

FY 2018 REVENUE WORKSHEET

Fund	Budget		Account	Account Title	FY 16	FY 17	FY 17	FY 18	Increase (Decrease)
	Unit	Budget Unit Title			Final Budget	Current Actual	Current Budget	Requested Amount	
100	1540	Human Resources	37.1006	Donation - Healthcare Foundation	\$6,000	\$3,000	\$6,000	\$6,000	\$0
100	1540	Human Resources	38.9020	Reimbursement - Expenses	\$2,470	\$0	\$2,200	\$2,200	\$0
100	1540	Human Resources	38.9090	Other	\$0	\$0	\$203	\$200	(\$3)
					\$8,470	\$3,000	\$8,403	\$8,400	(\$3)

FY 2018 EXPENSE WORKSHEET

Fund	Budget		Account	Account Title	FY 16	FY 17	FY 17	FY 18	Increase (Decrease)
	Unit	Budget Unit Title			Final Budget	Current Actual	Current Budget	Requested Amount	
100	1540	Human Resources	51.1100	Regular Employees	\$191,933	\$80,424	\$211,356	\$231,360	\$20,004
100	1540	Human Resources	51.1200	Temporary Employee	\$4,944	\$1,428	\$6,000	\$7,000	\$1,000
100	1540	Human Resources	51.1300	Overtime	\$335	\$291	\$600	\$740	\$140
100	1540	Human Resources	51.2100	Group Insurance	\$58,522	\$15,921	\$40,843	\$63,788	\$22,945
100	1540	Human Resources	51.2200	FICA Contribution	\$11,249	\$4,806	\$13,599	\$14,891	\$1,292
100	1540	Human Resources	51.2300	Medicare	\$2,631	\$1,124	\$3,180	\$3,483	\$303
100	1540	Human Resources	51.2410	Defined Contribution	\$17,226	\$13,766	\$16,869	\$28,032	\$11,163
100	1540	Human Resources	51.2700	Worker's Comp	\$734	\$393	\$802	\$1,012	\$210
100	1540	Human Resources	51.2910	Longevity	\$875	\$980	\$980	\$1,085	\$105
100	1540	Human Resources	52.1230	Consulting / Contracted Svc	\$30,314	\$18,845	\$176,300	\$176,300	\$0
100	1540	Human Resources	52.2200	Repairs & Maintenance	\$0	\$0	\$250	\$250	\$0
100	1540	Human Resources	52.2240	R & M - Service Agreements	\$203	\$381	\$800	\$800	\$0
100	1540	Human Resources	52.3200	Communications	\$626	\$441	\$500	\$800	\$300
100	1540	Human Resources	52.3300	Advertising	\$7,179	\$3,475	\$7,100	\$7,400	\$300
100	1540	Human Resources	52.3400	Printing & Binding	\$186	\$8	\$500	\$500	\$0
100	1540	Human Resources	52.3500	Travel	\$3,997	\$1,689	\$3,750	\$6,275	\$2,525
100	1540	Human Resources	52.3600	Dues & Fees	\$1,501	\$393	\$2,500	\$2,500	\$0
100	1540	Human Resources	52.3700	Education & Training	\$5,431	\$1,640	\$7,835	\$8,300	\$465
100	1540	Human Resources	53.1100	General Supplies & Material	\$9,840	\$4,528	\$23,610	\$19,000	(\$4,610)
100	1540	Human Resources	53.1400	Books & Periodicals	\$7,414	\$5,759	\$7,000	\$7,500	\$500
100	1540	Human Resources	53.1600	Small Equipment	\$200	\$0	\$0	\$800	\$800
					\$355,340	\$156,292	\$524,374	\$581,816	\$57,442

FY 2018 EXPENSE WORKSHEET

Fund	Budget Unit	Budget Unit Title	Account	Account Title	FY 16	FY 17	FY 17	FY 18	Increase (Decrease)
					Final Budget	Current Actual	Current Budget	Requested Amount	
100	1555	Risk Management	51.2600	Unemployment Insurance	\$7,440	\$1,090	\$8,000	\$8,000	\$0
					\$7,440	\$1,090	\$8,000	\$8,000	\$0

SIGNIFICANT ISSUES FACING THE DEPARTMENT
Fiscal Year 2018

Fund:	100
Department Name :	Human Resources
Budget Unit:	1540

List out and briefly describe the issues facing the department in FY 2018 which could significantly impact your budget.

1. **Patient Centered Outcomes Research Institute (PCORI) Fees:** \$2.00 per covered life in our health insurance plan annually until 2019.
2. **Employer Mandate:** beginning in 2015 large employers are required to offer health insurance coverage to all full-time employees (as defined as those averaging at least 30 hours weekly, or 130 hours monthly). HR has established our measurement, stability, and administrative periods to track all employees, including part-time, temporary, and seasonal status, to ensure that the County is in compliance with the mandate. Our payroll system has been upgraded to accommodate tracking of hours for all categories of employment. The IRS has changed the reporting forms several times since the initial announcement that certain reporting requirements have been imposed as part of the ACA regulations. We plan to continue using a third-party vendor through MSI to generate, mail and file the required forms for compliance in this area.
3. **Health Insurance Premiums:** The medical inflation rate is projected at about 6 to 7% this year for non-exchange health plans. The most recent data provided to Walton County, as of February 2017, indicates we have a claims ratio of 77.79%, which puts us in a better place than last year but will still impact the renewal rates for the Walton County plan year beginning on July 1, 2017. As a preventive measure, HR is working closely with MSI to formulate cost-saving change recommendations in employee premiums and plan design to be considered for the FY18 plan year and budget.
4. **Walton Wellness Program:** Now, more than ever, wellness should be a top priority to employers to assist in keeping healthcare costs down and employee productivity up. HR is diligently working to improve upon our already thriving wellness program. One of our team members is seeking certification in this field and we are budgeting to support that endeavor.
5. **Frontline Supervisors and Managerial Training:** As our Walton County employee population grows in size, it is important that we train our frontline Supervisors and Department Head/Managers/Elected Officials on the basics of Human Resources compliance. It is our intent to increase the training of these employees to have a better, more well-rounded understanding of various HR related issues such as FMLA, Workers' Compensation, Harassment, Retirement and Benefits (just to name a few). Although HR is always here and available to our employees, it is vital that our department leaders have this fundamental understanding.
6. **Wage and Market Study:** Funds were approved in the FY17 budget for a Wage and Market Study in 2017. The RFP phase of this project is already well under way. The current timeline for this project has us implementing the results of the study in January of 2018.

**Mission, Goals and Objectives
Fiscal Year 2018**

Fund:	<u>100</u>
Department Name :	<u>Human Resources</u>
Budget Unit:	<u>1540</u>

Mission Statement

The Human Resources staff is committed to establishing a system of employment that will provide a fair, equitable, and productive work environment. It is our goal to recruit qualified individuals, retain valuable employees, maintain compliance with employment laws and government regulations, provide a safe and healthful work environment, and provide resources for administering benefits, policies and procedures.

Goals

1. Ensure that Walton County complies with the Affordable Care Act (ACA) within target dates up to 2019 as prescribed by federal regulations.
2. Continue training efforts in HR-related federal/state regulations and certification pursuits for all members of our team.
3. Continue training in the current HRIS (Sungard) and Laserfiche software programs afforded to us through upgrades granted in the FY17 budget to ensure effective and developmental usage of those systems.
4. Work along side the chosen Wage and Market Study vendor in all phases of the study to support our project goal of 1/1/18 implementation.
5. Continue improvement and development of the Walton County Wellness Program W.I.N. (Wellness is Now).
6. Implement more Supervisor/Manager and Department Head/Elected Official training on important HR related subjects

Objectives

Continue developmental growth within the department. Strive to utilize current and upcoming opportunities, technologies and methodologies to improve the effectiveness and productivity of our HR team. Use the knowledge gained to cultivate and encourage similar development throughout Walton County.

**Accomplishments and Improvements
Fiscal Year 2018**

Fund:	100
Department Name :	Human Resources
Budget Unit:	1540

1. Describe the major accomplishments of your department in the past fiscal year.

Over 90 Cardiac Screenings were given at our February 2016 VHS Heart Health Drive. Another successful Health Fair was held. Beth Armstrong received her CHRM certification from the University of Georgia Carl Vinson Institute of Government. We held a self-audit of our drug screening program and partnered with a new vendor to improve our screening effectiveness for new hires, randoms, post-accident, and suspicion testing.

2. Describe the major accomplishments of your department in the current fiscal year.

Successful partnership was implemented between Walton County and MSI Benefits Group. Together we began a streamlined, electronic open enrollment process. This new enrollment system allowed us to expand our open enrollment to reach outlying departments and employees on leave with a 100% participation rate! We held our largest Health Fair yet with excellent participation for Walton County Employees. We ensured the continuation of our Mammogram project by partnering with Clearview Regional's new Breast Health Center. The RFP process began for the FY17-FY18 Wage and Market Study. Laserfiche training on the new upgrades has been completed and the implementation process is under way. Karen Fraser received her "Certified County Official" certification from the University of Georgia Carl Vinson Institute of Government.

3. Describe the changes and improvements that you propose to make in the operations of your department in the next fiscal year.

We plan to further expand our Health Fair and Wellness Program to better serve our employee population and reduce health care costs. The completion of our FY17-FY18 Wage and Market Study. Enhanced Supervisor/Manager and Department Head/Elected Official training on HR fundamental topics. Strategize with MSI Benefits Group to continue the growth and development of our health plan and other supplemental benefits. We plan to continue our focus on the development of the HR team to better serve Walton County as a whole.

**Performance Measures
Fiscal Year 2018**

Fund:	100
Department Name :	Human Resources
Budget Unit:	1540

Please list Performance Measures

Type of Measure	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Estimated
Employment Applications Processed	1,900	1,417	1,344	1,500	1,600
Personnel Action Forms Completed	1,359	1,668	1,122	1,300	1,700
Health Screenings:					
Mammograms	35	40	10	30	40
Cardiac Screenings	N/A	40	82	96	96
Hearing Tests	34	43	N/A	40	50
Blood Screenings	120	123	109	130	140
Blood Sugar Tests	34	57	38	60	70
Blood Pressure Readings	71	57	60	75	80
Bone Density Screenings	54	58	63	75	80
FLU Shots	159	155	139	150	160
Health Risk Assessments	25	97	100	120	130
Vision	29	N/A	N/A	40	40

Temporary and Seasonal Positions Fiscal Year 2018

Fund:	100
Department Name:	Human Resources
Budget Unit	1540

Position Title	FY 17			FY 18			Justification/Explanation for Request
	# of Positions	Position Type	Annual Hours	# of Positions	Request Type	Annual Hours	
Temp - Clerical	1	T	600	1	T	700	I have requested an increase to her hourly rate of pay to bring her in line with similarly situated temporary clerical employees throughout Walton County now that she is no longer a High School Intern. I have listed the hours at 700 to ensure that we have budgeted accordingly for special projects and to continue the HR imaging/archiving.
Total	1	T	600	1	T	700	

Position Type : S= Seasonal T= Temporary Employee (Position lapses at end of FY 17; must request temporary position to continue in FY 18)

Annual Hours The number of hours budgeted for each position for FY 17 or requested for FY 18
 For example, the annual hours for a 10 hour per week position is 520 (20 hour per pay period X 26 pay periods = 520)

Request Type CS = Current Service
 NI = New Initiative or Change in Service
 G = Grant

**Unscheduled Overtime
Fiscal Year 2018**

Fund: 100
 Department Name: Human Resources
 Budget Unit: 1540

POSITION TITLE	# IN THIS POSITION	TOTAL # HRS OT	AVG HRLY RATE	TOTAL OVERTIME COST FOR THIS POSITION
HR Specialist	1	10	18.78	281.70
Administrative Specialist	1	10	14.60	219.00
Benefits Specialist	1	10	15.54	233.10
Total Unscheduled OT				733.80

Justification: Attach additional pages if necessary.
 These amounts are needed for overtime created with Open Enrollment, Health Fair, Wellness Initiatives, and other special projects that arise throughout the fiscal year in Human Resources.

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

Maintenance, Service, Lease Agreements and Contracts Fiscal Year 2018

Fund: 100
 Department Name: Human Resources
 Budget Unit: 1540

Type of Contract (service, maintenance, etc)	Vendor Name	New or Continuation for FY 2017	Number months in FY 2018	Total FY 2018 Amount	Description/Purpose of Agreement, Lease or Contract	Account #	Account Title
Service/Maintenance	Altonin Business	Continuation	12	\$ 800	Maintenance agreement for copier	52.2240	R & M Service Agreements
					Konica Minolta 454e in HR		

Additional Details as needed:

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

Small Equipment Request Fiscal Year 2018

Fund: 100
 Department Name: Human Resources
 Budget Unit: 1540

Specify small equipment requests. Add additional rows as needed.

Rank	N or R *	Small Equipment Requested	Description	Quantity	Cost per Item	Total Cost
1	R	Office Chairs	We are in need of 4 replacement rolling office chairs	4	\$200	\$800
2						\$0
3						\$0
4						\$0
5						\$0
6						\$0
7						\$0
8						\$0
9						\$0
10						\$0
11						\$0
12						\$0
13						\$0
Total Cost of Small Equipment Request						\$800

* New or Replacement

Funding Source (check those that apply):

- General Fund
- Grant
- SPLOST
- Impact Fees
- Enterprise Fund
- Special Revenue Fund
- Other

Finance Use Only:	Date
Initiale Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

Grants Fiscal Year 2018

Fund: 100
 Department Name: Human Resources
 Budget Unit: 1540

Please list currently approved grants

Grant Title	Federal, State or Local	Grant Number	Date Approved	Beg Date	End Date	Grant Amount	Cash Match	In Kind Match
ACCG Health and Wellness Grant	Local	N/A	9/1/2016	7/1/2017	6/30/2018	\$ 6,000	0	0
						\$ 6,000	0	0

Additional Detail:

Finance Use Only:	Date
Initiale Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____