

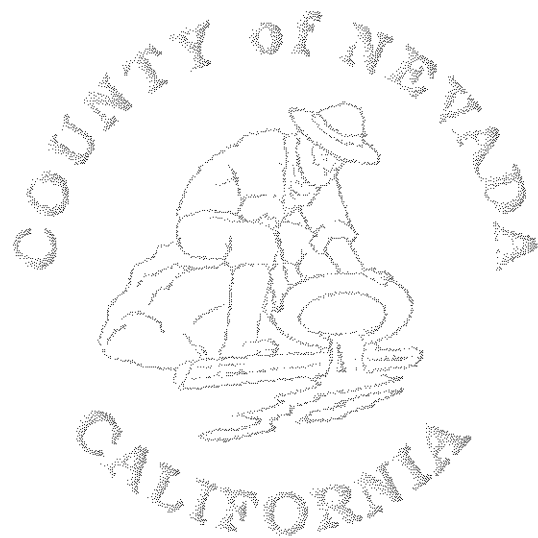
HUMAN RESOURCES

Gayle Satchwell, Director



<input type="checkbox"/> Personnel Services (10401)	\$ 852,505
<input type="checkbox"/> Insurance - Benefits (92003)	1,700,959
<input type="checkbox"/> Insurance - Workers Comp (11015)	40,500
<input type="checkbox"/> Property & Casualty (11004)	80,002
<input type="checkbox"/> Insurance - Probation Fire Insurance Claim (11011)	75,140
<input type="checkbox"/> Insurance - General Liability (92002)	1,405,684
Total	\$ 4,154,790





Human Resources Summary

	<u>08/09</u> <u>Actual</u>	<u>09/10</u> <u>Adopted</u>	<u>09/10</u> <u>Estimated</u>	<u>10/11</u> <u>Proposed</u>	<u>10/11</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	76,517	64,950	9,116	8,125	8,125	-87.5%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	1,745,040	2,341,485	2,629,470	2,994,045	2,994,045	27.9%
Miscellaneous Revenues	84,019	56,500	86,461	62,500	62,500	10.6%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	976,086	1,021,988	1,025,442	932,507	932,507	-8.8%
Total Revenues	2,881,662	3,484,923	3,750,489	3,997,177	3,997,177	15%
Expenses						
Salaries & Benefits	1,073,361	1,073,961	1,016,918	987,838	987,838	-8.0%
Services & Supplies	2,920,653	3,389,081	3,382,138	3,873,519	3,163,223	-6.7%
Other Charges	1,615,441	1,365,000	1,632,000	1,720,000	1,720,000	26.0%
Overhead Cost Allocation (A87)	16,612	150,825	150,824	217,169	217,169	44.0%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	24,605	63,684	63,684	74,926	74,926	17.7%
Interfund Activity	(1,955,181)	(2,394,134)	(2,301,872)	(2,718,662)	(2,008,366)	NA
Contingency	-	-	-	-	-	NA
Total Expenses	3,695,491	3,648,417	3,943,692	4,154,790	4,154,790	14%
Fund Balance Added (Used)	(813,829)	(163,494)	(193,203)	(157,613)	(157,613)	
Staffing:	10.00	9.00	8.00	8.00	8.00	

		June 30, 2010 Projected Fund Balance	FY 10/11 Revenue	FY 10/11 Expense	FY 10/11 Net Change	June 30, 2011 Projected Fund Balance
General Fund	Fund #0101	*	932,507	932,507	-	*
Vision Internal Service	Fund #4352	(6,400)	234,479	194,477	40,002	33,602
Unemployment Internal Service	Fund #4355	163,138	557,723	558,073	(350)	162,788
Dental Internal Service	Fund #4498	64,729	985,948	948,409	37,539	102,268
Workers Compensation	Fund #1350	106,903	40,500	40,500	-	106,903
Probation Fire Insurance Claim	Fund #1137	153,429	700	75,140	(74,440)	78,989
General Liability	Fund #4356	930,381	1,245,320	1,405,684	(160,364)	770,017
			3,997,177	4,154,790	(157,613)	

* See General Fund Balance and Reserves in Section 1 for the FY 2010-11 General Fund analysis.



Personnel Services

Mission Statement:

The mission of Nevada County's Department of Human Resources is to provide quality customer service to our employees, organization and the community. Human Resources strives to deliver exceptional, innovative services that establish Nevada County as the employer of choice.

Service Description:

The Department of Human Resources provides a full range of services including: recruitment, testing and selection, classification and compensation, benefits administration, personnel actions, employee and labor relations including collective bargaining, safety, risk management, organizational development, training, employee recognition, and personnel policy development and administration.

Major Accomplishments in 2009-10:

- Finalized the HR Module of Pentamation to provide enhanced human resources information and reporting capabilities to executive management. Significant improvements include the real time tracking of performance reviews, leave balances, employee status, and demographics, to name a few.
- Worked cross-departmentally to implement Position Control Module which connects employee hire/promotions/transfers to staffing document allocations for up-to-date control of FTE status.
- Conducted 99 recruitments to date, including receiving, reviewing and scoring roughly 707 job applications.
- Conducted 20 position description evaluations ensuring current job duties and requirement are appropriately called out in the job specifications.
- Participated in Nevada County Job Fair at the Fairgrounds and assisted dozens of job seekers in their application process.
- Served as a member of Bear River High School Business and Technology Partnership Academy.
- Processed 2,389 electronic personnel action forms to date.
- Provided the following county-wide training:
Sexual Harassment Training to 70 Supervisors, Managers, Department Heads and Elected Officials; Leave Management Training to 30 new Supervisors, Managers or Department Heads; Disciplinary Process to 13 new Supervisors and Managers; Performance Review Training to 13 new Supervisors, Managers and Department Heads; developed Attendance Training and trained 23 Supervisors, Managers and Department Heads.
- Coordinated quarterly Leadership Team Meetings with approximately 75 employees attending each meeting. Sessions covered topics such as Tools for the Times-Sessions 1 and 2, and Management Skills Development.
- Assisted 117 employees' transition from County employment by coordinating 49 customized retiree packets and 68 COBRA packets of information and holding special one on one informational sessions with the employees prior to their departure.
- As a space saving and efficiency measure, Human Resources scanned for electronic storage the following documents: 14 file drawers of archived recruitments, 302 retired employee pay and benefit files, 430 drug testing files, 303 labor relations files, and 240 medical files.
- Implemented the Countywide Department of Motor Vehicles Pull Program, enrolling all regular and temporary employees into the program.
- Developed and initiated a tracking system for County volunteers which enables Human Resources to readily identify who and where our volunteers are.
- Created a Countywide pool of temporary employees who are available upon relatively short notice to come to the aid of offices needing short-term support.
- Helped staff the H1N1 immunization clinics by recruiting, screening and interviewing several dozen temporary clerical and nursing applicants. The final temporary employees helped immunized the County against H1N1.
- Authored or edited and posted 78 articles to the Infonet during 2009 dealing with topics deigned to inform and instruct County employees about employment, health, County and community information.



Personnel Services

Objectives & Performance Measures for 2010-11:

Objective:

Provide highly effective human resources consulting and administrative services to County management and the workforce through timely processing of Personnel actions and providing needed training and consulting.

Performance Measures:

- Process an estimated 2300 Personnel Action Forms.
- Conduct 2 discipline training classes.
- Conduct 5 leave management classes training the majority of the County's supervisors and managers on the recent changes in the leave laws.
- Conduct 2 Reasonable Suspicion Drug/Alcohol training classes and 2 Sex Harassment Prevention classes for all new managers and supervisors.
- Provide access to Ethics Training per AB1234 to Department Heads, and Committee and Commission Members.
- Conduct 2 Performance Review training classes to new supervisors and managers on the County's enhanced performance review system.
- Explore use of limited term positions.

Objective:

Ensure the viability of the County organization by attracting the best-qualified candidates to our jobs by conducting timely recruitments and utilizing a combination of both traditional and non-traditional marketing techniques.

Performance Measures:

- Establish eligibility lists within 2 workdays of the close of the recruitment process.
- Review and revise 100% of respective job classification specifications prior to opening each recruitment to ensure current job duties are accurately depicted.
- Continue the partnership with Sierra College to further the curriculum in support of readying candidates for the County's hard to recruit classifications.
- Continue career development partnerships with Nevada Union and Bear River High Schools.

- Continue planning and implementation of online application process through the new Job Application Center.
- Establish temporary employee eligible list process.
- Begin regional recruitment and job applicant program.

Objective:

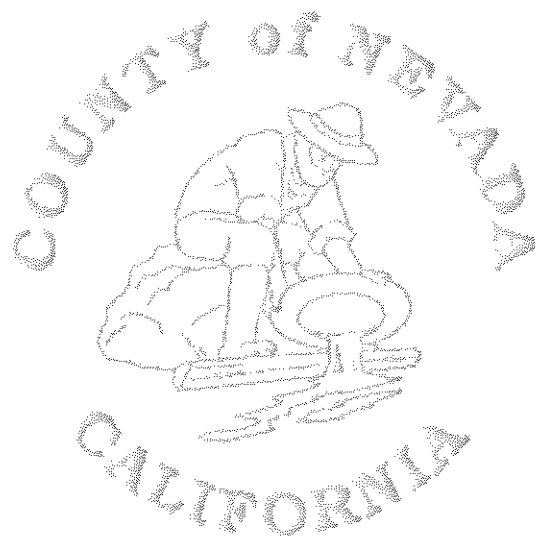
Streamline Human Resources processes through the use of available technology.

Performance Measures:

- Establish timeline for implementation of the Employee Access Center; convening multi-department implementation team by June 30, 2011.
- Begin implementation of a centralized online training tracking system to provide departments one central location for training records by June 30, 2010.
- Scan 100% of all retiree pay/performance and benefit files by June 30, 2011.
- Scan 50% of separated employee files by June 30, 2011.
- Enhance HR Dashboard to include recruitment tracking feature by December 31, 2011.
- Begin planning process for establishment of electronic personnel files by December 31, 2011.

Service Budget Unit Code	- 10401
Office/Department	- Human Resources
Major Service Area	- General Government/Personnel





Personnel Services (10401)

	<u>08/09</u> <u>Actual</u>	<u>09/10</u> <u>Adopted</u>	<u>09/10</u> <u>Estimated</u>	<u>10/11</u> <u>Proposed</u>	<u>10/11</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	1,003	-	358	-	-	NA
Miscellaneous Revenues	771	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	908,748	941,063	955,481	852,505	852,505	-9.4%
Total Revenues	910,522	941,063	955,839	852,505	852,505	-9%
Expenses						
Salaries & Benefits	1,073,361	1,073,961	1,016,918	987,838	987,838	-8.0%
Services & Supplies	212,629	317,852	295,978	293,413	293,413	-7.7%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(375,468)	(450,750)	(357,057)	(428,746)	(428,746)	NA
Contingency	-	-	-	-	-	NA
Total Expenses	910,522	941,063	955,839	852,505	852,505	-9%
Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	10.00	9.00	8.00	8.00	8.00	
2010/11 Fund Analysis:						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
General Fund	Fund #0101	852,505	852,505		-	
		852,505	852,505		-	

Comments/Analysis of Differences:

Deleted Management Analyst position.

Public Hearing Comments:

Adopted as proposed.



Insurance - Benefits

Service Description:

Vision, dental, and unemployment self-insurance services for Nevada County employees.

Service Budget Unit Code	- 92003
Office/Department	- Human Resources
Major Service Area	- ISF/Insurance



Insurance - Benefits (92003)

	<u>08/09</u> <u>Actual</u>	<u>09/10</u> <u>Adopted</u>	<u>09/10</u> <u>Estimated</u>	<u>10/11</u> <u>Proposed</u>	<u>10/11</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	20,071	16,950	1,316	1,425	1,425	-91.6%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	981,588	1,323,211	1,594,185	1,776,725	1,776,725	34.3%
Miscellaneous Revenues	282	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
Total Revenues	1,001,941	1,340,161	1,595,501	1,778,150	1,778,150	33%
Expenses						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	203,088	105,786	91,822	112,250	112,250	6.1%
Other Charges	1,253,879	1,215,000	1,482,000	1,570,000	1,570,000	29.2%
Overhead Cost Allocation (A87)	15,459	14,364	14,364	18,709	18,709	30.2%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
Total Expenses	1,472,426	1,335,150	1,588,186	1,700,959	1,700,959	27%
Fund Balance Added (Used)	(470,485)	5,011	7,315	77,191	77,191	

Staffing: None

2010/11 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
Vision Internal Service	Fund #4352	234,479	194,477	40,002
Unemployment Internal Service	Fund #4355	557,723	558,073	(350)
Dental Internal Service	Fund #4498	985,948	948,409	37,539
		1,778,150	1,700,959	77,191

Comments/Analysis of Differences:

Public Hearing Comments:

Adopted as proposed.



Insurance – Workers’ Compensation

Mission Statement:

The mission of the Risk Management Division of the Human Resources Department is to protect County assets and public service capabilities against the financial consequences of accidental losses; to minimize the cost of activities related to the identification, prevention and control of accidental losses and their consequences; and to establish, to the extent possible, an exposure-free work and service environment in which County personnel and members of the public can enjoy safety and security in the course of their daily pursuits.

Service Description:

The service provides the risk management function for workers’ compensation and related safety analysis and services. It provides claims management and pays the premium costs for workers’ compensation. Risk Management will strive to implement practices that will provide a reduction to costs over the long term.

Major Accomplishments in 2009-10:

- In 2009 staff managed 72 new, and 36 existing Workers’ Compensation claims against the County.
- The County’s Third Party Administrator (TPA) was purchased twice and the new company York expanded rapidly purchasing a third large CA TPA. Risk Management successfully migrated to the new company and VOS database.
- Risk Management participated in the recruitment, interviews and selection of the new Sr. Claims Administrator to service the County.
- Risk Management lost, and then rebuilt Workers’ Compensation reporting capabilities with the new TPA.
- The County had two Asbestos, one Eye Wash Station, and a Serious Accident Inspection from Cal-OSHA with only one Citation.
- Risk Management and County Counsel successfully fought an \$18,000. Cal-OSHA Serious Citation at the OSHA Appeals Board.
- Trained IS Staff to spot and report poor ergonomic workstation set-up as they perform their regular work.
- Risk Management developed, implemented, and added a Cal-OSHA mandated Heat Illness and

Prevention Program to the existing NC Injury Illness Prevention Program (IIPP)

- Implemented a 3 year Target Safety On-Line Training Program enrolling employees, and training administrators within the departments to assign and monitor employee safety training.
- Performed 10-years of analysis on PWC Workers Compensation Data.
- Joined Bickmore Risk and Actuarial Services Benchmarking Project with other public entities.

Objectives & Performance Measures for 2010-11:

Objective:

Continue to improve internal customer service by increasing the safety knowledge of county employees through an enhanced on-line training system using “push” technology and “dashboard” reporting.

Performance Measures:

- Develop (3) physical safety demonstration kits to peak the interest in On-line Training courses available in Target Safety. 6/30/11
- Host (2) additional Administrator Training Classes. 6/30/11
- Communicate Cal-OSHA Title 8 Mandated Safety Training Requirements to Department Heads. On-going

Objective:

Evaluate Primary Workers’ Compensation Program against Bickmore Public Entity Data.

Performance Measures:

- Executive Summary of results by 6/30/11.

Objective:

Update the Chemical Hazard Communication Program and Implement MSDS Database to track chemical use.

Performance Measures:

- Build web based database with appropriate fields by 12/31/10.
- Update Written Program by 12/31/10.
- Provide Employee Training by 12/31/10.

Service Budget Unit Code	- 11015
Office/Department	- Human Resources
Major Service Area	- General Government/Other General



Insurance - Workers Compensation (11015)

	<u>08/09</u> <u>Actual</u>	<u>09/10</u> <u>Adopted</u>	<u>09/10</u> <u>Estimated</u>	<u>10/11</u> <u>Proposed</u>	<u>10/11</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	9,716	8,000	1,300	1,000	1,000	-87.5%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	-	-	-	-	-	NA
Miscellaneous Revenues	348	31,500	25,000	39,500	39,500	25.4%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
Total Revenues	10,064	39,500	26,300	40,500	40,500	3%
Expenses						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	1,612,122	1,967,850	1,932,033	2,310,022	1,599,726	-18.7%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	(31,272)	5,645	5,645	5,546	5,546	-1.8%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(1,571,505)	(1,933,995)	(1,933,995)	(2,275,068)	(1,564,772)	NA
Contingency	-	-	-	-	-	NA
Total Expenses	9,345	39,500	3,683	40,500	40,500	3%
Fund Balance Added (Used)	719	-	22,617	-	-	

Staffing: None

2010/11 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
Workers Compensation	Fund #1350	40,500	40,500	-
		40,500	40,500	-

Comments/Analysis of Differences:

Public Hearing Comments:

Premiums reduced by \$360,000 based upon revised estimates.



Insurance, Property and Casualty

Mission Statement:

The mission of the Risk Management Division of the Human Resources Department is to protect County assets and public service capabilities against the financial consequences of accidental losses; to minimize the cost of activities related to the identification, prevention and control of accidental losses and their consequences; and to establish, to the extent possible, an exposure-free work and service environment in which County personnel and members of the public can enjoy safety and security in the course of their daily pursuits.

Service Description:

This service provides the risk management function for property/casualty exposures and related safety analysis and services. It pays the premium costs for property/casualty and crime/bond coverage.

Major Accomplishments in 2009-10:

- Recovered \$249,525.00 from 12 claims against private party insurance companies for vehicle or property damages to County for the last full fiscal year of 2008/09.
- Trained (13) employees in the use of Emergency Evacuation chairs.
- Coordinated Property Allocation so Courts and Sanitation District will receive specific property insurance charges calculated by the insurance carrier going forward.
- Updated Property Insurance Schedule to reflect acquisitions, personal property values and sales of assets.
- Used EIA Dividend funds to improve sidewalks and evacuation system for the Crown Point Facility.
- Used EIA Dividend funds to repair the front steps of the Grass Valley Library.
- Used EIA Dividend funds to equip all County vehicles with emergency triangles.
- Completed comprehensive inspection of the Wayne Brown Correctional Facility.
- Regenerated the Fire Drill Department Checklist and procedures for the Eric Rood Administrative Building.
- Forwarded a series of (11) AAA Driver Education program handouts that were

distributed by the Safety Committee at Department Meetings. Topics included: Distracted Driving, Over the Pavement Edge and Back, Road Rage, Older and Wiser, Headlight Glare, and How to Go on Ice and Snow.

Objectives & Performance Measures for 2010-11:

Objective:

Continue to Coordinate Building Emergency Evacuations and Communication.

Performance Measures:

- Implement Traffic control at Eric Rood Administrative Center during Evacuations by 12/31/10.
- Control front entrance during Evacuations.
- Implement Incident Command Communication System by 12/31/10.
- Complete Shelter in Place Procedures by 6/30/11.
- Train selected Department Heads so that they can make localized announcements by 6/30/11.
- Train Employees to Shelter in Place by 6/30/11.

Objective:

Continue Facility Inspection Program

Performance Measures:

- Conduct one Inspection Training Class by 6/30/11.
- Conduct two detailed Facility Inspections – Ongoing.

Service Budget Unit Code	- 11004
Office/Department	- Human Resources
Major Service Area	- General Government/Other General



Insurance - Property & Casualty (11004)

	<u>08/09</u> <u>Actual</u>	<u>09/10</u> <u>Adopted</u>	<u>09/10</u> <u>Estimated</u>	<u>10/11</u> <u>Proposed</u>	<u>10/11</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
<i>Revenues</i>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	-	-	-	-	-	NA
Miscellaneous Revenues	900	-	1,400	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	67,338	80,925	69,961	80,002	80,002	-1.1%
Total Revenues	68,238	80,925	71,361	80,002	80,002	-1%
<i>Expenses</i>						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	76,446	90,314	82,181	94,850	94,850	5.0%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(8,208)	(9,389)	(10,820)	(14,848)	(14,848)	NA
Contingency	-	-	-	-	-	NA
Total Expenses	68,238	80,925	71,361	80,002	80,002	-1%
Fund Balance Added (Used)	-	-	-	-	-	

Staffing: None

2010/11 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
General Fund	Fund #0101	80,002	80,002	-
		80,002	80,002	-

Comments/Analysis of Differences:

Public Hearing Comments:

Adopted as proposed.



Insurance – Probation Fire Insurance Claim

Mission Statement:

The mission of the Risk Management Division of the Human Resources Department is to protect County assets and public service capabilities against the financial consequences of accidental losses; to minimize the cost of activities related to the identification, prevention and control of accidental losses and their consequences; and to establish; to the extent possible, an exposure-free work and service environment in which County personnel and members of the public can enjoy safety and security in the course of their daily pursuits.

Service Description:

This Fund is for the management of the insurance claims from the Probation Department's complete destruction in the March 20, 2002 fire at 109 Pine Street in Nevada City.

Service Budget Unit Code	- 11011
Office/Department	- Human Resources
Major Service Area	- Internal Service Fund/Insurance



Insurance - Probation Fire Insurance Claim (11011)

	<u>08/09</u> <u>Actual</u>	<u>09/10</u> <u>Adopted</u>	<u>09/10</u> <u>Estimated</u>	<u>10/11</u> <u>Proposed</u>	<u>10/11</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	5,308	5,000	700	700	700	-86.0%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	-	-	-	-	-	NA
Miscellaneous Revenues	-	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
Total Revenues	5,308	5,000	700	700	700	-86%
Expenses						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	-	-	-	-	-	NA
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	69	196	196	214	214	9.2%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	24,605	63,684	63,684	74,926	74,926	17.7%
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
Total Expenses	24,674	63,880	63,880	75,140	75,140	18%
Fund Balance Added (Used)	(19,366)	(58,880)	(63,180)	(74,440)	(74,440)	

Staffing: None

2010/11 Fund Analysis:

		<u>Revenues</u>	<u>Expenses</u>	<u>Fund Balance</u> <u>Added (Used)</u>
Probation Fire Insurance Claim	Fund #1137	700	75,140	(74,440)
		700	75,140	(74,440)

Comments/Analysis of Differences:

Transfer to Probation for ongoing costs as a result of the fire in March 2002.

Public Hearing Comments:

Adopted as proposed.



Insurance – General Liability

Mission Statement:

The mission of the Risk Management Division of the Human Resources Department is to protect County assets and public service capabilities against the financial consequences of accidental losses; to minimize the cost of activities related to the identification, prevention and control of accidental losses and their consequences; and to establish; to the extent possible, an exposure-free work and service environment in which County personnel and members of the public can enjoy safety and security in the course of their daily pursuits.

Service Description:

This service provides the risk management function for general liability exposures and related services. It operates from an internal service fund and provides claims management services and pays the premium costs for general liability insurance. Risk Management will strive to implement practices that will reduce overall costs in the long term.

Major Accomplishments in 2009-10:

- Administered 64 new claims against the County for General Liability.
- Started using the National Safety Council's Guide to Preventable Accidents to review and implement corrective action according to the percent of fault based upon Defensive Driving Standards.
- In conjunction with Human Resources we implemented electronic DMV Pull Notice Program for Employees and Temporaries.
- Hosted Alliant Insurance Services presentation on Basic Insurance and Contracts Requirements.
- Hosted Medical Malpractice Seminar on Confidentiality Laws for all members of the Medical Malpractice Program.
- Researched vendors to supply services for compliance with Medicare §111 Secondary Payer Reporting mandates.

Objectives & Performance Measures for 2010-11:

Objective:

Improve on-going internal customer service and transfer of risk by increasing the knowledge and skills of county employees working with contracts.

Performance Measures:

- Have Alliant reintroduce Oasys Insurance Certificate Tracking program by 6/30/11.

Objective:

Create potential on-going cost savings by focusing the County's loss control efforts.

Performance Measures:

- Explore implementation of External Counsel Guidelines for controlling litigation costs by 12/31/10.
- Study Reserving methods for accurate reserving of Liability Claims by 6/30/11.

Objective:

Maintain Risk Management Information System.

Performance Measures:

- Streamline allocation process by updating current department names and codes in the Liability Database to reflect the new organizational structure by 6/30/11.

Objective:

Assure Internal Cost Allocation System is up-to-date and accurately reflects organizational changes.

Performance Measures:

- Update and consolidate departments in Allocation System by 6/30/11.
- Review formulas for accuracy and acceptability by 6/30/11.
- Automate spreadsheet where applicable by 6/30/11.

Objective:

Comply with Medicare §111 Secondary Payer Act.

Performance Measures:

- Contract with Medicare Set-Aside service provider and set up database reporting with service provider by 7/31/2010.
- Apply services to appropriate Medicare Eligible claims.

Service Budget Unit Code	- 92002
Office/Department	- Human Resources
Major Service Area	- Internal Service Fund/Insurance



Insurance - General Liability (92002)

	08/09 <u>Actual</u>	09/10 <u>Adopted</u>	09/10 <u>Estimated</u>	10/11 <u>Proposed</u>	10/11 <u>Adopted</u>	% Change From Prior <u>Adopted</u>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	41,422	35,000	5,800	5,000	5,000	-85.7%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	762,449	1,018,274	1,034,927	1,217,320	1,217,320	19.5%
Miscellaneous Revenues	81,718	25,000	60,061	23,000	23,000	-8.0%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
Total Revenues	885,589	1,078,274	1,100,788	1,245,320	1,245,320	15%
Expenses						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	816,368	907,279	980,124	1,062,984	1,062,984	17.2%
Other Charges	361,562	150,000	150,000	150,000	150,000	0.0%
Overhead Cost Allocation (A87)	32,356	130,620	130,619	192,700	192,700	47.5%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
Total Expenses	1,210,286	1,187,899	1,260,743	1,405,684	1,405,684	18%
Fund Balance Added (Used)	(324,697)	(109,625)	(159,955)	(160,364)	(160,364)	

Staffing: None

2010/11 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
General Liability	Fund #4356	1,245,320	1,405,684	(160,364)
		1,245,320	1,405,684	(160,364)

Comments/Analysis of Differences:

Per the October 2009 actuarial report, this fund is currently funded above the 95% confidence level. We anticipate a three year plan to reduce funding to the 80% confidence level.

Public Hearing Comments:

Adopted as proposed.



