

DATE: March 10, 2025
TO: Board of Directors, BCRSD
FROM: Wendy Wiegers
SUBJECT: March 2025 Human Resource & Finance Updates

HR DISCUSSION ITEMS:

1. Paycom: General ledger and onboarding documents, training, employee communication options are all on my radar to complete as soon as I can.
2. We currently have open positions: Executive Director, Administrative Assistant (candidates interviewed and attempted hire this week). I believe, with our new hire on March 24, the Operations staff is full. We have added to and improved our recruiting process for all positions through advertising avenues, social media sites, website access, part-time and career fairs.

Executive Director/Wastewater Utilities Director – I am currently trying to increase exposure. I am researching local executive search organizations, possible booth at the Chamber of Commerce (their career site is still not working) Expo on April 17, this has been posted on Indeed, LinkedIn, MPUA, WMMC, BCRSD website. The number of hits on Indeed has dropped and I may revert title back to Executive Director or pause it while we pursue another option. I did not post in the newspapers this time or MidMOCareer.com (currently reviewing). With the current issue, do I need to proceed with any changes?

RECRUITING:

Indeed – This has been consistent but interest has dropped drastically. Will increase exposure.

MASD – Notice of job opening was sent out.

LinkedIn – Up and running, 9 hits but no new resumes generated.

Missouri Rural Water Assoc: Uploaded.

AWWA – The cost is \$399 if we are non-member and sends out to candidates from all states. Will look into this more.

Missouri Water & Wastewater Conference – Sent request and notice to Sandi and Leslie Miller. Ad is up and running.

MPUA – Requested ad.

City/County Contacts – Word of mouth through employees.

Tribune/Missourian (Jobcase) – I did not post in newspapers at this time due to lack of reach and cost. This is still an option.

MidMoCareer.com – Jefferson City News Tribune, Fulton Sun & California

Democrat – 1/30/25

Facebook – Check on status.

The State Tech career fair went well. We are currently reviewing career fair options at the Chamber of Commerce Career Expo and Rankin Technical College (no events

planned currently in Ashland Center). The MASD meeting gave us great ideas with ERTC that we will look into.

3. Total compensation documents are in process. These are 50% complete and I am currently working on them.
4. Consideration of keeping Virgil on as a part-time employee versus hiring as an independent contractor. The rate is to be determined.
5. January projects: Job description review for Operation positions. The job descriptions have been provided to Operations management to review. I have started a core function/wage analysis review.
6. Employee policy manual edits/suggestions – change suggestions expected for June 2025: drug testing, clothing allowance updates, increasing response time.
7. Changes in drug testing – currently drug testing prior to hire only and random on DOT drivers. I would like to make the random testing include all staff.
8. Benefits: We have a great benefit package; however, these are some of the benefits I've seen other companies offering: 100% dependent paid health coverage (MPUA), STD, profit-sharing (ESOS), Lagers, gym membership, increased life insurance, professional development opportunities, flexible work schedules. Probably the most important outside of the vision we added is dependent care coverage.

GENERAL & FINANCE:

1. My current focus is completing the information gathering for the audit by March 2025. The process is currently underway.
2. Financial documents will be presented one month behind to allow for more accurate completion of information: February 2025, May 2025, August 2025, November 2025, February 2026. Explanation: this process was updated by Joe and myself due to my time being taken up by so many processes as well as the timing of receiving documents needed to finalize the financials, including bank and SRF reconciliations. Much of my required information may not be received until after the 10th of the month, leading my financial statements to be late. This provides a bit more time to make sure all information is received and accurate before financials are presented.
3. The expense tracking system is being implemented and we are slowly making general updates and corrections.
4. Crane Truck: the crane truck has been received and paid for by check. I am currently waiting on the updated agreement to be accepted and approved by Marion Bank. The final purchase price was \$176,933.68. We will present the resolution and agreement, if received, to accept or approve at the March Board meeting to allow for more thorough review of agreements.
5. IT Solutions: Per Drew and Jesse, they are to receive the proposed scope of project from IT Solutions any day.
6. Billing Transition Project: We have one more vendor demo before a final list of prospective vendors is provided with estimated cost. The goal was to create points for an RFP and to put out notice of the RFP. Joe had set a goal of moving to a new billing software by October 2025 with the assumption we will continue to run with IVUE while we test the new software through the end of the year. I think this is still feasible despite all of the transition and I will recommend it given what I know now. A complete report will be prepared and submitted once we are through the demos. We are still on target with this project. This timeline will guide staff through several projects we are currently

working on. Jason Wolf is progressing well on the IVUE training and on the BCRSD tasks left by Meg.

7. The user rate study tool: a process I will pick up again as soon as the audit is completed.
8. Processes: due to Sandi and Meg leaving without providing training or task lists, Drew, Jason and myself are actively tracking down instructions, making sure all tasks are covered and obtaining training as we go. I apologize if this looks a bit stilted but I have requested written task instructions for at least a year and they have not been provided. We are creating operating instructions for future staff so this will not be a situation in the future.

PROJECTS I'M ACTIVELY WORKING ON & UPCOMING PROJECTS:

1. 2024 audit
2. Expense management & cost tracking
3. Prepping for water usage updates with BEC.
4. User rate study
5. Paycom Set Up or alternate vendor
6. 2024 Total Compensation document
7. Digitizing files
8. Job description updates
9. Billing Transition Project
10. Purchase Order discussions
11. Staff training review
12. Certified letter issues/gathering current expense loss and documents.

Wendy Wiegers

Manager, Finance & HR

SIGNATURE: _____

TITLE: _____

3/12/2025

DATE: _____