County of Louisa
Monthly Department Report

Department: Human Resources
Period: October 2026

Indicators and Statistics:

- Human Resources participated in the interview and selection process for the positions of Benefits Specialists in the Department of Human Services, Deputy Sheriffs in the Louisa County Sheriff's Department, Animal Shelter Attendants and Recycling Attendants in the Department of General Services.
- Human Resources prepared COBRA paperwork, assisted with VRS retirement counseling and paperwork, disability and death benefit paperwork, and checked backgrounds and driving records and assisted in the posting and paperwork for Assistant Commonwealth Attorney in the Commonwealth Attorney's Office, Benefits Specialist and Office Associate in the Department of Human Services, Child Care Workers and After School Assistants in Parks, Recreation, and Tourism, Volunteer Fire Fighters, and Deputy Chief, Firefighter and EMTs for the Louisa County Department of Fire and EMS, Deputies in the Louisa County Sheriff's Department, Animal Shelter Attendants, Recycling attendants in the Department of General Services.
- Administered 5 FMLA cases.
- Administered or Continuation of 7 Worker's Compensation cases.
- For the month of October there were 0 new unemployment claims.

Project Reports and Action Items:

- Worked with Finance and selected USI as Employee Benefits consultant.
- Worked with Anthem to provide monthly wellness trainings for employees.
- Worked with Human Services to update Plan records and state position listing.
- Worked with Departments to update Policies and procedures.
- Worked with Departments to update career development plans.
- Worked with Vacorp for Worker Compensation claim.
- Continued working VRS/ DCP to promote retirement savings.
- Continued work with Finance and Innovative Group regarding employee benefits.
- Worked with Administration and Finance to review employee compensation goals.
- Responded to personnel employment verifications and concerns.
- Attended Regional VRS meeting and reviewed updates and changes.
- Administered and assisted with Insurance processes.
- Worked with Anthem to continue to provide EAP programs and webinars.

Planning and Future Considerations:

- Review Human Resource filing systems and record keeping processes.
- Work on updated policies that reflect legal changes and continue refinement of existing policies and practices.
- Develop employee educational and professional development opportunities.
- Continue to develop leadership training for Department Heads and Supervisors.
- Continue to communicate new legislation regarding legal compliance and workplace requirements as needed.
- Aggressively list and pursue job postings and applicants to fill vacancies.
- Plan and schedule training and updates for county employees.
- Continue to communicate retirement and benefit options to all staff.
- Continue review of Employee Performance with Department Heads.
- Update employee files with new forms and information from regulation changes.
- Continue building a career ladder format for employee training and recognition by department.
- Continue to partner with Department Heads and employees to resolve employee relations issues.