



HUMAN RESOURCES BOARD OF DIRECTORS OVERVIEW FEBRUARY, 2022

STAFFING
<ul style="list-style-type: none"> We experienced a 3.8 percent turnover rate in the month of February, 2022. We had five new hires and five employees who left the organization. Total employee count is 131. We have five vacancies – Client Advocate at Mann Place, Peer Specialist for the PATH program, Grant Billing Specialist, E-Commerce, and Driver/Donation Handler.
SOFTWARE UPDATE
<ul style="list-style-type: none"> We activated three new modules in our Paylocity Payroll/Time and Attendance System – Surveys, Performance Management, and Community. Surveys will allow us to obtain valuable feedback from employees on a regular basis; Performance Management will allow us to conduct our evaluations electronically; and Community lets us make electronic announcements to all staff.
TRAINING UPDATE
<ul style="list-style-type: none"> A new Onboarding Guide for Leaders was developed recently, and training for supervisors and directors will be held in March to assist in them in onboarding of new employees. Our goal is to ensure that onboarding is as thorough as possible to improve new employee engagement and drive retention. Training will also be conducted for employees and supervisor on the new performance management system.
POLICY AND PROCEDURE UPDATES
<ul style="list-style-type: none"> We made a minor update to the Holiday policy in the Employee Policy and Procedure Manual.
OTHER NEWS
<ul style="list-style-type: none"> The Best Place to Work in Florida survey is set to begin in March. Work has begun on a formal Employee Retention Program. A new employee orientation presentation was developed and will be implemented in March.