

HUMAN RESOURCES

WORKERS' COMPENSATION..... 0714

TERESIA HAASE, Director

HUMAN RESOURCES' BUDGET UNITS

Workers' Compensation	0714
<u>Health Insurance</u>	0715
<u>Retirement Health Insurance</u>	0716

PROGRAM DISCUSSION

Programs: The Return to Work Program (Worker's Compensation) is charged with assisting injured employees to return to gainful employment with the County, accommodating, when reasonable, their permanent medical restrictions; minimizing the County's exposure to Worker's Compensation claims; providing accountability for funds expended in returning injured employees to either their usual and customary duties or modified/alternative work; and providing referrals to other resources if reasonable accommodation can not be provided.

Public Trust: Assists County employees recovering from a work-related injury to return to work as motivated and dedicated public servants, while minimizing County exposure for fraudulent and/or frivolous claims.

Practices: The Return to Work Program encourages a holistic approach in returning to work. County employees injured in the course of their duties are assisted by providing medical treatment, wage loss protection, modified or alternative duty when required and a supportive work environment.

People: Acts as a liaison with the County's third-party administrator to ensure that County employees receive all benefits for which they are eligible including Federal/State mandated medical leave benefits.

MAJOR ACCOMPLISHMENTS IN F/Y 2009-10

Programs: Set up and formalized the process for providing quarterly meetings and/or reports for departments that provide for the status of, and updates on, all matters of leaves and accommodations within the departments. Updated and formalized the Return to Work Program to include a time limit for accommodation. Continued the development and enhancement of the Medical Leave Tracking program to include medical restrictions for ADA, industrial, and non-industrial injuries. Provided user manual to users of Medical Leave Tracking Program, trained Management on benefits of program in managing absences; and provided training for supervisors, managers and payroll clerks in Federal and State mandated medical leaves including Workers' Compensation.

Public Trust: Continued to track the use of the Medical Leave Tracking program to ensure time off due to

medical leave is utilized appropriately by County staff so that County services can be provided to the public in a timely and efficient manner.

Practices:

➤ Continued to Refine and Develop Computerized FMLA Tracking System to include tracking temporary and permanent medical restrictions.

➤ Provided Training and Support to Benefits Specialist in Workers Compensation/Medical Leave.

➤ Continued to Establish/Train Medical Leave Coordinators in County Departments/Agencies.

➤ Provided training to Department Heads on the County's Medical Leave Program.

➤ Provided training to Departments/Agencies representatives in ADA/FEHA interactive process facilitation..

➤ Realized a 30% decrease in Workers' Compensation claims filed through March 2010.

People:

➤ Provided enhanced support for Department Directors who are seeking to lower the compensable Workers' Compensation Claims within their Departments.

➤ Provided enhanced support for County staff that require medical leave and/or request reasonable accommodation for permanent disability.

➤ Provided a total of 50 temporary modified duty assignments for workers compensation related injuries.

GOALS/OBJECTIVES FOR F/Y 2010-11

Programs: Provide Supervisor/Management training in Workers' Compensation and interactive processes. Implement a more aggressive Return to Work Program to reduce temporary disability costs.

Public Trust: Minimize County exposure to Worker's Compensation claims by assisting injured employees to return to work; providing accountability for funds expended in returning injured employees to either their usual and customary duties or modified/alternative work.

Practices:

➤ Provide training in Workers' Compensation to all supervisors, managers and Department Heads.

➤ Implement more cost effective training alternative through use of County web based training.

HUMAN RESOURCES

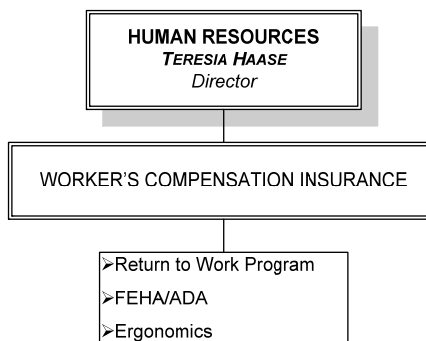
WORKERS' COMPENSATION..... 0714

TERESIA HAASE, Director

- Implement the refinements and additions to the Medical Leave Tracking (MLT) Program
- Meet with Department Heads regarding Workers' Compensation statistics on a quarterly basis.
- Monitor all changes and updates to laws governing worker's compensation and update procedures when required.
- Continue to improve Return to Work Program by collaborating with providers to get injured workers back to work quicker.
- Develop standard job tasks based on generic-type injuries (i.e. shoulder injury, back injury) to provide to Departments for assessment of possible accommodations to enable employees to return to work quicker.
- Provide updates to the Board of Supervisors on the status of the Return to Work Program.

People: Continue to provide support for managers, supervisors and employees in the areas of Workers' Compensation, and reasonable accommodation for medical restrictions and medical leave.

PROGRAM CHART



SUMMARY OF MAJOR BUDGET ACCOUNTS

Salaries & Employee Benefits

- ✧ Acct. 1011 Provides for salaries of 2.23 FTE's divided across 8 personnel: the Director (10%), Safety Officer (33%), Office Services Supervisor (10%), Staff Assistant III (10%), HR Analyst II (10%), HR Manager (30%), Benefits Specialist (20%), HR Analyst (100%).

Services & Supplies

- ✧ Acct. 2101 Provides for insurance premiums.

Revenues

- ✧ Acct. 6401 Revenue from all departments for insurance services.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by department

HUMAN RESOURCES

WORKERS' COMPENSATION..... 0714

TERESIA HAASE, Director

State Controller
County Budget Act
(1985)

County of Mendocino
State of California
Budget Unit Financing Uses Detail
Recommended Budget for Fiscal Year 2010-11

County Budget Form
Schedule 9

Classification:

Function: 0
Activity: 0

Budget Unit: 0714 Workers' Compensation
Fund: 7140 Workers' Compensation

Financing Uses Classification	2008-09 Budget	2008-09 Actuals	2009-10 Budget	2009-10 Actuals	2010-11 Request	2010-11 Recommend	2010-11 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<i>as of 5/31/10</i>							
Salaries & Employee Benefits							
861011 Regular Employees	136,624	143,730	167,405	122,138	135,926	135,926	
861012 Extra Help	5,000	0	0	0	0	0	
861013 Overtime Reg Emp	0	215	0	2	0	0	
861021 Co Cont Retirement	20,030	19,674	22,129	16,645	19,273	19,273	
861022 Co Cont OASDI	7,637	8,462	9,889	7,145	7,885	7,885	
861023 Co Cont Medicare	1,783	1,999	2,307	1,671	1,867	1,867	
861024 Co Cont Retire Incr	9,478	8,349	8,117	6,079	8,600	8,600	
861030 Co Cont Health Ins	32,256	21,296	25,175	18,414	15,222	15,222	
861031 Co Cont Unemp Ins	39	39	701	701	1,331	1,331	
861035 Co Cont Workers Comp	0	0	0	0	0	0	
Total Salaries & Employee Benefits	212,847	203,763	235,723	172,796	190,104	190,104	0
Services & Supplies							
862060 Communications	500	462	500	368	500	500	
862101 Insurance - General	0	0	0	0	0	0	
862102 Workers Comp	3,357,073	3,459,865	4,213,000	4,082,966	4,237,000	4,237,000	
862120 Maint - Equip	0	0	0	0	0	0	
862150 Memberships	1,000	0	1,000	0	1,000	1,000	
862170 Office Expense	2,700	1,540	2,700	3,015	2,700	2,700	
862187 Education & Training	3,500	3,353	3,500	1,595	5,500	5,500	
862189 Prof/Spec Svcs - Other	4,750	7,263	5,500	8,310	5,500	5,500	
862239 Spec Dept Expense	0	0	0	0	10,000	10,000	
862250 Trans/Travel	1,800	530	1,800	1,008	1,800	1,800	
862253 Travel Out of County	1,600	1,572	1,600	401	1,600	1,600	
Total Services & Supplies	3,372,923	3,474,585	4,229,600	4,097,663	4,265,600	4,265,600	0
Fixed Assets							
864370 Equipment	0	0	0	0	0	0	
Total Fixed Assets	0	0	0	0	0	0	0
Expend Transfer & Reimb							
865802 Oper Transfer Out	25,000	25,000	25,000	25,000	25,000	25,000	
Total Expend Transfer & Reimb	25,000	25,000	25,000	25,000	25,000	25,000	0
Total Net Appropriations	3,610,770	3,703,348	4,490,323	4,295,460	4,480,704	4,480,704	0
Less: Revenues							
824100 Interest	0	(13,803)	0	(4,251)	0	0	
826401 I.S.F. Services	3,610,770	3,610,770	4,491,924	4,292,367	4,480,704	4,480,704	
827700 Other	0	0	0	0	0	0	
Total Revenues	3,610,770	3,596,967	4,491,924	4,288,116	4,480,704	4,480,704	0
Total Fund Balance Contribution	0	106,382	(1,601)	7,343	0	0	0

HUMAN RESOURCES

HEALTH INSURANCE..... 0715

TERESIA HAASE, Director

PROGRAM DISCUSSION

Programs: The Mendocino County Employee Health Plan is self-insured. The plan is a preferred provider model with a managed care component and is administered by the Human Resources Director, Delta Health Systems as the medical, dental and vision third party administrator, MEDCO as the prescription drug administrator, and a Health Plan Consultant.

The Employee Health Insurance plan provides coverage for medical, dental, vision, Employee Assistance Program (EAP), and Wellness. The employee health plan also provides for life, accidental death and dismemberment coverage, and a cafeteria plan.

Public Trust: Human Resources, as directed by the Chief Executive Officer, administers the self-insured trust fund to ensure the stability and integrity of the trust.

Practices: The health insurance plan is regularly reviewed to ensure that the plan participants are receiving the highest quality of care as defined by the plans.

People: The Human Resources Benefits Unit assists County employees on a one-on-one basis, with all matters pertaining to the benefits provided for in the plan.

MAJOR ACCOMPLISHMENTS IN F/Y 2009-10

Programs: Through the Collective Bargaining process, a premium increase was approved to provide for increased costs of providing medical services and to provide for contributions to building a reserve in the health plan trust fund to support the solvency and stability of the Plan. As of December 2010 the reserve fund will be fully funded. An independent third-party certified public accounting service was retained to conduct an actuary study for the purpose of reviewing and evaluating projected health plan renewal figures for 2010, health plan revenues and costs, and projected increases in health premiums.

Public Trust: Benefits information has been added to the Human Resources website to provide better access to all information pertaining to the plans. Web links are available that enable employees to access the Wellness Program, Delta Health Systems and MEDCO. A number of informational meetings were held to provide updated information on the Health Plan claims activities and expenses.

Practices: The health insurance plan was regularly reviewed to ensure that the plan participants are receiving the highest quality of care as defined by the

plans. Work was begun on the review and rewriting of the Summary Plan Description to provide a more user friendly, easier to understand document.

People: The Human Resources Benefits Unit assisted County employees on a one-on-one basis, with all matters pertaining to the benefits provided for in the plans. Approximately 93% of the 1,232 total qualifying employees participated in the Health Plan. Services were provided to 1,148 employees plus an estimated 934 dependents for a total of 2,082 participates on an as needed basis.

Improved benefits were provided at no additional cost including provisions for obtaining colonoscopies once every 10 years for those over 50 years of age (covered 100% under annual wellness exams), the elimination of the requirement to have a primary care physician, the ability to see a specialist without a referral and the implementation of Mental Health parity act provisions. The COBRA subsidy benefit was enacted and coordinated with the Auditor's Office.

GOALS/OBJECTIVES FOR F/Y 2010-11

Programs: Continue to review and monitor the plans for the best possible options for providing benefits and coverage at the least cost to the County and employees of the County of Mendocino. Finish the review and revising of the Summary Health Plan Description and make it available to enrollees and the public. Review contracts and send out Requests For Proposals for third party administrators and consultants to ensure the County and employees are receiving highest level of services at least cost. Continue to review and implement provisions of the recently enacted Health Care Reform Act. Work with Consultant to interpret provisions of the act and the effective dates. Communicate these findings to employees enrolled in Health Plan. Develop wellness incentives to Health Plan as cost saving measure for purpose of reducing health care costs through early detection/preventative measures.

Public Trust: Administer the self-insured trust fund to ensure the stability and integrity of the trust. Ensure Plan reflects all legislative changes and benefits to insured employees and their dependents.

Practices: Regularly review the health insurance plan to ensure that the plan participants are receiving the highest quality of care as defined by the plan.

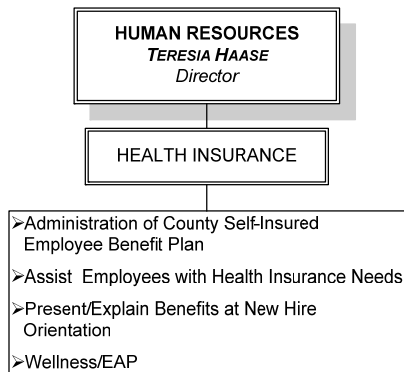
People: Continue to provide a high level of customer service by assisting County employees on a one-on-one basis, with all matters pertaining to the benefits provided for in the plans.

HUMAN RESOURCES

HEALTH INSURANCE..... 0715

TERESIA HAASE, Director

PROGRAM CHART



SUMMARY OF MAJOR BUDGET ACCOUNTS

Salaries & Employee Benefits

- ◇ Acct. 1011 Provides funding for 1.9 FTE's divided across 6 personnel: the Director (10%), Office Services Supervisor (20%), Staff Assistant III (15%), HR Manager (30%), and two Benefits Specialists (15% & 100%).

Services & Supplies

- ◇ Acct. 2101 Provides for insurance premiums.

Revenues

- ◇ Acct. 6401 Revenue from all departments for insurance services.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by department

HUMAN RESOURCES

HEALTH INSURANCE..... 0715

TERESIA HAASE, Director

State Controller
County Budget Act
(1985)

County of Mendocino
State of California
Budget Unit Financing Uses Detail
Recommended Budget for Fiscal Year 2010-11

County Budget Form
Schedule 9

Classification:

Function: 0
Activity: 0

Budget Unit: 0715 Health Insurance
Fund: 7150 Health Insurance

Financing Uses Classification	2008-09 Budget	2008-09 Actuals	2009-10 Budget	2009-10 Actuals	2010-11 Request	2010-11 Recommend	2010-11 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
as of 5/31/10							
Salaries & Employee Benefits							
861011 Regular Employees	97,179	93,853	96,772	70,078	110,456	110,456	
861012 Extra Help	5,000	13,403	0	0	0	0	
861013 Overtime Reg Emp	0	79	0	127	0	0	
861021 Co Cont Retirement	13,701	12,919	12,949	9,538	14,172	14,172	
861022 Co Cont OASDI	5,830	5,359	5,611	3,955	6,492	6,492	
861023 Co Cont Medicare	1,361	1,467	1,307	925	1,541	1,541	
861024 Co Cont Retire Incr	6,443	5,483	4,797	3,488	6,379	6,379	
861030 Co Cont Health Ins	13,192	13,713	20,179	14,931	18,872	18,872	
861031 Co Cont Unemp Ins	39	39	60	60	149	149	
861035 Co Cont Workers Comp	0	0	0	0	0	0	
Total Salaries & Employee Benefits	142,745	146,316	141,675	103,103	158,061	158,061	0
Services & Supplies							
862060 Communications	600	1,333	720	454	720	720	
862101 Insurance - General	819,194	710,326	813,730	660,733	856,259	856,259	
862120 Maint - Equip	0	0	200	0	1,000	1,000	
862170 Office Expense	7,000	3,321	5,000	3,740	5,000	5,000	
862187 Education & Training	1,000	1,824	5,000	0	5,000	5,000	
862189 Prof/Spec Svcs - Other	644,757	684,958	637,107	577,062	686,317	686,317	
862190 Publ/Legal Notice	0	0	0	0	0	0	
862239 Spec Dept Expense	11,615,667	10,929,014	11,892,744	8,639,683	12,014,010	12,014,010	
862250 Trans/Travel	350	1,077	350	200	500	500	
862253 Travel Out of County	0	0	250	0	2,000	2,000	
Total Services & Supplies	13,088,568	12,331,852	13,355,101	9,881,873	13,570,806	13,570,806	0
Fixed Assets							
864370 Equipment	0	0	0	0	0	0	
Total Fixed Assets	0	0	0	0	0	0	0
Expend Transfer & Reimb							
865802 Oper Transfer Out	195,287	106,840	154,731	154,731	165,198	165,198	
Total Expend Transfer & Reimb	195,287	106,840	154,731	154,731	165,198	165,198	0
Total Net Appropriations	13,426,600	12,585,007	13,651,507	10,139,706	13,894,065	13,894,065	0
Less: Revenues							
824100 Interest	0	(11,682)	0	5,121	0	0	
826401 I.S.F. Services	14,127,563	13,976,922	15,599,969	12,954,601	13,894,065	13,894,065	
Total Revenues	14,127,563	13,965,241	15,599,969	12,959,721	13,894,065	13,894,065	0
Total Fund Balance Contribution	(700,963)	(1,380,233)	(1,948,462)	(2,820,015)	0	0	0

HUMAN RESOURCES

RETIREMENT HEALTH INSURANCE..... 0716

TERESIA HAASE, Director

PROGRAM DISCUSSION

Programs: The Mendocino County Retiree Health Plan is self-insured. The plan is a preferred provider model with a managed care component and is administered by the Human Resources Director, Delta Health Systems as the medical third party administrator, MEDCO as the prescription drug administrator, and a Health Plan Consultant. The Retiree Health Insurance plan provides medical, prescription and Wellness coverage.

Public Trust: Human Resources, as directed by the Chief Executive Officer, administers the self-insured trust fund to ensure the stability and integrity of the trust.

Practices: The Retiree Health Insurance Plan is regularly reviewed to ensure that the plan participants are receiving the highest quality of care as defined by the plans.

People: The Human Resources Benefits Unit assists County retirees on a one-on-one basis, with all matters pertaining to the benefits provided for in the plans.

MAJOR ACCOMPLISHMENTS IN F/Y 2009-10

Programs: A premium change was implemented January 2010 to support the solvency and stability of the Plan. Process began of transitioning Medicare eligible retirees from the County's self-funded Health Plan to individual Medicare supplemental plans effective August 2010. Began process of modifying the retiree health plan to mirror the Active Employee Plan II for medical and prescription benefits effective August 2010 for the purpose of continuing to provide access to health care for qualified Mendocino County retirees and their dependents.

Public Trust: Benefits information continued to be updated to the Human Resources website to provide better access to all information pertaining to the plan. Web links enable retirees to access the Wellness Program, Delta Health Systems and MEDCO.

Practices: The Retiree Health Insurance Plan was regularly reviewed to ensure that the plan participants are receiving the highest quality of care as defined by the plans.

People: The Human Resources Benefits Unit assisted retirees on a one-on-one basis, with all matters pertaining to the benefits provided for in the plans. Services were provided to approximately 674 retirees plus 54 dependents for a total of 728 participations in the Retiree Health Plan on an as needed basis. Plan provisions revised, at no additional cost, to provide for

shingles vaccine and the implementation of the Mental Health parity act provisions.

GOALS/OBJECTIVES FOR F/Y 2010-11

Programs: Complete process of transitioning Medicare eligible retirees from the County's self-funded Health Plan to individual Medicare supplemental plans effective August 2010. Complete process of modifying the retiree health plan for non-Medicare eligible retirees to mirror the Active Employee Plan II for medical and prescription benefits effective August 2010 for the purpose of continuing to provide access to health care for qualified Mendocino County retirees and their dependents. Continue to evaluate options for the Health Plan to ensure the stability and integrity of the plan.

Continue to review and monitor the plan for the best possible options for providing benefits and coverage at least expense to the Non-Medicare eligible retirees of the County of Mendocino. Review and revise the Summary Health Plan Description and make it available to retirees. Review contracts and send out Requests For Proposals for third party administrators and consultants to ensure County and retirees are receiving highest level of services at least cost. Continue to review and implement provisions of the recently enacted Health Care Reform Act. Work with consultant to interpret provisions of the act and the dates that they take effect. Communicate these findings to retirees enrolled in Health Plan. Develop wellness incentives to Retiree Health Plan as cost saving measure for purpose of reducing health care costs through early detection/preventative measures.

Public Trust: Administer the self-insured trust fund to ensure the stability and integrity of the trust.

Practices: Regularly review the retiree health insurance plan to ensure that the plan participants are receiving the highest quality of care as defined by the plan.

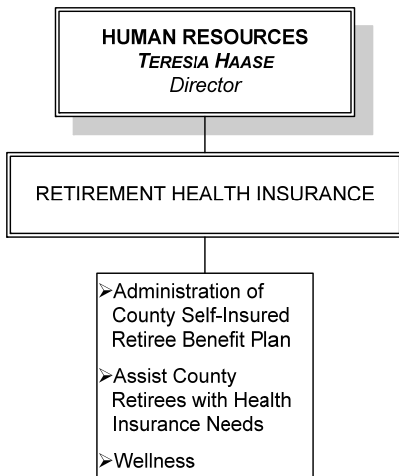
People: Assist County retirees on a one-on-one basis, with all matters pertaining to the benefits provided for in the plans.

HUMAN RESOURCES

RETIREMENT HEALTH INSURANCE..... 0716

TERESIA HAASE, Director

PROGRAM CHART



SUMMARY OF MAJOR BUDGET ACCOUNTS

Salaries & Employee Benefits

- ✧ Acct. 1011 Provides funding for 1.3 FTE's divided across 5 personnel: the Director (10%), Office Services Supervisor (10%), Staff Assistant III (15%), HR Manager (30%), and a Benefits Specialist (65%).

Services & Supplies

- ✧ Acct. 2101 Provides for stop loss insurance premiums.

CEO RECOMMENDED BUDGET COMMENTS

The CEO recommends funding as submitted by the department.

HUMAN RESOURCES

RETIREMENT HEALTH INSURANCE..... 0716

TERESIA HAASE, Director

State Controller
County Budget Act
(1985)

County of Mendocino
State of California
Budget Unit Financing Uses Detail
Final Budget for Fiscal Year 2010-11

County Budget Form
Schedule 9

Classification:

Function: 0
Activity: 0

Budget Unit: 0716 Retiree Health
Fund: 7160 Retiree Health Insurance

Financing Uses Classification	2008-09 Budget	2008-09 Actuals	2009-10 Budget	2009-10 Actuals	2010-11 Request	2010-11 Recommend	2010-11 Adopted
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<i>as of 5/31/10</i>							
Salaries & Employee Benefits							
861011 Regular Employees	54,443	51,422	56,813	40,018	82,431	82,431	
861012 Extra Help	5,000	0	0	0	0	0	
861013 Overtime Reg Emp	0	118	0	2	0	0	
861021 Co Cont Retirement	7,661	7,263	7,604	5,333	11,570	11,570	
861022 Co Cont OASDI	3,267	3,062	3,388	2,355	4,636	4,636	
861023 Co Cont Medicare	762	716	787	551	1,106	1,106	
861024 Co Cont Retire Incr	3,609	3,082	2,789	1,952	5,163	5,163	
861030 Co Cont Health Ins	7,668	6,491	7,577	5,584	5,811	5,811	
861031 Co Cont Unemp Ins	269	269	1,126	1,126	2,356	2,356	
Total Salaries & Employee Benefits	82,679	72,423	80,084	56,919	113,073	113,073	0
Services & Supplies							
862060 Communications	200	240	200	460	600	600	
862101 Insurance - General	439,518	403,114	480,358	428,839	295,520	295,520	
862120 Maint - Equip	2,000	0	0	0	1,183	1,183	
862170 Office Expense	2,500	2,066	2,500	6,650	2,500	2,500	
862187 Education & Training	500	0	0	0	0	0	
862189 Prof/Spec Svcs - Other	327,561	279,034	356,199	213,392	157,326	157,326	
862239 Spec Dept Expense	3,898,202	4,165,294	4,121,209	4,565,747	2,619,464	2,619,464	
862250 Trans/Travel	250	0	150	0	150	150	
862253 Travel Out of County	0	0	0	0	200	200	
Total Services & Supplies	4,670,731	4,849,748	4,960,616	5,215,089	3,076,943	3,076,943	0
Expend Transfer & Reimb							
865802 Oper Transfer Out	0	0	0	0	0	0	
Total Expend Transfer & Reimb	0	0	0	0	0	0	0
Total Net Appropriations	4,753,410	4,922,171	5,040,700	5,272,008	3,190,016	3,190,016	0
Less: Revenues							
824100 Interest	0	(3,666)	0	(1,279)	0	0	
825810 Other Govt Aid	0	0	5,040,700	4,544,314	3,190,016	3,190,016	
827700 Other	4,763,176	4,840,703	0	0	0	0	
Total Revenues	4,763,176	4,837,037	5,040,700	4,543,035	3,190,016	3,190,016	0
Total Fund Balance Contribution	(9,766)	85,135	0	728,973	0	0	0

County of Mendocino

2010-11

RECOMMENDED BUDGET

