



Office of the Town Manager

Christopher E. Martino

# STAFF REPORT

## Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

<b>Council Meeting Date:</b>	September 12, 2023
<b>Agenda Title:</b>	Human Capital Programs Update
<b>Requested Action:</b>	Receive the report from Human Capital Department
<b>Department / Agency</b>	Human Capital Department
<b>Lead:</b>	
<b>Staff Lead:</b>	Kasey Braun, Human Capital Manager

## EXECUTIVE SUMMARY

---

This staff report provides an update on Human Capital department program initiatives that align with the Town Councils *Resiliency of the workforce* strategic initiative.

## BACKGROUND

---

Human Capital's main objective is to empower Town employees to contribute to the Town and its residents at optimum levels that will pave the way towards success by meeting the Town residents, Town Manager, and Town Councils overall initiatives. And, in an effort for Town leadership and staff to continue to achieve the *Resiliency of the workforce* strategic initiative set by Town Council, Human Capital has developed strategic goals that identify key program actions needed to increase efficiencies across Town operations. These initiatives are designed to enhance the strengths of our workforce that are advantageous for the Town as a whole, such as robust training and development, succession planning, and risk and safety programs. Therefore, Human Capital will work closely with Town Leadership to continue to develop programs that cultivate and support the strengths of our workforce.

### Service Level/Policy Impact

The Town Councils recent approval of the compensation and pay plan adjustments showcases their continuous commitment of employee advocacy and empowerment. This also directly aligns with the Town's recruitment and retention programs that promote for a highly skilled and adaptable workforce that fosters a safe, efficient, and diverse workforce.

Over the last year, we have seen positive impacts to our recruiting and retention efforts. Some of the impacts are listed below:

- Increase in number of applications reviewed and received by 14% and 29%. *Data collected from January 1, 2022 – December 31, 2022 and January 1, 2023 – August 28, 2023.*

- Decreased time-to-hire for all departments by 8%. *Data collected from January 1, 2022 – December 31, 2022 and January 1, 2023 – August 28, 2023.*
- Strengthening the foundation of the Town’s training and development program initiatives by defining program boundaries.
- Redefining the performance review program compensation and accountability measures.
- Revitalization of risk management and emergency services program accountability.

In addition to the above factors, the Town is undergoing an organizational staffing study that examines the current staffing structure through internal and external benchmarking analysis to identify staffing and workflow efficiencies and inefficiencies. This study will navigate the Town operations through this restructure by identifying optimal best practices that will enhance overall staffing structures and program efficiencies. This study is anticipated to be completed by 4<sup>th</sup> quarter 2023.

Lastly, it is important to note that all Human Capital strategic initiatives directly correlate with accomplishing the goals within the Plan Warrenton 2040. In order to meet these, there must be a highly skilled and adaptable workforce that can continue to provide a high level of services and public amenities for all citizens and visitors to enjoy. Therefore, through the enhancement of our internal Human Capital programs to include the training and development program, the Towns workforce will continue to develop their skills to meet the needs of the Plan Warrenton 2040 objectives, such as, historical preservation, being fiscally responsible, and by educating and promoting awareness of all Town businesses and amenities. Ultimately, the main objective of cultivating a strong workforce is to be able to meet the overall purpose of Town Council strategic goals and the Plan Warrenton 2040 initiatives.

### **Fiscal Impact**

There are no fiscal impacts at this time. We are building upon an already set foundation and approved budgeted items. We will continue to review and identify the strengths and improvements as applicable to these programs and provide any additional budgetary requests in the future budgets.

### **Legal Impact**

There are no legal impact at this time. However, the training and development and safety and risk program initiatives will assist in the decrease of workers compensation claims as well as increase the employee’s accountability on safety which provides for a safer work environment for staff.

---

## **ATTACHMENTS**

---