

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

HR DISCUSSION ITEMS:

1. The Administrative Assistant position is actively open. We will have a few interviews to schedule over the next two weeks.
2. I have started and will continue a salary and benefit study. This is a slow process but will also incorporate previous suggestions on updating our current wage scale structure and including private comparisons.
3. Total compensation documents are still in process but are a priority.
4. Employee policy manual updates have been submitted to Jesse for review.
5. Employee performance goals set by Joe will be reviewed in June.
6. Anthem: The status with Anthem remains unchanged. I did have a discussion with Philip at AssuredPartners who informed me nothing has changed.
7. I will be reviewing HR tasks to assign to the new Administrative Assistant and will find time to focus on HR upskilling and Paycom training.
8. Onboarding time will be reduced with changes I have made over the past year, employee files are digitized and being finalized, HRIS system is running smoother and expected changes will be to utilize that system as we intended with the exception I will never trust it with our employee files. That will remain with us.
9. Another goal is to train the new Administrative Assistant to assist with general payroll tasks so confidentiality and trust are key with this position.
10. Another goal is to obtain my HR certification through SHRM and would like to know if BCRSD will cover the cost. Will BCRSD pay a portion of the \$2,000 towards my training in HR certification or my CMA license?

GENERAL & FINANCE:

1. The draft 2024 audit is included with the documents in this month's Board packet. The document needs approval and Jesse's signature to finalize.
2. The budget process will begin in August-September. The goal will be to have the budget finalized in November-December.
3. Financial documents presentation dates: February 2025, May 2025, August 2025, November 2025, February 2026.
4. We have several updates for review in QuickBooks to make the software work better for us: making audit adjustments part of my monthly routine, update income/expense account mapping for the new customer billing software, possible upgrade to Enterprise edition, identify burdensome tasks and create efficient solutions. The next financial reports should be able to give us a preliminary expense total for collections, treatment, project management and contract services. This will still take time to build the data but the process is in place to track the data and just needs fine-tuning.

5. Training: Off the clock, I have focused on updated training in utility (financial) management and GASB updates.
6. Billing Transition Project (dates may vary slightly) – has been moved to other staff.
7. The user rate study tool: I am reviewing this tool and have revised the projected June 30 as a deadline to have the user rate tool in use. I will aim at sooner.
8. I will be updating the document retention policy. We have documents that need to be archived and have hopes the IT transition will address this process for older docs. The employee files have been converted and are in the final stages of being organized. The financial documents on the network will be organized and archived over the next 12 months. The largest batch of files remaining to be scanned and organized are O&M files.
9. The administrative team is currently building an organized, digital operating manual detailing all tasks for current and future employees. There is a strategic plan for the administrative department, a workflow chart organizing tasks and an digitized file of operating procedures per position. This has been in process and, once finalized, will be updated annually and should set BCRSD up for any future turnover without need for untrained new hires.

PROJECTS I'M ACTIVELY WORKING ON & UPCOMING PROJECTS:

1. Expense management & cost tracking – 90% complete.
2. Update current strategic plan for Finance & HR Department (in progress), update workflows for Administrative staff (completed), attach operating procedures developed for each position.
3. User rate study – in progress.
4. Review and update our collection and lien policies.
5. Paycom training, GASB and utility financial management training updates
6. 2024-2025 Total Compensation document
7. Digitizing files (financial & administrative files about complete)
8. Job description updates, wage and benefit study, wage scale review
9. QuickBooks Work In Progress account audit – completed.
10. Customer Billing Transition – has been moved to other staff.
11. Purchase Order discussions
12. Staff training and performance goals review
13. Certified letter issues – currently gathering data on but may revise.
14. Document retention policy updates
15. Employee policy updates (June)
16. Goals for all administrative staff: reduce errors and eliminate unnecessary tasks. Create strategic plan with measurable goals for each staff member and for office as a whole.

Wendy Wiegers

Manager, Finance & HR

SIGNATURE: _____

TITLE: _____

6/10/2025

DATE: _____