

HUMAN RESOURCES

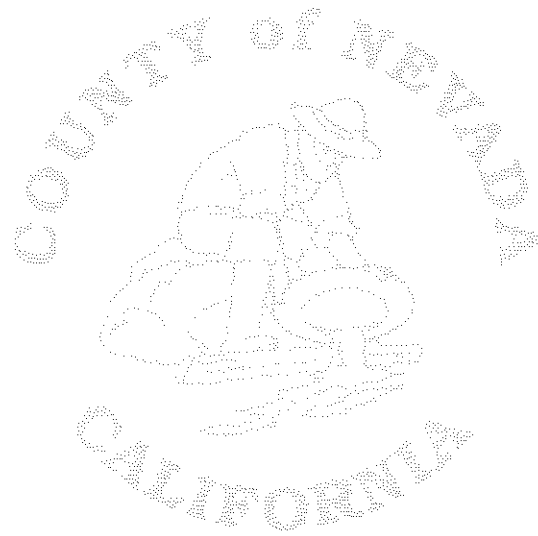
Gayle Satchwell, Director



<input type="checkbox"/> Personnel Services (10401)	\$ 965,553
<input type="checkbox"/> Insurance Benefits (92003)	1,254,099
<input type="checkbox"/> Insurance - Property & Casualty (11004)	75,356
<input type="checkbox"/> Insurance - Probation Fire Insurance Claim (11011)	26,874
<input type="checkbox"/> Insurance - Worker's Compensation (11015)	43,500
<input type="checkbox"/> Insurance - General Liability (92002)	1,184,345

Total \$ 3,549,727





Human Resources Summary

	<u>06/07</u>	<u>07/08</u>	<u>07/08</u>	<u>08/09</u>	<u>08/09</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>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	134,721	109,500	157,000	142,000	142,000	29.7%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	1,587,007	1,651,715	1,824,784	1,604,859	1,604,859	-2.8%
Miscellaneous Revenues	119,260	4,500	3,524	57,000	57,000	1166.7%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	976,106	883,196	1,038,980	1,040,909	1,040,909	17.9%
Total Revenues	2,817,094	2,648,911	3,024,288	2,844,768	2,844,768	7%
Expenses						
Salaries & Benefits	876,701	893,294	1,052,443	1,060,584	1,060,584	18.7%
Services & Supplies	3,268,308	3,838,370	3,164,845	3,562,833	3,562,833	-7.2%
Other Charges	938,626	1,155,803	1,050,748	1,280,000	1,280,000	10.7%
Overhead Cost Allocation (A87)	83,244	(29,320)	(29,311)	16,607	16,607	-156.6%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	34,526	34,526	26,805	26,805	-22.4%
Interfund Activity	(2,564,595)	(2,881,689)	(2,313,680)	(2,397,102)	(2,397,102)	-16.8%
Contingency	-	-	-	-	-	NA
Total Expenses	2,602,284	3,010,984	2,959,571	3,549,727	3,549,727	18%
Fund Balance Added (Used)	214,810	(362,073)	64,717	(704,959)	(704,959)	
Staffing:	10.00	10.00	10.00	10.00	10.00	

		June 30, 2008	FY 08/09	FY 08/09	FY 08/09	June 30, 2009
		Projected	Revenue	Expense	Net Change	Projected
		Fund Balance				Fund Balance
General Fund	Fund #0101	*	1,040,909	1,040,909	-	*
Vision Internal Service	Fund #4352	72,284	179,830	213,502	(33,672)	38,612
Unemployment Internal Service	Fund #4355	587,548	102,173	206,943	(104,770)	482,778
Dental Internal Service	Fund #4498	312,544	608,092	833,654	(225,562)	86,982
Probation Fire Insurance Claim	Fund #1137	236,084	12,000	26,874	(14,874)	221,210
Workers Compensation	Fund #1350	83,056	43,500	43,500	-	83,056
General Liability	Fund #4356	1,330,429	858,264	1,184,345	(326,081)	1,004,348
			2,844,768	3,549,727	(704,959)	

* See General Fund Balance and Reserves in Section I for the FY 2008-09 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 2007-08:

- Initiated the planning and implementation of the HR Module of Pentamation by convening cross department project team; development of PAT (Personnel Activity Tracker) to track different situations such as performance evaluations, temp assignments, leaves of absence, suspensions etc; and established implementation process for other elements of the project.
- Conducted a large number of recruitments, 260 to date, only 15 less than last year. Four of these were Department Head recruitments. Continued proactive recruiting strategies listed below which resulted in approximately 2000 job applications being received and screened.

-26 Board of Corrections or POST examinations were given. Two examinations are now given on-line instead of in writing, thus decreasing turn around time for lists.

-Created bumper stickers and placards to be used on all county vehicles, which will promote county employment throughout the community.

-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 3,980 electronic personnel action forms to date.
- Provided the following county-wide training: Three (3) "Recruitment and Interviewing" training sessions; Sexual Harassment Training to 144 Supervisors, Managers, Department Heads and Elected Officials; Leave Management Training to 24 new Supervisors, Managers or Department Heads; Disciplinary Process to 12 new Supervisors and Managers; Reasonable Suspicion Training to 28 new Supervisors, Managers and Department Heads; New Drug Testing & DPW Employees training course to 32 DPW safety sensitive employees.
- Coordinated the Leadership Team Meetings with approximately 60 employees attending each meeting. Sessions covered topics such as Methamphetamine Panel, Organizational Savvy, Creating a Positive Work Environment, and Managing Across Generations
- Implemented an electronic training sign-up website HR/Risk Mgt in April 2007.
- Completed scanning of all pre-employment drug testing files; 234 medical/FMLA files; and 20 recruitment folders from prior years, totaling approximately 9,000 pages.
- Revised and implemented the County's Drug-Free Workplace Policy to conform to federal requirements.
- Revised the County's performance evaluation form to incorporate the County's core competencies, improve feedback to employees and add a career development element.
- Participated as team member and provided support for 2007 IBB negotiations for successor labor agreements with four of our bargaining units.

Objectives & Performance Measures for 2008-09:

Objective: Ensure the viability of the County organization by attracting the best-qualified candidates to our jobs by conducting timely



Personnel Services

recruitments and utilizing a combination of both traditional and non-traditional marketing techniques.

Performance Measures:

- Conduct an estimated 200 recruitments.
- Establish eligibility lists within 4 workdays of the close of the recruitment process.
- Bolster the number of applications received for each recruitment by 5%.
- Review and revise 100% of respective job classification specifications prior to opening each recruitment to ensure current job duties are accurately depicted.
- Establish two new recruiting resources by June 30, 2009.
- Begin partnership with Sierra College to establish curriculum in support of readying candidates for the County's hard to recruit classes.
- Attend a minimum of two external job fairs by June 30, 2009.
- Continue career development partnerships with Nevada Union and Bear River High Schools.
- Review cost effectiveness of current advertising methods.

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 2700 Personnel Action Forms
- Conduct 4 discipline training classes and 8 leave management training classes for supervisors, and managers, training an estimated 64 staff.
- Continue 2 Reasonable Suspicion Drug/Alcohol training classes and 2 Sex Harassment Prevention training classes for all new managers and supervisors, training an estimated 80 staff.
- Conduct training for all managers and supervisors regarding the implementation of the enhanced evaluation system, training an estimated 160 staff.
- Conduct two ethics training classes for public officials, providing refresher training for an estimated 80 persons.
- Assist Emergency Operations Officer with coordination of disaster worker training for all

county employees, training an estimated 980 employees.

- Incorporate disaster worker training into new hire orientation; training presented approximately one time per month.
- Revitalize the career development components of the county's succession planning program to assist employees in successfully competing for county promotions.
- Provide a minimum of 4 career counseling sessions which highlight various county career paths; internal 'open houses' by June 30, 2009.
- Establish model "mentor" program for use by county departments by June 30, 2009.

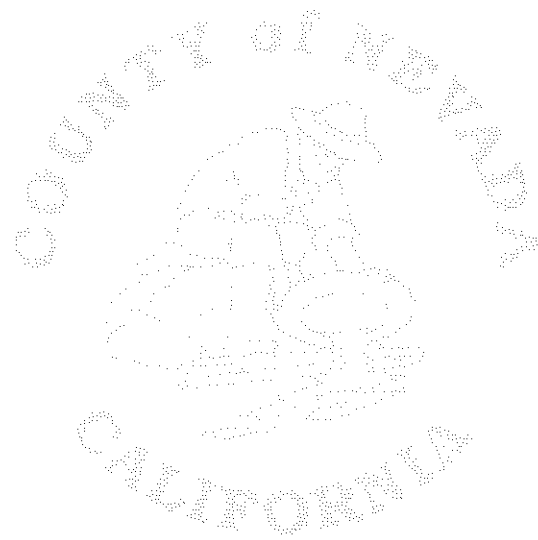
Objective: Streamline Human Resource processes through the use of available technology.

Performance Measures:

- Continue development of and plan for implementation of HR module; populate two elements of the Personnel Activity Tracker and implement improvements to the position control tracking feature by June 30, 2009.
- Further refine the use of the Electronic Personnel Form by June 30, 2009.
- Implement department HR dashboards for use by department heads in reviewing Human Resources related information.
- Begin plan for implementation of Pentamation Job Applicant Center.
- Begin plan for implementation of Employee Access Center.

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





Personnel Services (10401)

	<u>06/07</u> <u>Actual</u>	<u>07/08</u> <u>Adopted</u>	<u>07/08</u> <u>Estimated</u>	<u>08/09</u> <u>Proposed</u>	<u>08/09</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	442	-	-	-	-	NA
Miscellaneous Revenues	-	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	920,265	814,407	973,925	965,553	965,553	18.6%
Total Revenues	920,707	814,407	973,925	965,553	965,553	19%
Expenses						
Salaries & Benefits	876,701	893,294	1,052,443	1,060,584	1,060,584	18.7%
Services & Supplies	466,856	352,572	352,941	371,034	371,034	5.2%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(422,850)	(431,459)	(431,459)	(466,065)	(466,065)	NA
Contingency	-	-	-	-	-	NA
Total Expenses	920,707	814,407	973,925	965,553	965,553	19%
Fund Balance Added (Used)	-	-	-	-	-	
Staffing:	10.00	10.00	10.00	10.00	10.00	
2008-09 Fund Analysis:						
					Fund Balance	
		Revenues	Expenses		Added (Used)	
General Fund	Fund #0101	965,553	965,553		-	
		965,553	965,553		-	

Comments/Analysis of Differences:

Services & Supplies include increases in professional services for County-wide training in ethics, leadership & supervision totaling \$16,000

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>06/07</u>	<u>07/08</u>	<u>07/08</u>	<u>08/09</u>	<u>08/09</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>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	47,332	40,500	53,000	48,000	48,000	18.5%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	1,136,411	953,715	1,126,628	842,095	842,095	-11.7%
Miscellaneous Revenues	6,548	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
Total Revenues	1,190,291	994,215	1,179,628	890,095	890,095	-10%
Expenses						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	123,038	106,100	111,100	108,640	108,640	2.4%
Other Charges	893,623	1,005,803	947,730	1,130,000	1,130,000	12.3%
Overhead Cost Allocation (A87)	22,231	18,097	18,097	15,459	15,459	-14.6%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
Total Expenses	1,038,892	1,130,000	1,076,927	1,254,099	1,254,099	11%
Fund Balance Added (Used)	151,399	(135,785)	102,701	(364,004)	(364,004)	

Staffing: None

2008-09 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
Vision Internal Service	Fund # 4352	179,830	213,502	(33,672)
Unemployment Internal Service	Fund # 4355	102,173	206,943	(104,770)
Dental Internal Service	Fund # 4498	608,092	833,654	(225,562)
		890,095	1,254,099	(364,004)

Comments/Analysis of Differences:

Rates were reduced to utilize fund balance.

Public Hearing Comments:

Adopted as proposed.



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 2007-08:

- Participated in settlement negotiations of the Cascade Shores wastewater treatment plant insurance claim for a total of \$2,986,944.
- Recovered \$16,180.63 from Crime Bond Coverage in relation to a Social Services employee embezzlement from the Public Guardian's Program.
- Currently in settlement process for the loss on Allison Ranch Road.

Objectives & Performance Measures for 2008-09:

Objective: Establish facility inspection program with training and tracking of inspections to protect County assets, enhance employee and citizen safety, and minimize County property exposures.

Performance Measure:

- Training to Department Safety Representatives provided and inspection results tracked.

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



Insurance - Property & Casualty (11004)

	<u>06/07</u>	<u>07/08</u>	<u>07/08</u>	<u>08/09</u>	<u>08/09</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>
Revenues						
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	-	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	55,841	68,789	65,055	75,356	75,356	9.5%
Total Revenues	55,841	68,789	65,055	75,356	75,356	10%
Expenses						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	61,705	76,000	72,266	83,929	83,929	10.4%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	-	-	-	-	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(5,864)	(7,211)	(7,211)	(8,573)	(8,573)	NA
Contingency	-	-	-	-	-	NA
Total Expenses	55,841	68,789	65,055	75,356	75,356	10%
Fund Balance Added (Used)	-	-	-	-	-	

Staffing: None

2008-09 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
General Fund	Fund # 0101	75,356	75,356	-
		<u>75,356</u>	<u>75,356</u>	<u>-</u>

Comments/Analysis of Differences:

Public Hearing Comments:

Adopted as proposed.



Insurance – Probation Fire Insurance Claim

Service Description:

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

Service Budget Unit Code	- 11011
Office/Department	- Human Resources
Major Service Area	- General Government/Other General



Insurance - Probation Fire Insurance Claim (11011)

	<u>06/07</u>	<u>07/08</u>	<u>07/08</u>	<u>08/09</u>	<u>08/09</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>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	10,024	9,000	12,000	12,000	12,000	33.3%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	-	-	-	-	-	NA
Miscellaneous Revenues	1,655	-	-	-	-	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
Total Revenues	11,679	9,000	12,000	12,000	12,000	33%
Expenses						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	-	-	-	-	-	NA
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	-	118	118	69	69	-41.5%
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	34,526	34,526	26,805	26,805	-22.4%
Interfund Activity	-	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
Total Expenses	-	34,644	34,644	26,874	26,874	-22%
Fund Balance Added (Used)	11,679	(25,644)	(22,644)	(14,874)	(14,874)	

Staffing: None

2008-09 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
Probation Fire Insurance Claim	Fund # 1137	12,000	26,874	(14,874)
		12,000	26,874	(14,874)

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:

This 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 more quantifiable reporting and a reduction costs over the long term.

Major Accomplishments in 2007-08

- In 2007 we managed 92 new claims against the county while administering 128 existing claims.
- Migrated the Workers’ Compensation Risk Management Information System to secure web-based server for claims reporting.
- Implemented IRIS reporting software and MBA reports with Third Party Administrator. (TPA)
- Introduced Cost of Risk Graph for tracking risk costs.
- Introduced training sign-up webpage
- Distributed Title-8 training requirements to all departments through Safety Representatives.
- Two comprehensive inspections including the Airport and Juvenile Detention Facilities.
- Requested that EIA bring back Supervisor Safety training. Had 8 Supervisors attend some form of Comprehensive Safety Training.
- Completed a schematic for a new Risk Management Website.
- Offered 16 assorted Safety Training Classes with 328 Attendees, More than 20 one-on-one ergonomic evaluations and 29 Department safety consultations.

- Developed and presented Winter Driving Class.

Objectives & Performance Measures for 2008-09:

Objective:

Establish departmental facility inspection program with Hazard Recognition Training and tracking of inspections.

Performance Measure:

Training to Department Safety Representatives provided and inspection results tracked. 1/31/09

Objective:

Create enhanced reporting and accountability so that loss analysis will produce an accurate diagnosis of problems so that we may then treat areas of greatest frequency and severity of loss.

Performance Measures:

- Distribute Workers’ Comp Financial Trend Report to Directors. 6/30/09
- Distribute loss Statistics to Dept. Heads 6/30/09
- Continue to share loss Reports w/Safety Committee. Current 08/09

Objective:

Increase the level of knowledge and safety skills in the workforce to potentially reduce frequency and severity of employee injuries

Performance Measures:

- Book OSHA 30-hour General and Construction Courses for Employees and Supervisors. 6/30/09
- Implement two updated Safety Training Programs. 6/30/09
- Implement First-aid/CPR/AED classes open to all Employees. 1/1/09

Objective:

Internal Customer Service Improvement

Performance Measures:

- Launch Safety Sign Making Service 1/1/09
- Work with Human Resources, to develop a training database solution that departments can use to enter and track required training 6/30/09.
- Implement Risk Management website on the Infonet so that risk management information can

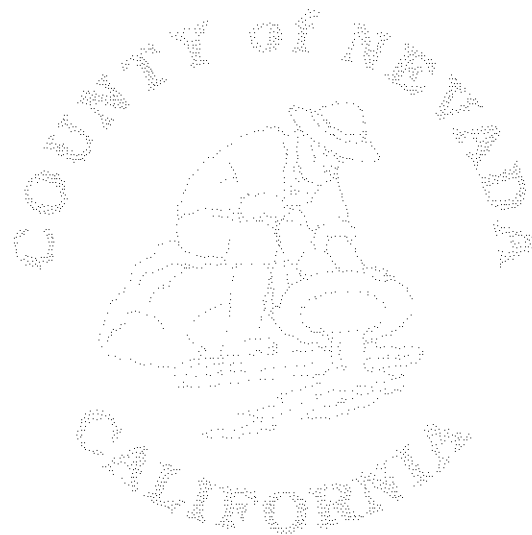


Insurance – Workers’ Compensation

be found in one area with a simple index and logical links by 6/30/09.

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





Insurance - Workers Compensation (11015)

	<u>06/07</u>	<u>07/08</u>	<u>07/08</u>	<u>08/09</u>	<u>08/09</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>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	12,993	10,000	20,000	12,000	12,000	20.0%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	-	-	-	-	-	NA
Miscellaneous Revenues	2,071	-	-	31,500	31,500	NA
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
Total Revenues	15,064	10,000	20,000	43,500	43,500	335%
Expenses						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	2,083,410	2,453,762	1,894,404	1,997,241	1,997,241	-18.6%
Other Charges	-	-	-	-	-	NA
Overhead Cost Allocation (A87)	53,222	(743)	(734)	(31,277)	(31,277)	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(2,123,562)	(2,443,019)	(1,875,010)	(1,922,464)	(1,922,464)	NA
Contingency	-	-	-	-	-	NA
Total Expenses	13,070	10,000	18,660	43,500	43,500	335%
Fund Balance Added (Used)	1,994	-	1,340	-	-	

Staffing: None

2008-09 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
Workers Compensation	Fund # 1350	43,500	43,500	-
		43,500	43,500	-

Comments/Analysis of Differences:

The increase in Other Revenues is due to a change in budget practice for EIA loss control subsidy revenues which were previously not budgeted. The decrease in Services & Supplies and Interfund Activity is due to final premiums being less than the original budget.

Public Hearing Comments:

Adpoted 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 2007-08:

- Quoted Vendor and Contractor Insurance program for three customers.
- Contracts & Insurance Forum Training completed.
 - Implemented Contracts Ins. Checklist
 - Temp/Contractor Selection Training
 - Personal Auto Endorsements Requirement
- Revamped the GL Liability Database fields, reports and forms to required standards by EIA and CalTIP.
- Processed 9 claims for recovery in 2007 resulting in almost \$25,000.00 in reimbursed funds for departments.
- Administrated 25 Liability Claims for Liability & Transit with \$5,700.00 in losses paid for 2007
- Completed Cost of Risk Graph for GL Program
- Researched Liability Benchmark/Best Practices
- Increased customer service for securing Liability Insurance Endorsements with contracts.
- Created Rental Car Policy for Insurance.

Objectives & Performance Measures for 2008-09:

Objective:

Improve internal customer service and transfer of risk by increasing the knowledge and skills of county employees working with contracts through the means of a continuing Insurance and Contracts Forum.

Performance Measures:

- Institute Rental Car Policy 6/30/09.
- Have Alliant present Contract Insurance Requirements. 6/30/09.

Objective:

Confirm efficiency and effectiveness of operations with the Risk management Committee.

Performance Measure:

- Introduce Liability Procedures Draft to Risk Management Committee 12/31/08.

Objective:

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

Performance Measures:

- Report Liability Losses by Department 6/30/09.
- Develop a relationship with a Claims Investigation Company for potentially large or complex claims. 6/30/09.

Objective:

Maintaining Risk Management Information System

Performance Measures:

- Start entering claims in new format 12/31/08.
- Convert old data 12/31/08.
- Delete old fields from form 6/30/09.
- Automate reporting 6/30/09.

Service Budget Unit Code	- 92002
Office/Department	- 641
Major Service Area	- Internal Service Fund/Insurance



Insurance - General Liability (92002)

	06/07	07/08	07/08	08/09	08/09	% Change
	<u>Actual</u>	<u>Adopted</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Adopted</u>	<u>From Prior Adopted</u>
Revenues						
Taxes	-	-	-	-	-	NA
Licenses, Permits & Franchises	-	-	-	-	-	NA
Fines, Forfeitures, & Penalties	-	-	-	-	-	NA
Use of Money & Property	64,372	50,000	72,000	70,000	70,000	40.0%
Federal/State Intergovernmental	-	-	-	-	-	NA
Charges for Services	450,154	698,000	698,156	762,764	762,764	9.3%
Miscellaneous Revenues	108,986	4,500	3,524	25,500	25,500	466.7%
Other Financing Sources	-	-	-	-	-	NA
General Fund Transfers	-	-	-	-	-	NA
General Fund Allocation	-	-	-	-	-	NA
Total Revenues	623,512	752,500	773,680	858,264	858,264	14%
Expenses						
Salaries & Benefits	-	-	-	-	-	NA
Services & Supplies	533,299	849,936	734,134	1,001,989	1,001,989	17.9%
Other Charges	45,003	150,000	103,018	150,000	150,000	0.0%
Overhead Cost Allocation (A87)	7,791	(46,792)	(46,792)	32,356	32,356	NA
Capital Assets	-	-	-	-	-	NA
Other Financing Uses	-	-	-	-	-	NA
Interfund Activity	(12,319)	-	-	-	-	NA
Contingency	-	-	-	-	-	NA
Total Expenses	573,774	953,144	790,360	1,184,345	1,184,345	24%
Fund Balance Added (Used)	49,738	(200,644)	(16,680)	(326,081)	(326,081)	

Staffing: None

2008-09 Fund Analysis:

		Revenues	Expenses	Fund Balance Added (Used)
General Liability	Fund # 4356	858,264	1,184,345	(326,081)
		858,264	1,184,345	(326,081)

Comments/Analysis of Differences:

Miscellaneous Revenues include insurance proceeds. Charges for Services allocated to other departments are based upon factors including budget size and experience. Services and Supplies includes pool contributions and excess insurance. Other Charges reflect judgments and damages. Fund Balance reflects greater than 90% confidence level of claims (\$648,000.)

Public Hearing Comments:

Adopted as proposed.



