

# UNIFIED GOVERNMENT OF WYANDOTTE COUNTY AND KANSAS CITY, KANSAS

## HUMAN RESOURCES AUDIT PRESENTATION

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Presented by

Gail Meriweather, MBA

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*The Meriweather Group*

# ABOUT THE MERIWEATHER GROUP

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## **Gail Meriweather, MBA**

Executive level human resource consultant and entrepreneur with a record of success and impact in diverse industries and organizations (municipalities, nonprofits, and private sector). Partner with senior management to successfully implement and manage change, build coalitions, manage human and financial capital, and lead associates to achieving desired business results. For more than 25 years have provided human resource services in multiple disciplines to include: Compliance, Compensation, Performance Management, Recruitment, Organization Development, Training & Development.

## **Jillian Meriweather, BA, M.Ed.**

A Diversity, Equity, and Inclusion (DEI) Consultant who has worked at multiple levels of education from instructor to district and systems level administrator. Jillian is uniquely qualified for this project in that she graduated cum laude from Harvard with a degree in Social Studies which included substantial studies in Government and Economics. In addition, she holds degrees from the University of Nevada Las Vegas, Johns Hopkins University and a Diversity and Inclusion Certificate from Cornell University.

# SIMILAR CLIENTS

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While our clients spread across the nation, local clients include the following:

## **State of Kansas**

- Andover
- Gardner
- Great Bend
- Hutchinson
- Mission Hills
- Olathe
- Prairie Village
- Topeka
- Valley Center
- Westwood

## **State of Missouri**

- Clay County
- IPMA
- Harrisonville
- Independence
- Jackson County
- Kansas City
- Little Blue Valley Sewer District
- MARC
- North Kansas City
- Riverside

# OBJECTIVE

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- Examine compliance with established regulations
- Explore how to better serve management and employees
- Examine work process
- Establish an “early warning system” to spot problems and identify issues

# METHODOLOGY

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- Conducted individual interviews with leadership and human resources staff
- Reviewed employment related documents
- Reviewed employment file

Note: Not all up-to-date documents were submitted due to a cyber breach

# AREAS OF CONCERN

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- Hiring Process
  - Documents and Processes
    - PAN
    - Streamline the process
    - HR must maintain all documents from start to finish
    - HR must ensure all tests, questions, etc. are reliable and valid
  - Employment Application
  - Equal Employment Opportunity Survey
    - HR must ensure solicited information is relevant, legal and consistent with the DOL's regulations
  - Update and all Job Descriptions
    - Job classifications should not be used as job descriptions
  - Ensure all jobs are in compliance with the Fair Labor Standards Act

# AREAS OF CONCERN

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- Policies and Procedures
  - Update a clear set of policies and procedures
- Employee Files
  - General Employee Files
    - ALL employee files must be kept in a centralized location within human resources
    - Access should be restricted to those with a legitimate need to know or as required by law
    - Managers MAY maintain copies of general personnel files, but ALL original documents MUST be maintained by human resources
  - Medical/ Health Related Files
    - Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations; They do not have access to an employee's medical/ health files
  - Hiring Records
    - ALL should be obtained and maintained by human resources
  - I-9 Forms
    - ALL should be up-to-date and readily accessible
  - Payroll/ Financial Records

# AREAS OF CONCERN

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- Compensation
  - Conduct a “Pay Equity” Analysis
  - Develop a market-based system
  - Consider eliminating the current job evaluation methodology. It has become too subjective
- Performance Management System
  - Establish a system that includes job objectives and standards of performance
- Termination Process
- Equal Employment Opportunity Plan
  - Follow the guidelines established by the DOL



# AREAS OF CONCERN

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- Service Quality Dimensions

- Unreliable
- Unresponsive
- Not always accessible
- Inconsistent with communication

- Level of Know-How

- The number of employees is adequate
- The level of human resource education is inadequate
- Provide support and direction that is accurate, consistent, and reliable to all staff especially management

# Thank You