

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Approve a Retention Incentive Plan for Health and Human Services Employees

Department:	HHS	Presented By:	Tracy Thorsen
Date of Meeting:	January 21, 2022	Action Needed:	Vote // Resolution
Disclosure:		Authority:	
Date submitted:	January 17, 2022	Referred by:	HHS Board

Recommendation and/or action language: Motion to ... approve providing \$1/hr premium pay to employee wages beginning the first pay period in February and ending December 31, 2022 (premium pay would end if the County implements a comprehensive wage step advancement plan). Forward this proposal on to the County Board for approval.

(Possible) Motion to ... develop a comprehensive plan that includes annually making cost of living updates to the wage scale, outlining a wage step advancement policy for county employees based on longevity, and authorizing the Department Head to place employees up to step 5 with County Administrator authorized to approve higher placements.

Background: Staff turnover in 2021 was at an all-time high for Health and Human Services. The agency ended the year with a 28% turnover rate. The agency cannot effectively deliver our mandated services if this level of staff turnover continues. Action is needed to retain our staff. A retention incentive plan would be one measure to help maintain our most important asset.

On January 13, 2022 the Health & Human Services Board approved the 2 following retention incentive actions:

1. Approved providing \$1/hr premium pay to employee wages beginning the first pay period in February and ending December 31, 2022 (premium pay would end if the County implements a comprehensive wage step advancement plan). Forward this proposal on to the County Administrator and Finance and Personnel Committee for consideration.
2. Approved making a recommendation that the Finance and Personnel Committee develop and adopt a comprehensive plan that includes annually making cost of living updates to the wage scale, outlining a wage step advancement policy for county employees based on longevity, and authorizing the Department Head to place employees up to step 5 with County Administrator authorized to approve higher placements.

Attachments and References:

<i>Retention-Recruitment Presentation Slides</i>	
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Financial Review: The cost of implementing the recommended incentive option would be between \$122,000 and \$167,000. A portion of the expense (\$35,665) would be offset by savings in the HHS budget from unfilled positions, HHS would also be eligible to claim additional federal funding in certain programs for the increased staffing costs (ranging from \$24,000 to \$28,000),

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and the request would be to cover the remaining expense using American Rescue Plan Act (ARPA) funding that is earmarked for eligible essential workers.

FUNDING SOURCE	PREMIUM PAY \$1/HR	LONGEVITY-BASED PAY PLAN
Saving from Position Vacancies	\$ 35,665	\$ 35,665
Claimable Federal Funding	\$ 28,000	\$ 24,300
ARPA Funds	\$ 103,000	\$ 61,615
TOTAL	\$ 166,665	\$ 121,580

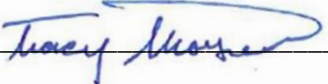
ARPA Funding: Richland County received \$3,350,999 in ARPA funding. On August 20th, the Finance and Personnel Committee earmarked 10% (or \$335,099) for premium pay for eligible essential workers. Pine Valley utilized \$112,500 of the APRA funds for Pine Valley premium pay in September 2021 leaving \$222,599 remaining in that category.

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Some revenues will offset expenses.
<input checked="" type="checkbox"/>	Apportionment needed	Requested Fund Number	ARPA funding
<input type="checkbox"/>	No financial impact		

Approval:

Review:



Department Head

Administrator, or Elected Office (if applicable)