

**HUMAN RESOURCES**  
Gayle Satchwell, Director



<input type="checkbox"/> Personnel Services (10401)	\$ 941,063
<input type="checkbox"/> Insurance Benefits (92003)	1,335,150
<input type="checkbox"/> Property & Casualty (11004)	80,925
<input type="checkbox"/> Insurance - Probation Fire Insurance Claim (11011)	63,880
<input type="checkbox"/> Insurance - Worker's Compensation (11015)	39,500
<input type="checkbox"/> Insurance - General Liability (92002)	1,187,899
<b>Total</b>	<b>\$ 3,648,417</b>





## Human Resources Summary

	<u>07/08</u> <u>Actual</u>	<u>08/09</u> <u>Adopted</u>	<u>08/09</u> <u>Estimated</u>	<u>09/10</u> <u>Proposed</u>	<u>09/10</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	157,308	142,000	73,376	64,950	64,950	-54.3%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	1,771,535	1,604,859	1,729,890	2,341,485	2,341,485	45.9%
Miscellaneous Revenues	146,296	57,000	20,661	56,500	56,500	-0.9%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	1,034,863	1,040,909	1,006,686	1,021,988	1,021,988	-1.8%
<b>Total Revenues</b>	<b>3,110,002</b>	<b>2,844,768</b>	<b>2,830,613</b>	<b>3,484,923</b>	<b>3,484,923</b>	<b>23%</b>
<b>Expenses</b>						
Salaries & Benefits	1,043,197	1,060,584	1,075,672	1,073,961	1,073,961	1.3%
Services & Supplies	3,313,957	3,562,833	2,943,189	3,389,081	3,389,081	-4.9%
Other Charges	1,073,806	1,280,000	1,590,000	1,365,000	1,365,000	6.6%
Overhead Cost Allocation (A87)	(29,433)	16,607	16,607	150,825	150,825	808.2%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	34,100	26,805	26,805	63,684	63,684	137.6%
Interfund Activity	(2,185,883)	(2,397,102)	(2,026,532)	(2,394,134)	(2,394,134)	-0.1%
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>3,249,744</b>	<b>3,549,727</b>	<b>3,625,741</b>	<b>3,648,417</b>	<b>3,648,417</b>	<b>3%</b>
<b>Fund Balance Added (Used)</b>	<b>(139,742)</b>	<b>(704,959)</b>	<b>(795,128)</b>	<b>(163,494)</b>	<b>(163,494)</b>	
<b>Staffing:</b>	<b>10.00</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	

		June 30, 2009 Projected Fund Balance	FY 09/10 Revenue	FY 09/10 Expense	FY 09/10 Net Change	June 30, 2010 Projected Fund Balance
General Fund	Fund #0101	*	1,021,988	1,021,988		*
Vision Internal Service	Fund #4352	25,977	195,599	193,990	1,609	27,586
Unemployment Internal Service	Fund #4355	216,897	307,262	306,699	563	217,460
Dental Internal Service	Fund #4498	52,960	837,300	834,461	2,839	55,799
Probation Fire Insurance Claim	Fund #1137	214,328	5,000	63,880	(58,880)	155,448
Workers Compensation	Fund #1350	82,037	39,500	39,500	-	82,037
General Liability	Fund #4356	995,159	1,078,274	1,187,899	(109,625)	885,534
			<b>3,484,923</b>	<b>3,648,417</b>	<b>(163,494)</b>	

\* See General Fund Balance and Reserves in Section 1 for the FY 2009-10 General Fund analysis.



# Personnel Services

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## **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 2008-09:**

- Implemented the HR Module of Pentamation by leading a cross departmental team 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 the HR Dashboard for use by the CEO's Office and Department Heads to better manage employee related processes.
- Worked cross-departmentally to develop Position Control Module which connects employee hire/promotions/transfers to staffing document allocations for up-to-date control of FTE status.
- Conducted 156 recruitments to date, including receiving, reviewing and scoring roughly 1,500 job applications.
- Conducted 24 position description evaluations ensuring current job duties and requirements are appropriately called out in the job specifications.
- Collapsed six job descriptions into three within one department.
- Performed a comprehensive organizational study of one office resulting in a better understanding of appropriate size and structure of staff.

- 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 2,778 electronic personnel action forms to date.
- Provided the following county-wide training:  
Sexual Harassment Training to 37 Supervisors, Managers, Department Heads and Elected Officials; Leave Management Training to 59 new Supervisors, Managers or Department Heads; Disciplinary Process to 38 new Supervisors and Managers; Reasonable Suspicion Training to 21 new Supervisors, Managers and Department Heads; provided Ethics Training to 76 employees, Committee & Commission members.
- Coordinated quarterly Leadership Team Meetings with approximately 70 employees attending each meeting. Sessions covered topics such as Organizational Awareness, Employee Performance Reviews, and Coping with the Stress of Economic Uncertainty.
- Developed and implemented the County's new Performance Review System (including: four new performance review forms, guide and training presentation) which incorporates the County's Core Competencies and provided training for 192 Supervisors, Managers, and Department Heads.

## **Objectives & Performance Measures for 2009-10:**

### **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 2800 Personnel Action Forms.
- Conduct 4 discipline training classes.
- Conduct 10 leave management classes training the majority of the County's supervisors and



## Personnel Services

managers on the recent changes in the leave laws, training an estimated 150 staff.

- Conduct 2 Reasonable Suspicion Drug/Alcohol training classes and 2 Sex Harassment Prevention classes for all new managers and supervisors.
- Conduct 2 Performance Review training classes to new supervisors and managers on the County's enhanced performance review system.
- Develop model "Mentor" program for use by County departments by June 30, 2010.

### 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 4 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.
- Convene team to begin planning and implementation of Job Application Center.
- Establish temporary employee eligible list process.
- Create and maintain a volunteer log.
- Begin development of a Public Service Announcement (PSA) to provide the community with information regarding how to apply for a county job.

### 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, 2010.

- Implement centralized training website to provide online training opportunities and allow departments a centralized, electronic tracking systems by June 30, 2010.
- Scan 100% of all retiree pay/performance and benefit files by June 30, 2010.
- Scan 50% of separated employee files by June 30, 2010.
- Enhance HR Dashboard to include recruitment tracking feature by June 30, 2010.

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





## Personnel Services (10401)

	<u>07/08</u> <u>Actual</u>	<u>08/09</u> <u>Adopted</u>	<u>08/09</u> <u>Estimated</u>	<u>09/10</u> <u>Proposed</u>	<u>09/10</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	-	-	-	-	-	NA
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	74	-	210	-	-	NA
Miscellaneous Revenues	30	-	772	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	962,744	965,553	941,269	941,063	941,063	-2.5%
<b>Total Revenues</b>	<b>962,848</b>	<b>965,553</b>	<b>942,251</b>	<b>941,063</b>	<b>941,063</b>	<b>-3%</b>
<b>Expenses</b>						
Salaries & Benefits	1,043,197	1,060,584	1,075,672	1,073,961	1,073,961	1.3%
Services & Supplies	363,083	371,034	297,090	317,852	317,852	-14.3%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(443,432)	(466,065)	(430,511)	(450,750)	(450,750)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>962,848</b>	<b>965,553</b>	<b>942,251</b>	<b>941,063</b>	<b>941,063</b>	<b>-3%</b>
<b>Fund Balance Added (Used)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Staffing:</b>	<b>10.00</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	
<b>2009/10 Fund Analysis:</b>						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
General fund	Fund #0101	941,063	941,063		-	
		<b>941,063</b>	<b>941,063</b>		<b>-</b>	

Comments/Analysis of Differences:

Public Hearing Comments:

Adopted as proposed.



## Insurance - Benefits

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### 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>07/08</u> <u>Actual</u>	<u>08/09</u> <u>Adopted</u>	<u>08/09</u> <u>Estimated</u>	<u>09/10</u> <u>Proposed</u>	<u>09/10</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	50,115	48,000	16,952	16,950	16,950	-64.7%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	1,073,305	842,095	967,231	1,323,211	1,323,211	57.1%
Miscellaneous Revenues	-	-	282	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
<b>Total Revenues</b>	<b>1,123,421</b>	<b>890,095</b>	<b>984,465</b>	<b>1,340,161</b>	<b>1,340,161</b>	<b>51%</b>
<b>Expenses</b>						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	235,033	108,640	107,810	105,786	105,786	-2.6%
Other Charges	1,055,371	1,130,000	1,215,000	1,215,000	1,215,000	7.5%
Overhead Cost Allocation (A87)	18,053	15,459	15,459	14,364	14,364	-7.1%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>1,308,458</b>	<b>1,254,099</b>	<b>1,338,269</b>	<b>1,335,150</b>	<b>1,335,150</b>	<b>6%</b>
<b>Fund Balance Added (Used)</b>	<b>(185,037)</b>	<b>(364,004)</b>	<b>(353,804)</b>	<b>5,011</b>	<b>5,011</b>	

Staffing: None

### 2009/10 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
Vision Internal Service	Fund #4352	195,599	193,990	1,609
Unemployment Internal Service	Fund #4355	307,262	306,699	563
Dental Internal Service	Fund #4498	837,300	834,461	2,839
		<b>1,340,161</b>	<b>1,335,150</b>	<b>5,011</b>

### Comments/Analysis of Differences:

Fund balances have been drawn down to recommended levels in the last two budget cycles. Increase in Charges for Services will maintain existing fund balances.

### Public Hearing Comments:

Adopted as proposed.



# Insurance, Property and Casualty

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## 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 2008-09:

- Recovered \$148,000 from private party insurance companies for vehicle or property damages to County property so far in 08/09.
- Established a facility inspection program and provided training and tracking of inspections to protect County assets, enhance employee and citizen safety, and minimize County property exposure.
- Facilitated the purchase of a new wheel chair for the ERAC.
- Re-implemented minor claims settlement program in conjunction with Public Works.
- Hosted a Contracts and Insurance Forum with 31 participants.
- Issued a Property Schedule to all Department Heads for review resulting in a number of properties being removed from our insurance schedule that were not previously identified.
- Established cleaning stations with signs, brooms, mop buckets and vacuums in the ERAC in conjunction with Facilities Maintenance.
- Researched, funded and ordered three Evacuation Chairs.

## Objective:

Coordinate Building Emergency Communication through Telephone Intercom System.

## Performance Measures:

- Complete Shelter in Place Procedures by 12/31/2009.
- Train selected Department Heads so that they can make localized announcements by 6/30/2010.
- Train Employees to Shelter in Place by 6/30/2010.

## Objective:

Continue Facility Inspection Program.

## Performance Measures:

- Offer another Inspection Training Class by 6/30/2010.
- Continue detailed Facility Inspections by 6/30/2010.

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

## Objectives & Performance Measures for 2009-10:



## Insurance - Property & Casualty (11004)

	07/08 <u>Actual</u>	08/09 <u>Adopted</u>	08/09 <u>Estimated</u>	09/10 <u>Proposed</u>	09/10 <u>Adopted</u>	% Change From Prior <u>Adopted</u>
<b>Revenues</b>						
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	16,281	-	400	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	72,119	75,356	65,417	80,925	80,925	7.4%
<b>Total Revenues</b>	<b>88,400</b>	<b>75,356</b>	<b>65,817</b>	<b>80,925</b>	<b>80,925</b>	<b>7%</b>
<b>Expenses</b>						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	93,547	83,929	74,025	90,314	90,314	7.6%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(5,147)	(8,573)	(8,208)	(9,389)	(9,389)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>88,400</b>	<b>75,356</b>	<b>65,817</b>	<b>80,925</b>	<b>80,925</b>	<b>7%</b>
<b>Fund Balance Added (Used)</b>	-	-	-	-	-	

Staffing: None

### 2009/10 Fund Analysis:

	Fund #	Fund Balance		
		Revenues	Expenses	Added (Used)
General Fund	Fund #0101	80,925	80,925	-
		<b>80,925</b>	<b>80,925</b>	<b>-</b>

Comments/Analysis of Differences:

### Public Hearing Comments:

Adopted as proposed.



# Insurance – Probation Fire Insurance Claim

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## **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>07/08</u> <u>Actual</u>	<u>08/09</u> <u>Adopted</u>	<u>08/09</u> <u>Estimated</u>	<u>09/10</u> <u>Proposed</u>	<u>09/10</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	11,268	12,000	5,424	5,000	5,000	-58.3%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	-	-	-	-	-	NA
Miscellaneous Revenues	-	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
<b>Total Revenues</b>	<b>11,268</b>	<b>12,000</b>	<b>5,424</b>	<b>5,000</b>	<b>5,000</b>	<b>-58%</b>
<i>Expenses</i>						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	-	-	-	-	-	NA
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	118	69	69	196	196	184.1%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	34,100	26,805	26,805	63,684	63,684	137.6%
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>34,218</b>	<b>26,874</b>	<b>26,874</b>	<b>63,880</b>	<b>63,880</b>	<b>138%</b>
<b>Fund Balance Added (Used)</b>	<b>(22,949)</b>	<b>(14,874)</b>	<b>(21,450)</b>	<b>(58,880)</b>	<b>(58,880)</b>	

Staffing: None

### 2009/10 Fund Analysis:

		Fund Balance		
		Revenues	Expenses	Added (Used)
Probation Fire Insurance Claim	Fund #1137	5,000	63,880	(58,880)
		<b>5,000</b>	<b>63,880</b>	<b>(58,880)</b>

Comments/Analysis of Differences:

### Public Hearing Comments:

Adopted as proposed.



## Insurance – Workers’ Compensation

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### **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 2008-09:**

- In 08/09 staff managed 80 new claims against the County with 48 additional existing open claims.
- Conducted two Workers’ Compensation 101 Training classes for supervisors training 40 staff.
- Created and presented a hazard and behavioral safety inspection training class for departments.
- Performed 10-year loss analysis to diagnose problem trends to address the areas of greatest frequency and severity of loss.
- Analyzed problem claims and assigned a Nurse Case Manager (NCM) to provide medical assistance in an attempt to reduce temporary disability exposures.
- Collaborated with CMI the County’s Third Party Administrator (TPA) to write a report monitoring Return-To-Work days.
- Started “All-County” Aid/CPR/AED Training in an attempt to reduce medical only claims.
- Addressed the “life-time Reserving of Claims” conflict against “Actuarial Development” of claims with the Workers’ Compensation Carrier – now at the EIA Board level for discussion.

- Implemented 2008 Safety Awareness Program and Decal Contest.
- Developed and delivered Cell Phone Driver Safety Training to 89 employees.
- Conducted ergonomic demonstrations and checked out ergonomic equipment for trial use at workstations.
- Conducted 3 Ergonomic Training classes, training 33 employees.
- Conducted 20 formal ergonomic evaluations and 8 informal evaluations.
- Trained Facilities Maintenance Staff to set up desks ergonomically correct.
- Ordered and distributed YakTrax slip prevention devices for the Safety Committee to promote.
- Worked to provide the Safety News Letter with more County specific content.
- Completed Continuity Of Operations Plan (COOP) with detailed documentation on Claims Processing, and Disaster Safety Briefs.

### **Objectives & Performance Measures for 2009-10:**

#### **Objective:**

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

#### **Performance Measures:**

- All employees will have a User ID and Password assigned by 12/1/09.
- Departments that choose to encourage training will have an Administrator by 12/1/09.
- Departments will be provided with a list of “required safety training” and a consultation if so desired by 6/30/10.
- All employees required to be enrolled in the Pull Notice Program will be in the system with up-to-date records by 6/30/10.

#### **Objective:**

Evaluate Primary Workers’ Compensation Program to determine value of participation.

#### **Performance Measures:**

- Gather data on Losses & Premiums by 12/1/09.
- Financial evaluation of participation by 12/1/09.



## Insurance – Workers’ Compensation

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- Executive Summary of results by 12/1/09.

### **Objective:**

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

### **Performance Measures:**

- Have EIA Review current program by 12/1/09.
- Meet with internal stakeholders to agree on selected services by 12/1/09.
- Inventory current chemicals by 12/1/09.
- Execute necessary contracts with vendor by 12/31/09.
- Build web based database with appropriate fields by 12/31/09.
- Update Written Program by 12/31/09.
- Provide Employee Training by 12/31/09.
- Facilitate annual inventories, ongoing.

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







## Insurance - Workers Compensation (11015)

	<u>07/08</u>	<u>08/09</u>	<u>08/09</u>	<u>09/10</u>	<u>09/10</u>	<u>% Change</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Adopted</u>	<u>From Prior</u>
						<u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	17,970	12,000	8,000	8,000	8,000	-33.3%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	-	-	-	-	-	NA
Miscellaneous Revenues	126,622	31,500	14,507	31,500	31,500	0.0%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
<b>Total Revenues</b>	<b>144,592</b>	<b>43,500</b>	<b>22,507</b>	<b>39,500</b>	<b>39,500</b>	<b>-9%</b>
<b>Expenses</b>						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	1,882,327	1,997,241	1,641,597	1,967,850	1,967,850	-1.5%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	(753)	(31,277)	(31,277)	5,645	5,645	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(1,737,304)	(1,922,464)	(1,587,813)	(1,933,995)	(1,933,995)	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>144,270</b>	<b>43,500</b>	<b>22,507</b>	<b>39,500</b>	<b>39,500</b>	<b>-9%</b>
<b>Fund Balance Added (Used)</b>	<b>321</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

Staffing: None

### 2009/10 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
Workers Compensation	Fund #1350	39,500	39,500	-
		<b>39,500</b>	<b>39,500</b>	<b>-</b>

Comments/Analysis of Differences:

### 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 2008-09:

- Updated Liability Database with new fields, formatting and automated reports to match reporting requirements of EIA and CalTIP.
- Developed a Loss Statement Form with a focus on identifying Public Entity Immunities.
- Purchased a digital phone recorder to document claimant statements.
- Improved claim documentation with receipt of written litigation updates on claims, per audit guidelines.
- Facilitated Master Card Insurance Protection Program for County Rental Vehicles.
- Worked with FREED to develop ADA Courtesy Training. A featured training article appeared in the February, March and April Safety Newsletters.
- Hosted a Law and Ethics class for the Health and Human Services with 33 participants.
- Hosted a Strip Search Litigation Training and trained 5 senior staff members of the Sheriff's Department.
- Completed Continuity Of Operations Plan (COOP) with detailed documentation on Claims Processing, and Loss Control.

## Objectives & Performance Measures for 2009-10:

### Objective:

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

### Performance Measures:

- Have Alliant present Contract Insurance Requirements by 12/1/09.
- Host Medical Malpractice Seminar by 6/30/10.

### Objective:

Create potential on-going cost savings by focusing the County's loss control efforts in areas where the greatest impact will be realized.

### Performance Measures:

- Provide Liability Loss Reports by Department by 6/30/10.
- Evaluate Potential Driver Training Programs to be considered for incorporation into regular training schedule by 12/1/09.

### Objective:

Maintain Risk Management Information System.

### Performance Measures:

- Evaluate and correct report calculations by 6/30/10.
- Update department names and codes to reflect the current organizational structure by 6/30/10.

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



## Insurance - General Liability (92002)

	<u>07/08</u> <u>Actual</u>	<u>08/09</u> <u>Adopted</u>	<u>08/09</u> <u>Estimated</u>	<u>09/10</u> <u>Proposed</u>	<u>09/10</u> <u>Adopted</u>	<u>% Change</u> <u>From Prior</u> <u>Adopted</u>
<b>Revenues</b>						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	77,955	70,000	43,000	35,000	35,000	-50.0%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	698,156	762,764	762,449	1,018,274	1,018,274	33.5%
Miscellaneous Revenues	3,363	25,500	4,700	25,000	25,000	-2.0%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
<b>Total Revenues</b>	<b>779,474</b>	<b>858,264</b>	<b>810,149</b>	<b>1,078,274</b>	<b>1,078,274</b>	<b>26%</b>
<b>Expenses</b>						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	739,967	1,001,989	822,667	907,279	907,279	-9.5%
Other Charges	18,435	150,000	375,000	150,000	150,000	0.0%
Overhead Cost Allocation (A87)	(46,851)	32,356	32,356	130,620	130,620	303.7%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
<b>Total Expenses</b>	<b>711,551</b>	<b>1,184,345</b>	<b>1,230,023</b>	<b>1,187,899</b>	<b>1,187,899</b>	<b>0%</b>
<b>Fund Balance Added (Used)</b>	<b>67,924</b>	<b>(326,081)</b>	<b>(419,874)</b>	<b>(109,625)</b>	<b>(109,625)</b>	

Staffing: None

### 2009/10 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
General Liability	Fund #4356	1,078,274	1,187,899	(109,625)
		<b>1,078,274</b>	<b>1,187,899</b>	<b>(109,625)</b>

Comments/Analysis of Differences:

### Public Hearing Comments:

Adopted as proposed.



