

VEDP MANAGEMENT ACTION PLAN STATUS

NUMBER	FINDING	RECOMMENDATION	MANAGEMENT'S RESPONSES	DUE DATE	CURRENT STATUS
H-1 (HR)	<p>DHG researched industry standards and found that according to the "2018 HR Benchmarks Report" issued by Bloomberg Law, the current industry ratio is 1.5 HR staff per 100 workers supported by an HR division. As of the date of our audit, VEDP had 122 employees and VTC 174, for a total of 296 employees supported by two HR staff. Based on this information, the HR division should have at least four employees to fully support the needs of VEDP and VTC employees. This is further supported by the exceptions and lack of documentation found during this audit, and suggests insufficient staff capacity is the root cause of many other issues.</p>	<p>DHG recommends that VEDP should consider the HR staffing industry standards to determine the number of additional HR employees needed. This will help ensure that the division can fully support the organization and better remediate the issues found during this audit.</p>	<p>VEDP concurs with the finding and recommendation, and will:</p> <ul style="list-style-type: none"> Expand VEDP's HR team by adding (1) a new senior-level position focused on "talent management" and related activities and (2) at least one additional support position 	<p>June 30, 2020</p>	<p>Open</p> <p>Note: VEDP as been unable to hire the HR Executive role due to State funding / budget constraints currently in place.</p>
M-5 (HR)	<p>We assessed the performance evaluation process and determined that evaluations were not consistently completed in a timely fashion. VEDP had 93 employees eligible for a performance evaluation. Of those 93, only eight (9%) employees had their performance evaluation completed by the original due date of September 30, 2019. However, 62 (67%) were complete by December 2019 following extensions authorized by HR.</p>	<p>DHG recommends that the EVP, HR Director and division leadership should work together to ensure that performance evaluations are completed timely by Sept 30th of each fiscal year. All performance evaluations should be documented timely and communicated to employees to ensure that VEDP employees receive timely feedback.</p>	<p>VEDP concurs with the finding and recommendation, and will:</p> <ul style="list-style-type: none"> Leverage EVP to ensure consistent completion and documentation of performance evaluations by September 30 following each fiscal year Maintain process by which HR may extend performance evaluation deadlines when necessary to accommodate business needs of VEDP 	<p>September 30, 2020</p>	<p>Closed</p>