



Human Resources

2016 Annual Report

New in 2016

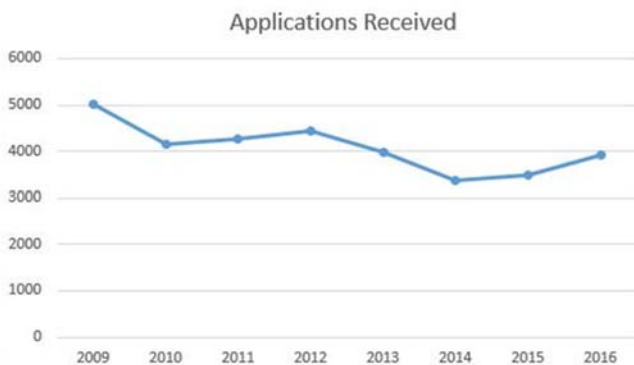
- HR Staff: Sarah Salguera joined as the HR Manager who leads the training and development of employees along with oversight of payroll. Jake Vander Kolk is the Employment Analyst, who serves as the key consultant in the recruiting, hiring, placement and job growth of the County's talent.
- Implementation of TOPYX: TOPYX is the new learning management system, that replaced the training portion in Lotus Notes. TOPYX not only maintains training records, but allows for enhanced experiences for learners through the use of e-learning.
- Website redesign: The HR miOttawa page was redesigned in order to attract talent and to leave potential applicants feeling well-informed, and excited to work for Ottawa County.
- Health Management Videos: These videos show health management success stories and educate employees on the health management plan and other health related topics.
- War on Talent: Awareness and increased urgency of the war on talent led to a HR reorganization, allowing for an Employment Analyst to devote their time to developing a wider applicant pool and selection of great employees.

War on Talent

Unemployment rate continues to drop. In March of 2017, the rate in Michigan was 2.7%.
Less people are actively looking for jobs.

Total # of applications ↓

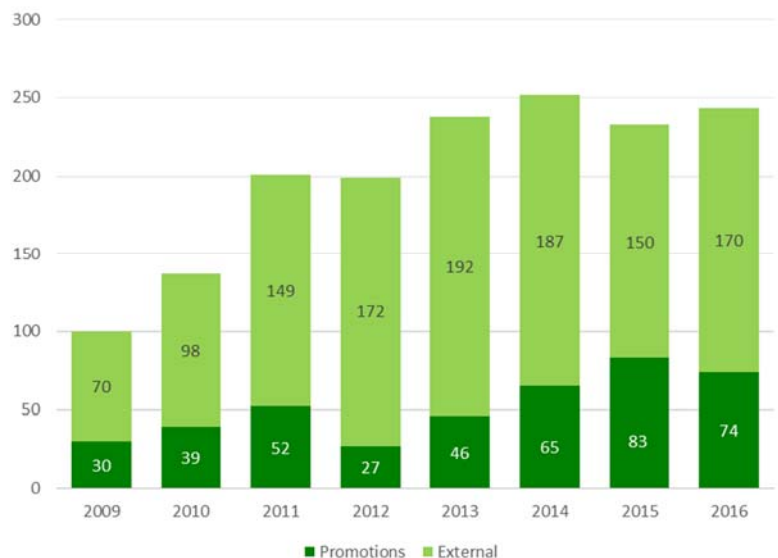
Total # of positions filled ↑



Employment

- 244 positions were filled. 30% of the positions were filled with internal candidates.
- 3,858 applications were received. This is a 10% decrease from 2011 and is trending downward.
- 818 interviews were conducted. This is a 10% increase from 2015.
- 13% turnover ratio. The average millennial remains in their position for three years. This is reflecting in the trending increase of the turnover ratio.

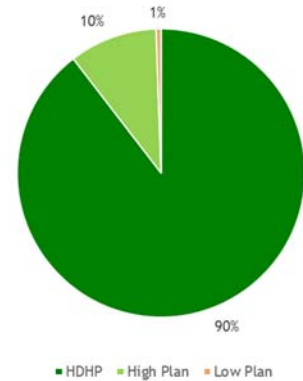
POSITIONS HIRED



Benefits

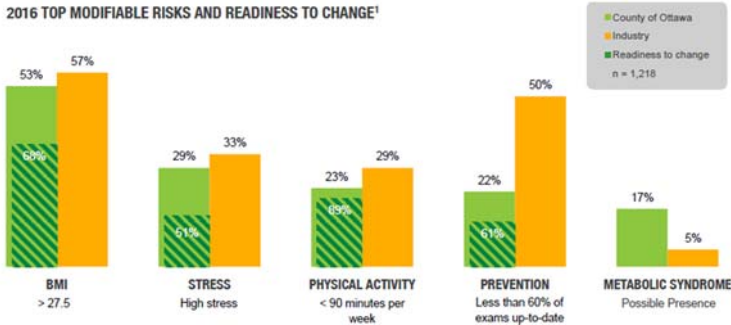
- 90% of employees electing insurance, are on the High Deductible Plan. This is the most cost efficient plan for the county.
- There were 29 injuries in 2016 leading to 116 days away from work. This is about 1,000 hours out of 1.6 million worked in 2016. The amount of injuries and days away from work are similar to previous years.
- 457 participation: Two optional 457 deferred compensation programs are available to employees-- PERT and Empower. 488 employees are actively contributing and receiving a partial match.

Health Insurance Choice



Health Management Plan

2016 TOP MODIFIABLE RISKS AND READINESS TO CHANGE¹



- Since 2015, 4 out of 5 modifiable risk factors saw decreased or maintained risk levels.
- Ottawa County employees show lower than industry standard risks and a high readiness to change.
- 75% of employees and their spouses are low risk.

2016 HR Facts

- ✓ 153 Service Award recipients and 30 retirees were honored at the Service Award Banquet
- ✓ 68 disciplines or coaching plans were filed. This is a 43% decrease from 2015.
- ✓ \$49.7 million was the total 2016 payroll. This averages to \$1.9 million every payroll.
- ✓ \$109,302 was paid out through the Tuition Reimbursement Program to 30 employees. There is decreased use of the program; 19 fewer employees compared to 2015.

Engagement

Health Coaching: 151 members
116 completed 12 weeks of coaching

Beating the Blues: 56 members

Hold It/Lose It for the Holidays: 83 members
203 lbs lost in six weeks

14% of employees are paying disincentive costs



Training & Development

103 KOLBE indexes & 106 DiSC profiles were generated.

These behavioral assessments continue to have increased use in the hiring process and for departmental use.

COMING
SOON!

- Redesigned physical space
- Refreshed employee training certificate program
- High-Impact Learning
- Applicant Tracking System
- Negotiations
- Improved new hire orientation program
- Launch of TOPYX, the new learning management system to replace Lotus Notes, happened in August. This will provide for more e-learning opportunities and an enhanced user experience.
- Leadership Cohorts kicked off and is being held every other month to cover a range of topics.
- 78 employee trainings and 13 leadership trainings were conducted. There was a total of 268 hours of instruction. This is a decrease due to staff turnover in HR and redevelopment of the training & development program.
- 60% of employees took a training course
- 167 new hires attended orientation

Programs and activities brought to you by The County of Ottawa Board of Commissioners

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