an interview.
3. The recruitment process for the Lead Operator position has been put on hold until we work through our current staffing issues.
4. We are actively reviewing the current project for payroll and payroll timekeeping. My suggestion is to utilize technology with Columbia EDP or Paycor to provide services: payroll, time tracking, background check services, digital files, digital onboarding, performance management. I have been working with QuickBooks to review current processes but Paycor provides so much more. This will eliminate many tasks that Sandi and I complete and increase accuracy and efficiency. Employees will enter their time without cumbersome spreadsheets. Requests for time off and payroll paperwork will be digital and time tracking will be on target with expense management. Cost should remain about the same. STATUS: We have met with Columbia EDP and Paycor. We have demoed Paycor. I am working on a quote from Paylocity and Paycom. I am preparing cost estimates; however, the current status is utilizing Paycor will be equal to utilizing Convergence cost wise but with many additional benefits that are not currently offered through Convergence. I estimate the cost savings will be in time spent on payroll and HR related tasks that will be made easier through the new software, up to \$1,000 per month.
5. I have been in contact with Jenah at Express Employment Professionals. I am working on a description for a temporary employee to assist in digitizing files, including old and current payroll files and for small office projects.
6. We will be creating processes for an internship program that should start by next summer. The summer internship program opportunity for this summer has already passed. I will try to form the program to focus on year-round internship opportunities starting in 2025. Our intent is to create a procedure for interns over the summer/fall of 2024 and implement this process in 2025. We do not want to knee-jerk into something and not give someone a realistic work experience because we are "just needing bodies" at this time for work that would not help them gain real world experience.

GENERAL & FINANCE:

1. The Single Audit limits are \$750,000 in federal contracts and grants. The ARPA funding will not take us over that limit, as long as additional federal funding putting us over \$750,000 is not expended in same year. I will watch this limit annually along with our auditor.
2. The updated procurement policy is with Angela for review. I will be reviewing updated CFR regulations.
3. I will need to turn my attention to financials. Most of my time has been taken up with HR items and I need to split my time to get the next financial reports updated.
4. I will be focusing on expense management and QuickBooks Class tracking for accuracy. Time management will be another area of focus with the goal of eliminating tasks that I don't need to be doing.
5. The audit is complete with the exception of readjusting the Management Discussion letter to include the audit draft information as requested by Jeff Chitwood with Gerding, Korte & Chitwood. I have the draft audit which I am reviewing and will adjust the MD&A. I am trying to get that done this week.
6. The SEMA reports will be done this week and the project closed out for damages that occurred in 2021.

PROJECTS I'M ACTIVELY WORKING ON & UPCOMING PROJECTS:

1. Time Tracking
2. QuickBooks Class Tracking/Expense Management
3. Digitizing Files
4. Wage Scale
5. Wage Study/Job Descriptions
6. SEMA Reports – Finalizing
7. Documenting Procedures
8. Insurance Quotes
9. Intern Program

*Wendy Wieggers*

Manager, Finance & HR

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SIGNATURE:

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