

ALLEGAN COUNTY BOARD OF COMMISSIONERS

INDEX

JULY 13, 2023 SESSION

JOURNAL 71

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JULY 13, 2023 SESSION - PLEDGE OF ALLEGIANCE, ROLL CALL

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on July 13, 2023 at 9:00 A.M. in accordance with the motion for adjournment of June 22, 2023, and rules of this board; Chairman Storey presiding.

The Deputy Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

DIST #1 JIM STOREY
DIST #2 MARK DEYOUNG
DIST #3 DEAN KAPENGA
DIST #4 SCOTT BELTMAN
DIST #5 GALE DUGAN

PUBLIC PARTICIPATION - NO COMMENTS

2/ Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

AGENDA - ADOPTED AS PRESENTED

3/ Moved by Commissioner DeYoung, seconded by Commissioner Beltman to adopt the meeting agenda as presented. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

MEDICAL EXAMINER ANNUAL REPORT

4/ Medical Examiner Dr. Joyce DeJong presented her annual report to the board.

LEGISLATIVE UPDATE - MIDWEST STRATEGY

5/ Adam Wright of Midwest Strategy updated the board on legislative updates in Lansing. Highlights included: repealed right to work, firearm and red flag laws, repealed pension tax, earned income tax credit, revenue sharing trust fund, aggregate mining, Senate Bills 129-132, implementation of Proposal 2, prevailing wage, completion of the budget and indigent defense.

BREAK - 10:01 A.M.

6/ Upon reconvening at 10:11 A.M., the following Commissioners were present: Commissioner Storey, DeYoung, Kapenga, Beltman and Dugan. Absent: None.

2023/27 BOARD STRATEGIC PLAN UPDATE - CALKINS DAM

7/ Administrator Sarro updated the board on decommission of the Calkins Dam. Discussion followed.

Moved by Commissioner Dugan, seconded by Commissioner Beltman to have Administration draft a resolution encouraging the Public Service Commission to hold a public meeting with stakeholders of the Consumers Energy Calkins Dam relicensing vs decommission matter. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

2024/28 BUDGET UPDATE - PERSONNEL REQUESTS

8/ Administrator Sarro reviewed the personnel requests for the 2024/28 budget. Discussion followed.

ADMINISTRATIVE UPDATE

9/ Administrator Sarro noted that there is a need to purchase body cameras for the Sheriff Department and that a resolution has been drafted for review and approval.

Moved by Commissioner Kapenga, seconded by Commissioner Beltman to add the purchase of additional body cameras as an action item on the afternoon agenda. Motion carried by roll vote. Yeas: 5 votes. Nays: 0 votes.

PUBLIC PARTICIPATION - NO COMMENTS

10/ Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

ADJOURNMENT UNTIL JULY 27, 2023 AT 9:00 A.M.

11/ Moved by Commissioner Dugan, seconded by Commissioner Beltman to adjourn until July 27, 2023 at 9:00 A.M. The motion carried by voice vote and the meeting was adjourned at 11:54 A.M. Yeas: 5 votes. Nays: 0 votes.

AFTERNOON SESSION**JULY 13, 2023 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

12/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on July 13, 2023 at 1:02 P.M. in accordance with the motion for adjournment of June 22, 2023, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #1 Commissioner Storey.

The Deputy County Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

DIST #1	JIM STOREY
DIST #2	MARK DEYOUNG
DIST #3	DEAN KAPENGA
DIST #4	SCOTT BELTMAN
DIST #5	GALE DUGAN

COMMUNICATIONS

13/ Deputy Clerk Tien noted to the board that they received the following communications:

1. St. Joseph County resolution on the 2nd Amendment
2. Alger County resolutions: 2nd Amendment and to adequately fund mental health services; support of the "Revised School Code" HB4284; opposition to legislation preempting local control HB4526-4528
3. Delta County resolution reaffirming Delta County being a 2nd Amendment sanctuary county; and opposing proposed changes to the statewide septic code
4. Mackinac County resolution opposing legislative proposal on establishing a statewide septic code

JUNE 22, 2023 SESSION MINUTES - ADOPTED

14/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the minutes for the June 22, 2023 session as distributed. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

PUBLIC PARTICIPATION - COMMENTS

15/ Chairman Storey opened the meeting to public participation and the following individual offered comment:

1. John Spencer introduced himself to the board. He is the District Manager for State Representative Matt Hall.

AGENDA - ADDITIONS

16/ Chairman Storey asked if there were any additions or changes to the agenda. Chairman Storey noted that during the morning session the board added action item #2 for the Sheriff Departments purchase of body cameras.

AGENDA - ADOPTED AS AMENDED

17/ Moved by Commissioner Beltman, seconded by Commissioner DeYoung to adopt the meeting agenda as amended. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

PRESENTATIONS - RETIREMENT RECOGNITION

18/ Administrator Sarro and Chairman Storey presented the retirement recognition certificate to Sherry Owen for her 13 years of service to Allegan County.

INFORMATIONAL SESSION - ONPOINT

19/ Executive Director Mark Witte presented the annual report for OnPoint.

ADMINISTRATIVE REPORTS

20/ Administrator Sarro noted his written report was submitted to Commissioners. Highlights included: courthouse 800Mhz radio system coverage amplification; ARPA funds update; MIDC compliance planning; and county surveyor stipend.

AMEND MEETING AGENDA

21/ Moved by Commissioner Beltman, seconded by Commissioner Dugan to amend the meeting agenda and add action item #3 - approve resolution to meet with the Michigan Public Service Commission (MPSC) to discuss river hydroelectric power. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS

22/ WHEREAS, Administration has compiled the following claims for June 30, 2023; July 7, 2023; and July 14, 2023; and

WHEREAS, the following claims, which are chargeable against the County, were audited in accordance with Section 46.61 to 46.63, inclusive, M.C.L. 1970 as amended and resolutions of the Board; and

WHEREAS, said claims are listed in the 2023 Claims folder of the Commissioners' Record of Claims.

June 20, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	133,617.42	133,617.42	
Parks/Recreation Fund – 208	3,742.59	3,742.59	
Friend of the Court – Cooperative Reimb. – 215	3,475.89	3,475.89	
Health Department Fund – 221	12,567.43	12,567.43	
Solid Waste/Recycling – 226	9,839.49	9,839.49	
Brownfield Redevelopment Auth – 243	165.00	165.00	
Register of Deeds Automation Fund – 256	128.74	128.74	
Indigent Defense Fund – 260	50,484.30	50,484.30	
Central Dispatch Fund – 261	115,104.48	115,104.48	
Concealed Pistol Licensing Fund – 263	13.75	13.75	
Grants – 279	24,684.90	24,684.90	
Transportation Fund – 288	683.31	683.31	
Child Care Fund – 292	23,195.73	23,195.73	
Veterans Relief Fund – 293	70.87	70.87	
Senior Services Fund – 298	20,509.46	20,509.46	
American Rescue Plan Act – ARPA – 299	10,000.00	10,000.00	
Capital Improvement Fund – 401	119,584.55	119,584.55	
Property Tax Adjustments – 516	5,962.97	5,962.97	
Tax Reversion 2018 – 629	1,925.50	1,925.50	
Revolving Drain Maintenance Fund – 639	36.01	36.01	
Fleet Management/Motor Pool – 661	92.58	92.58	
Self-Insurance Fund – 677	918.54	918.54	
Drain Fund – 801	31,592.50	31,592.50	
TOTAL AMOUNT OF CLAIMS	\$568,396.01	\$568,396.01	

July 7, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	134,335.54	134,335.54	
Parks/Recreation Fund – 208	320.00	320.00	
Friend of the Court – Cooperative Reimb. – 215	397.64	397.64	
Health Department Fund – 221	18,224.67	18,224.67	
Solid Waste/Recycling – 226	15,617.11	15,617.11	
Indigent Defense Fund – 260	236.90	236.90	
Central Dispatch Fund – 261	57,175.90	57,175.90	
Local Corrections Officers Training Fund – 264	283.40	283.40	
Law Library Fund – 269	3,238.24	3,238.24	
Grants – 279	3,058.01	3,058.01	
Transportation Fund – 288	5,853.50	5,853.50	
Child Care Fund – 292	13,017.32	13,017.32	
Veterans Relief Fund – 293	17,289.31	17,289.31	
Senior Services Fund – 298	5,515.38	5,515.38	
American Rescue Plan Act – ARPA – 299	448.23	448.23	
Capital Improvement Fund – 401	1,250.44	1,250.44	
Property Tax Adjustments – 516	1,460.35	1,460.35	
Fleet Management/Motor Pool – 661	115.99	115.99	
Self-Insurance Fund – 677	403,461.30	403,461.30	
Drain Fund – 801	38,739.58	38,739.58	
TOTAL AMOUNT OF CLAIMS	\$720,038.81	\$720,038.81	

July 14, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	161,815.64	161,815.64	
Parks/Recreation Fund – 208	5,005.71	5,005.71	
Friend of the Court – Cooperative Reimb. – 215	49.29	49.29	
Health Department Fund – 221	1,063.38	1,063.38	
Register of Deeds Automation Fund – 256	851.78	851.78	
Indigent Defense Fund – 260	104,850.72	104,850.72	
Central Dispatch Fund – 261	4,728.00	4,728.00	
Drug Law Enforcement Fund–SD – 265	37,191.30	37,191.30	
Grants – 279	8,968.15	8,968.15	
Transportation Fund – 288	118,624.17	118,624.17	
Child Care Fund – 292	27,496.83	27,496.83	
Veterans Relief Fund – 293	280.04	280.04	
Senior Services Fund – 298	7,927.50	7,927.50	
American Rescue Plan Act – ARPA – 299	5,157.70	5,157.70	

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Radio Debt Fund – 367		638,121.39	638,121.39	
Capital Improvement Fund – 401		16,400.00	16,400.00	
Property Tax Adjustments – 516		10,207.48	10,207.48	
Revolving Drain Maintenance Fund – 639		722.00	722.00	
Self-Insurance Fund – 677		21,899.66	21,899.66	
Drain Fund – 801		53,961.99	53,961.99	
TOTAL AMOUNT OF CLAIMS		\$1,225,322.73	\$1,225,322.73	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for June 30, 2023; July 7, 2023; and July 14, 2023.

Moved by Commissioner DeYoung, seconded by Commissioner Dugan to adopt the report of claims for June 30, 2023; July 7, 2023; and July 14, 2023. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

ACTION ITEMS:

BOARD OF COMMISSIONERS – CONCURS RECRUITMENT & RETENTION INITIATIVES

23/ WHEREAS, the County Recruitment and Retention Plan has been updated for 2022/2023, which includes the Board's strategic initiatives from May 11, 2023.

THEREFORE BE IT RESOLVED that the Board concurs with including the initiatives, as presented.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

ALLEGAN COUNTY RECRUITMENT AND RETENTION PLAN

2022 - 2023



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INTRODUCTION

Allegan County supports a united and engaged workforce by fostering a positive, team-based work environment, employing and retaining high-performing, quality employees, and promoting safety and wellness. The recruitment and retention of this dedicated workforce is a vital action for Allegan County, as it is the employees that will ensure the vision is achieved.

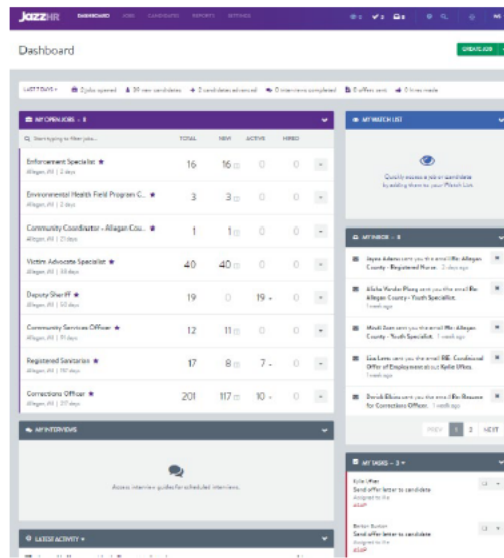
The objective of this Recruitment and Retention Plan is to detail the County’s planned support in achieving the respective goals of attracting, hiring, and retaining the best talent for the County most effectively and efficiently, in large part due to the increased retirement of experienced staff and labor-market shortages not only here in Allegan County but across the Nation. This plan will be reviewed and updated every two years as processes are refined, and new tools or strategies are created, such as collecting data from internal reviews and Employee Engagement Surveys.

STRENGTHS

The existing strengths of the County will help to compose a deliberate Recruitment and Retention Plan.

A. Enhanced utilization of a successful applicant tracking system (ATS).

The County implemented an applicant tracking system, JazzHR, in May of 2018 to better track, maintain, and advertise all job postings. With this ATS system, the County moved away from hard copy applications to everything being electronic and accessible through the website. Moving to this system continues to prove invaluable, with many staff working remotely or on a hybrid schedule so that the recruiting process can continue to move forward.



With continued utilization of the ATS system, recruitment metrics, compliance with EEO standards, evaluating trends, and pinpointing challenge areas are being monitored. Thereby allowing appropriate communication and action to address recruitment concerns across the organization. The County is able to monitor the status of positions, evaluate the need for additional advertisement, assist in the advancing of candidates to the next steps, and provide candidates with the status of their application and the position. This has helped to support and enhance operational performance as it pertains to the hiring process and has enhanced customer service relationships.

B. An open partnership between the Hiring Manager/Service area and Human Resources.

There is an open partnership between the hiring managers and Human Resources. In many instances, Human Resources is working closely with the hiring manager to ensure the process is going smoothly, assist with scheduling testing and interviews, move candidates through the process, and walk through the steps to make an offer and hire a candidate. This minimizes the hiring manager’s time while maximizing their input.

C. Filling open positions in a timely manner.

The County is filling many vacancies in a timely manner. This time to fill data does vary across the County as processes and timeframes are not identical. Some service areas require more than one interview, some may require additional testing, and the length of time it takes to identify the candidate and the number of individuals involved all affect the overall time to fill. Even with these facets of the individual process, at a county level, there is a current average “time to fill” of 53 days (1st Quarter 2022).

D. Communication strategies to gather input from employees and leaders and share information.

The County has implemented many communication strategies to reach employees and leaders at all levels in various ways. One way of communicating with leaders is through various meetings such as the Administrative Leadership Team, Executive Team, Quarterly Interdepartmental, and County Leadership Team held on a biweekly to quarterly basis to discuss training, operations, and strategy. A Joint Employee Group meeting is also held quarterly to present information, gain feedback from bargaining groups and discuss all aspects of the county to be proactive in efforts as it relates to policies, benefits, procedures, contract language, and compensation. An all-staff virtual meeting, known as *R.I.C.H. Conversations with Rob*, held monthly, was put into place to provide updates and training on organization-wide issues. Lastly, an Employee Engagement Survey is conducted every three years with employees through a partnership with a vendor (SHRM) to determine areas of strengths and opportunities related to compensation, benefits, career development, relationships with leadership and peers, and value.

E. Tools created to assist in retaining employees

There are tools that have been created through a Performance Management System. These are:

- Performance Expectations and Development Guide (PEDG) that lists cultural expectations based on the Allegan County Strategy Map.
- Onboarding Checklist to ensure new employees are provided adequate training and onboarding to the County.
- Learning and Growth Plan to develop personal and professional goals.
- Training and Development opportunities through internal and external sources.
- Coaching, Counseling, and Performance Improvement Plans to assist the employee in improved performance.
- Recognition Program that includes recognition cards, Years of Service, and Retirement Recognition.
- Employee Engagement Team that develops activities and programs, including organization-wide events, newsletters, and team-building activities.

F. Tracking key performance indicators

The County tracks, measures, and analyzes data related to turnover, retention, days to hire, and overall data received through the employee engagement survey to ensure the County is meeting the recruitment and retention goals it set in place. This data shows not only areas of strength but areas of opportunity where growth, recommended improvements, and change can occur through this Recruitment and Retention Plan.

G. Compensation Enhancements

Based on internal analysis, the employee engagement survey, market studies, and discussion through the Joint Employee Group, the County has:

- Created new job descriptions,
- Created new salary ranges based on the decision band method (DBM),

- Created a 17-step wage scale/range that was implemented in 2017,
- Created a 9-step wage scale/range that was decided upon in 2021 and a process of scaling down from the 17-step,
- Committed to the organization to review or conduct a total compensation study.

H. Research

The programs, measures, and tools created for recruitment and retention are built on the research and recommendations from SHRM, Michigan Human Resources Association, other seminars and conferences attended, and articles and journals written by Human Resources professionals.

CHALLENGES

The primary challenges the County faces can be found below:

A. Employer brand

Marketing to candidates is imperative in competing with surrounding counties and local employers for talented candidates. One-way organizations are differentiating themselves through their employer brand. It is the face and message shown that could set Allegan County apart from other organizations and produce a positive attachment among stakeholders. An employer brand is used in all types of marketing, such as community events, social media, professional networking, and verbal communication, among others.

Allegan County has developed cultural aspects that lay the foundation for building a brand. Branding should be consistent with the organizational values of Respect, Integrity, Commitment, and Honesty. Branding should reflect the County's focus on being an innovative and efficient customer service-focused organization. One example of this is with the Safety and Security Team that uses the logo and added a tagline of "A Commitment". While decisions regarding this employer brand are being contemplated, the County needs to think about how to recruit candidates to Allegan County and develop its brand.

Allegan County has the tools to build a strong brand and utilize social platforms to reach a vast audience in marketing itself. A recruitment brand is important as it is part of the County's reputation and how it is perceived. Developing a strong brand would bring consistency to the organization and increase visibility among potential applicants.

Benefits of a recruitment brand include:

- More consistent and effective communication with job seekers.
- Timeliness in response and status during the recruitment process.
- Development of a larger and more diverse pool of applicants for vacancies.
- Can lead to a shorter time frame for filling vacancies.

The development of this employer brand will aid in the outreach and communication of the County's mission, values, culture, and personality to the community. In return, this would have the potential to increase the retention of employees and lead to referrals to the organization.

While establishing an employer brand creates an opportunity for Allegan County, it is represented as a challenge as Allegan County Government is made up of different employers. In this regard, developing a singular employer brand

may be challenging. If nothing else, the County may have to consider how to better market its different employment offerings and consider that there may be something for everyone. While all offices strive to achieve a high level of service, that may look different for each office from an employment experience.

B. Approach to Recruitment:

The County has determined trends that have been continuous since early 2021 as they relate to recruitment and where it may be falling short. It is vital to recognize these trends and adjust the processes of recruitment to meet these new trends and difficulties that have become prevalent.

When the County says that its recruitment takes a reactive approach, this is where focusing on the immediate hiring needs of positions that have just been vacated. The current practice is that when a termination, resignation, or retirement is received, the County then begins the request to backfill and advertisement stage. Once advertised, it then waits for candidates to find the job posting and apply. Overall, the County acts on a “need-to” basis to fill a position.

There are identified challenges with taking a reactive approach to the current status of the labor market. With this approach, the County places time pressures on sourcing and selecting the right candidate, as the need is immediate. In some cases, it can leave the County with a longer vacancy time and either push duties to other employees or the duties may fall behind. With this need to have duties completed during the vacancy, there is the risk of having to bring on a temporary employee with an agency which can lead to costs dramatically increasing for that position. Lastly, the County has to understand that there is a large risk of poor hires due to desperation to fill a position. A poor hire directly affects retention, turnover, morale, and a lack of team cohesiveness in service areas.

The County has also identified challenges through discussion at Quarterly Interdepartmental Meetings (QID) and developed themes based on these discussions. Two of the four themes, “inclusivity and demographics” and “staffing and resources”, that were identified closely relate to the County’s approach to recruitment and the challenges that it is facing.

C. Social Media:

With the exception of its internal and external websites, there is a shortage of social media presence for Allegan County as a whole. They currently have an Allegan County Facebook page where general postings are posted as it pertains to job openings, public notices, and announcements. These postings are not laid out well and lack graphics, the formatting is poor and hard to read, and they do not share photos or posts related to employee engagement. In contrast to other county government Facebook pages, Allegan is lacking in presence and engagement. This has been identified, and a new way of integrating its application tracking system with Facebook is being reviewed.

The current LinkedIn page for Allegan County is not being utilized or updated on any type of schedule. There is only information about where the organization is located and a link to visit its website. There is no additional information, posts created by the County, or even a photo attributed to the profile. It would benefit to utilize this social media venue more to create a branding and image that is readily available for the community and public to see.

D. Retention:

There is a lack of retention programs that are meant to engage, check-in, and help maintain employees here at Allegan County. At this time, many of the programs have related to employee recognition rather than focusing on how to retain employees and programs/processes that can help achieve that. The current process for a “check-in” with a new employee is to do a follow-up roughly one week after their start to go over their orientation and provide information

that is related to benefits offered and selected. The service areas are to do an onboarding checklist with their new employees, but there is a lack of consistency in completing these for all. From there, no further check-in occurs by Human Resources to see how their experience has been going, what they are struggling with, and what they wish Human Resources would have gone over with them when they started. In addition, this type of check-in is not done with tenured employees down the road to learning what keeps them here with Allegan County. In failing to do this type of outreach, the County cannot see what could have been done differently before an employee resigns. These types of outreaches to employees can provide the County with information outside of its current Employee Engagement Survey that is completed.

E. Consistency

The County has many programs, measures, and tools that have been created to assist in recruitment and retention, but they are not being utilized consistently across the organization. This has a negative impact on the organization as employees are not having the same types of onboarding and experience with the county during their tenure, which can lead to increased turnover.

OPPORTUNITIES

Through identifying challenges, there are opportunities the County has recognized for this Recruitment and Retention Plan.

A. Employer Brand:

An employer brand will have an effect on the recruitment of new employees, retention, and engagement of current employees, and the overall perception of the organization in the market. The County has the foundation for an employer brand, and it has the ability to expand and build on what is set in place through its strategy map and values. This is a county-wide initiative, and buy-in from all parties will be necessary for them to expand and develop these brands.

B. Proactive Recruiting:

A proactive approach to recruiting is where the County is finding talent for roles that are not yet available and fostering those connections to be prepared for when a position does become available. It would be finding these potential employees, engaging and creating a relationship, attracting them to Allegan County and specific roles, and eventually hiring them as an employee. To find this talent, there are different avenues it can take in order to engage and create that relationship with those individuals. It could utilize LinkedIn at a recruiter level to allow for messaging and connecting, participate in job fairs at local universities, attend networking events, and better review applications for all positions to see if they may be a fit elsewhere. It is important that the County sees the need to move forward to a proactive approach in order to stay ahead and bring in the best talent.

Another avenue is to look within its service areas/employees and identify potential retirements, employees looking to achieve a higher-level position, disengaged employees, and new positions and needs of the service area. The County has the opportunity to achieve this by participating in service area planning/visioning (one-year, three-year, five-year outlook, etc.) and identifying potential needs that may come up and the growth of the service area. When it comes to employees and being able to proactively plan for any changes, they can learn a lot from this through their participation in Learning and Growth. The County has the opportunity to learn more about its employees in both their short-term and long-term goals, along with areas where they may be disengaged with the position or service area. There is the ability to do career planning, and growth tracking, and identify areas where improvements need to be made in order to increase our chances of retaining the employee.

C. Social Media:

In looking at the future of recruiting, much of how it is done is moving towards an online and digital approach. The County has the opportunity to build its image through postings and interactions on Facebook, outreach on LinkedIn, and overall presence on online platforms.

The use of the LinkedIn platform for recruiting purposes can lead to reaching a currently untapped market with vacancies and opportunities. The County has looked into both a recruiter profile and a government account to evaluate which option will best suit needs. This will tie directly into the need to move towards a proactive approach to recruiting and help to attract talent. If the County were to utilize the Allegan County page better and have the ability to take on a recruiter role, it could really garner the attention of potential Allegan County employees and leaders.

There is an opportunity through collaboration with service areas to integrate job postings on a Facebook page dedicated to Human Resources. This way, Human Resources is able to alter the format of these postings to be easier to read, have quick information about the job, and provide candidates with direct links to apply for the position. Human Resources would also be able to use this page for other outreach/visibility of what the County is doing, aspects of employee engagement, and overall, who Allegan County is.

D. Retention:

There is the potential for the County to implement mentoring and career development/pathing opportunities for employees that may assist in its overall retention. These were two areas of improvement from the last employee engagement survey, and these programs or opportunities could assist in a better understanding of why employees are staying and what they are looking for to continue working here. If the County has employees with goals to move up in their service area or move out of their service area, it is good to know this so the County can provide them with training and development to achieve these goals. It is also important to note that not all employees are interested in leaving their current position, but the County can still provide them with growth opportunities in relation to their current work or interests. There is a Learning and Growth Plan that has been developed to assist with this career development, but it is not used County-wide. In addition, there has been discussion around the development of a mentorship program for new employees in order to help them acclimate to Allegan County and have someone to guide them and ask questions. The County can learn from both of these programs how it can best assist employees and where it can improve to retain them.

In addition, the County could/should increase its awareness and place a larger emphasis on its R.I.C.H. core values. County Leaders have also identified this opportunity and are working to reinforce these goals and do more in terms of employee engagement with them. There is a recognition program in place where employees can receive recognition cards when they are demonstrating these R.I.C.H. values, but there is an opportunity to utilize this program more and increase the amount given out. Workplace recognition can motivate employees, provide a sense of accomplishment and make employees feel valued for their work. Not only does this recognition have a positive effect on individual employee engagement, but it has been shown to increase productivity and organizational loyalty. All of these outcomes of recognition can ultimately lead to a higher level of employee retention.

E. Volunteer Process:

A need for a consistent volunteer process, from recruiting to onboarding, to be used county-wide has been identified. At this time, all service areas with volunteers utilize different avenues for recruiting and selecting volunteers, conducting background checks, and onboarding volunteers. There is an opportunity to make this a more centralized process by utilizing volunteers to follow. This will ensure that volunteers are all going through a standardized process for

background checks, testing, and overall onboarding to their role. Conducting this process in the same way and having an established recruitment and onboarding process for volunteers will allow the County to be prepared for all needs, whether they are responding to an emergent or non-emergent situation. It will also allow for creating a one-volunteer page on the website where those interested in volunteering can easily view all opportunities and apply. Currently, the County is recognizing unpaid interns as volunteers. In the future, interns may be separated from volunteers to incorporate both paid and unpaid interns.

GOALS, OBJECTIVES, AND STRATEGIES

The goals, objectives, and strategies outlined in this plan are designed to summarize recruitment, outreach, and retention plans beginning in 2022.

GOAL	OBJECTIVES	STRATEGIC ACTIONS
<p>Goal #1: <i>Strengthen Online Presence</i></p>	<p>1.1: Develop and promote a consistent online presence</p>	<p>1.1.1: Continue to utilize Allegan County’s Facebook Page to communicate vacancy announcements.</p> <p>1.1.2: Create an Allegan County Human Resources Facebook Page to communicate vacancy announcements and news items.</p> <p>1.1.3: Revise the content of vacancy announcements with verbiage that is geared to attract prospective applicants and direct them to the website.</p> <p>1.1.4: Update and promote the Allegan County LinkedIn page.</p> <p>1.1.5: Use the LinkedIn Recruiter Lite account and engage with the network to build relationships.</p>
<p>Goal #2: <i>Develop an Employer Brand</i></p>	<p>2.1: Develop and promote a consistent employer brand</p>	<p>2.1.1: Explore means through which Allegan County can be marketed as a desirable employer.</p> <p>2.1.2: Develop marketing and promotional materials for recruitment and outreach events.</p> <p>2.1.3: Update job descriptions and postings to improve candidate engagement, e.g., purpose, flexibility, and remote work.</p> <p>2.1.4: Conduct internal and external research on how Allegan County is perceived as an employer.</p>
<p>Goal #3: <i>Enhance Internal Recruitment Activities</i></p>	<p>3.1: Encourage employee referrals at all levels of the organization</p> <p>3.2: Enhance the applicant evaluation process</p>	<p>3.1.1: Create recruitment materials that are available to all employees.</p> <p>3.1.2: Develop a recruitment “toolkit” for every service area with information for potential candidates.</p> <p>3.1.3: Promote and advertise current vacancies and schedule career fair attendance during biweekly Human Resources updates to Administration.</p> <p>3.2.1: Develop a standard evaluation phase in the applicant selection process.</p>

		<p>3.2.2: Create a consistent interview question and evaluation template that includes core competencies for all service areas.</p> <p>3.2.3: Develop a guide for service area use to effectively move applicants through the workflow in JazzHR.</p> <p>3.2.4: Develop a training guide for new users to JazzHR to assist in the use of the program.</p> <p>3.2.5: Evaluate candidates for other positions to keep in the talent pool.</p>
	<p>3.3: Capitalize on potential internal applicants</p>	<p>3.3.1: Send all vacancy announcements to their respective bargaining unit.</p> <p>3.3.2: Develop internal applications in JazzHR for postings.</p> <p>3.3.3: Create an internal job page on the Intranet with links to all positions.</p> <p>3.3.4: Submit a reminder and link to the internal job page with the Human Resources updates biweekly to Administration.</p>
<p>Goal #4: <i>Execute Action Items Relevant to Recruitment, Hiring, and Retention Of the Unique Work Environment</i></p>	<p>4.1: Design and perform strategic outreach and recruitment to reach all segments of the community</p>	<p>4.1.1: Continue to collect and analyze applicant flow data and other inclusion and EEO statistics.</p> <p>4.1.2: Coordinate outreach and recruitment strategies to maximize the ability to recruit an inclusive, broad spectrum of potential applicants.</p> <p>4.1.3: Use clear and consistent communication materials to educate on the mission and to promote employment opportunities.</p> <p>4.1.4: Begin use of LinkedIn Recruiter Lite account and engage with network to build relationships.</p> <p>4.1.5: Attend networking events to build a presence and build relationships.</p>
	<p>4.2: Design and execute the implementation of an Inclusivity and Equity Strategic Plan</p>	<p>4.2.1: Develop an inclusivity and equity strategic plan for Allegan County.</p> <p>4.2.2: Add an inclusion component to both onboarding/orientation materials and the performance expectations and development program.</p> <p>4.2.3: Provide training and development opportunities to all staff regarding inclusivity and equity.</p> <p>4.2.4: Enhance the inclusivity of the applicant pool.</p>
	<p>4.3: Foster engagement programs to strengthen retention of employees</p>	<p>4.3.1: Identify and evaluate current retention and turnover for the County.</p> <p>4.3.2: Promote the use of onboarding checklists for all new hires in the County.</p>

		<p>4.3.3: Develop a plan for new hire touch-points during the first year of employment.</p> <p>4.3.4: Develop a plan for stay interviews of tenured employees.</p> <p>4.3.5: Create a mentorship program with the Employee Engagement Team.</p>
<p>Goal #5: <i>Strengthen External Recruitment Activities, Procedures, and Relationships</i></p>	<p>5.1: Increase external presence at recruitment and career events</p>	<p>5.1.1: Coordinate and implement an Allegan County recruitment event.</p> <p>5.1.2: Attend local career events in surrounding counties.</p> <p>5.1.3: Explore relationships with local organizations and schools specializing in career exploration and training.</p> <p>5.1.4: Participate in career outreach events with local schools.</p>
	<p>5.2: Enhance relationships with Colleges, Universities, and technical institutions</p>	<p>5.2.1: Utilize free job posting services at educational institutions for all vacancies.</p> <p>5.2.2: Attend recruitment events at local colleges and universities.</p> <p>5.2.3: Advertise and/or promote entry-level job openings with Allegan Technical Center for students who will be graduating.</p>
	<p>5.3: Develop a consistent volunteer process for all county service areas.</p>	<p>5.3.1: Meet with service areas that utilize volunteers to determine their current processes and needs.</p> <p>5.3.2: Create a standardized volunteer application and onboarding process.</p> <p>5.3.3: Work with Information Services to create and/or update a volunteer page on the website for all volunteer information to be found.</p>

QUARTERLY STRATEGIC PLAN

2022 Quarterly Action Items

<p>2022: Quarter 1</p>	<p>EE102-01-001: Implement a new compensation program whereby lowering the steps in the wage tables to 9 by 2026.</p>	<p>Complete</p>
<p>2022: Quarter 2</p>	<p>EE102-01-002: Work with Information Services to create an Allegan County Human Resources Facebook Page that will integrate with JazzHR.</p>	<p>Complete</p>
	<p>EE102-01-003: Purchase the LinkedIn Recruiter Lite account for the Human Resources Specialist II.</p>	<p>Complete</p>
	<p>EE102-01-004: Evaluate JazzHR and Facebook integration to determine if needs are met in the</p>	<p>Complete</p>

	ability to change the verbiage of vacancy announcements.	
2022: Quarter 3	EE102-01-005: Begin work towards a consistent volunteer recruitment and onboarding process for all county service areas.	Complete
	EE102-01-006: Complete a retention and turnover analysis for the entire county as well as by service area for the last 3 years. Determine trends from this analysis.	Complete – analyzed past 5 years instead of 3
	EE102-01-007: Begin networking using LinkedIn and engage with the community.	Complete
	EE102-01-008: Continue work on consistent volunteer recruitment and onboarding processes for all county service areas.	Complete
2022: Quarter 4	EE102-01-009: Create an activity schedule and outline for the mentorship program with the Employee Engagement Team and Human Resources.	Complete
	EE102-01-010: Attend recruitment events at local colleges and universities.	Complete
	EE102-01-011: Evaluate JazzHR capabilities and future needs of the system.	Complete
	EE102-01-012: Work with bargaining groups to implement additional retention programs: Retention Bonus, Increase PTO accruals to the nearest ¼ hour, and step increases in January of each year through 2025.	Complete

2023 Quarterly Action Items

2023: Quarter 1	EE102-01-013: Review 2022 retention and turnover to identify trends. (Aligns with Board of Commissioners Strategic Plan).	Complete
	EE102-01-014: Explore opportunities and relationships with local organizations and schools specializing in career exploration and training.	Complete
2023: Quarter 2	EE102-01-015: Develop a plan for new-hire touch-points during the first year of employment.	
	EE102-01-016: Develop a standard evaluation phase in the applicant selection process.	
	EE102-01-017: Update job postings to be less task focused and more about benefits and their role with Allegan County.	
	EE102-01-018: Begin salary study and send to comparable counties for data (Aligns with Board of Commissioners Strategic Plan).	

	EE102-01-019: Upload all training guides for JazzHR, including workflow use and new user information, to the Intranet and provide information to hiring managers on location.	
	EE102-01-020: Create a talent pool “position” in JazzHR to house applications received from candidates for positions not yet open.	
	EE102-01-021: All staff completes the 2023 SHRM Employee Engagement survey. (Aligns with Board of Commissioners Strategic Plan).	
	EE102-01-022: Complete exit interviews for all employees leaving employment.	
	EE102-01-023: Develop the countywide mentorship plan and program.	
2023: Quarter 3	EE102-01-024: Begin evaluating candidates from each posting to have in the talent pool and determine if they would be interested in other positions.	
	EE102-01-025: Begin updating and revising the current Allegan County LinkedIn page.	
	EE102-01-026: Create recruitment materials that are available to all employees for internal recruitment use.	
	EE102-01-027: Create an internal job page on the Intranet with Information Services for all vacant positions.	
	EE102-01-028: Develop an application to be used for all internal applicants separate from the external application.	
	EE102-01-029: Develop a plan for stay interviews of tenured employees to be used starting in Quarter 4 of 2023.	
	EE102-01-030: Complete salary study and analyze the data received from comparable counties (Aligns with Board of Commissioners Strategic Plan).	
2023: Quarter 4	EE102-01-031: Develop a plan to ensure fair access to applicants to learn about vacancies and apply without technology within the County.	
	EE102-01-032: Develop an interview question guide and evaluation template for all service areas that will include core competencies.	
	EE102-01-033: Implement the new volunteer recruitment and onboarding process for all county service areas.	

EE102-01-034: Coordinate and implement an Allegan County recruitment event.	
EE102-01-035: Research and compile information for the development of an Inclusivity and Equity Strategic Plan	

CONCLUSION

The goals and objectives of this Recruitment and Retention Plan will reinforce the methods the County will use in order to secure the workforce necessary for it to accomplish its mission, reach its vision, and maintain its high-performing values. By embracing these recruitment and retention strategies, the County is positioning itself in the best way possible to ensure its hiring needs will be fulfilled successfully. Over the course of the next year, Human Resources will continue to develop action plans and items for each of the objectives and actions listed to include timelines, policies, milestones, and metrics for evaluating success. Ultimately, the effectiveness of the County’s efforts is going to require a continued commitment by every person in the organization to invest in these recruitment and retention measures.

APPENDIX A – OUTREACH AND CALENDAR OF EVENTS

Event	Target	Location	Link
Grand Valley State University – Careers in Nonprofit & Public Service	College students specifically interested in nonprofit and government	Grand Rapids, Michigan	https://www.gvsu.edu/careers/2021-22-employer-events-300.htm
Grand Valley State University – Winter Career & Internship Fair	Graduating students and professionals in Grand Rapids	Grand Rapids, Michigan	https://www.gvsu.edu/careers/2021-22-employer-events-300.htm
Grand Valley State University – Summer Job Fair	Students interested in summer work – Park Ranger position	Grand Rapids, Michigan	https://www.gvsu.edu/careers/2021-22-employer-events-300.htm
Western Michigan University – Business Career Day	Graduating students and professionals in Kalamazoo	Kalamazoo, Michigan	https://wmich.edu/career/employers
Western Michigan University – Government & Nonprofit Job Fair	College students specifically interested in nonprofit and government	Kalamazoo, Michigan	https://wmich.edu/career/employers
Southwest Michigan Job Fair	Professionals in the Kalamazoo area	Kalamazoo, Michigan	N/A

SHERIFF'S DEPARTMENT - AUTHORIZE ADDITIONAL BODY WORN CAMERA PURCHASE

24/ WHEREAS, the Board of Commissioners (Board) approved a capital appropriation of \$140,000 in the 2021 budget to procure a Body Worn Camera (BWC) Solution for the Sheriff's Office, for which unspent funds were approved for, and have been carried over into 2022 to complete the implementation; and

WHEREAS, on February 10, 2022 the Board awarded a bid for a BWC Solution to Axon Enterprise, Inc. 17800 North 85th Street, Scottsdale, Arizona 85255, for a not to exceed 1st Year implementation cost of \$125,000 and authorized the County Administrator to negotiate a final contract; and

WHEREAS, the 1st Year implementation was completed successfully and additional BWCs are now necessary to maintain current BWC standards.

THEREFORE BE IT RESOLVED the Board hereby authorizes the purchase of additional BWCs, and related 1st Year implementation costs for the additional units, through Axon Enterprise, Inc. not to exceed \$30,000; and

BE IT FINALLY RESOLVED that the County Administrator is authorized to make the necessary budget adjustments, and any necessary documents to complete this action are authorized to be negotiated and signed.

Moved by Commissioner Dugan, seconded by Commissioner Beltman to approve the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

BOARD OF COMMISSIONERS - REQUEST TO MEET WITH MICHIGAN PUBLIC SERVICE COMMISSION (MPSC) TO DISCUSS RIVER HYDROELECTRIC POWER

25/ WHEREAS, in a news release dated August 9, 2022, Consumers Energy announced it will "gather opinions from the public about the 13 dams they own and operate on five Michigan rivers to help guide their decisions about the future of those electric generating facilities"; and

WHEREAS, on August 31, 2022, and June 27, 2023, Consumers Energy held a public meeting in Allegan County regarding Calkins Bridge Dam; and

WHEREAS, public members and local leaders expressed great concern regarding the potential removal of the hydro facilities/dams during the meeting and have further expressed concerns in writing to the Board of Commissioners; and

WHEREAS, the Board of Commissioners believes that Lake Allegan is an integral part of our region, and other dams and lakes are likely an integral part of their respective regions, the dams and lakes should be preserved; and

WHEREAS, the Board of Commissioners has identified river hydroelectric power as a reliable, stable source of power for both Allegan County and the State of Michigan; and

WHEREAS, data provided by Consumers Energy demonstrates the relicensing and continued operations of Calkins Dam is cheaper for customers than decommissioning the dam; and

THEREFORE BE IT RESOLVED, the Board of Commissioners is requesting the MPSC meet locally in Allegan County to consider local input, educate stakeholders on the role of the MPSC and impact that may have on the future of the Calkins Dam, and to discuss the unique value proposition the Calkins Dam offers; and

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BE IT FURTHER RESOLVED, Midwest Strategies Group is hereby requested to contact the MPSC on behalf of Allegan County to arrange said meeting; and

BE IT FINALLY RESOLVED, the Clerk is hereby instructed to provide a certified copy of this resolution to Dan Scripps, Chair of the MPSC, Senators: Thomas Albert, Aric Nesbitt, Roger Victory; Representatives: Joey Andrews, Nancy DeBoer, Matt Hall, Angela Rigas, Rachelle Smit, Pauline Wendzel; and Coco Soodek, Lake Allegan Association; City of Allegan Council Members and Manager, Allegan Township Board Members, Valley Township Board Members, Derek Nofz Consumers Energy, and Derek Melot, Michigan Association of Counties.

Moved by Commissioner Beltman, seconded by Commissioner Dugan to approve the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

DISCUSSION ITEMS:

BOARD OF COMMISSIONERS - APPOINT CONSERVATION DISTRICT BOARD LIAISON
26/ Brian Talsma from the Allegan Conservation District addressed the board regarding the concept of a county board liaison for the Conservation District Board. The liaison would be appointed by the Board of Commissioners and be present for District meetings with the opportunity for full participation in discussion and would keep the Board of Commissioners aware of District business. The liaison would not be a voting member of the district.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to have Administration prepare an appropriate resolution to appoint Chairman Storey as the Conservation Liaison to the Allegan Conservation District. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

PUBLIC PARTICIPATION - NO COMMENTS

27/ Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

ADJOURNMENT UNTIL JULY 27, 2023 AT 1:00 P.M.

28/ Moved by Commissioner Dugan, seconded by Commissioner Kapenga to adjourn until July 27, 2023 at 1:00 P.M. The motion carried by voice vote and the meeting was adjourned at 3:26 P.M. Yeas: 5 votes. Nays: 0 votes.

Jennifer Dien

Deputy Clerk

Don Kapenga
Board Vice-Chairperson

Minutes approved during the 07/27/2023 Session

July 13, 2023 Session