

**AUDITOR-CONTROLLER
GENERAL SERVICES AGENCY**

INFORMATION TECHNOLOGY REPLACEMENT..... 0717
MEREDITH FORD, Auditor-Controller
KRISTIN MCMENOMEY, General Services Agency Director

AUDITOR-CONTROLLER & GENERAL SERVICES AGENCY'S BUDGET UNITS

Information Technology Replacement Fund..... 0717
Unemployment Insurance..... 0712

PROGRAM DISCUSSION

Programs: This Budget Unit, established in Fiscal Year 2000-2001, currently provides the funding for the replacement of multi-departmental computer systems.

BUDGET UNIT 0717 SUMMARY

Fund: 7170

	Actual 2005-06	Actual 2006-07	Actual 2007-08 As of 05/20/08	Adopted Budget 2007-08	Request 2008-09	Recommend 2008-09
Services & Supplies	4,173	292,263	168,588	250,000	150,000	150,000
Fixed Assets	287,005	78,545	0	0	0	0
Net Appropriations	291,178	370,808	168,588	250,000	150,000	150,000
Revenues	253,305	49,837	249,406	250,000	150,000	150,000
Total Fund Balance Contribution	37,873	320,971	-80,818	0	0	0

PROPOSED MAJOR BUDGET CHANGES

(2007-08 Adopted Budget Compared to 2008-09 Recommended)

Transfers & Reimbursement

- ✧ Acct. 5802 Provides General Fund contribution towards IT replacement reserve and other projects. CEO recommendations of \$150,000 for the final payment on the MUNIS finance system payment for 2008-09.

AUDITOR-CONTROLLER

UNEMPLOYMENT INSURANCE 0712

MEREDITH FORD, Auditor-Controller

PROGRAM DISCUSSION

Programs: This budget unit accounts for the funding of the County’s unemployment insurance. The County is self-insured for unemployment insurance.

BUDGET UNIT 0712 SUMMARY

Fund: 7120

	Actual 2005-06	Actual 2006-07	Actual 2007-08 As of 05/20/08	Adopted Budget 2007-08	Request 2008-09	Recommend 2008-09
Services & Supplies	179,041	256,244	190,964	301,500	251,500	251,500
Net Appropriations	179,041	256,244	190,964	301,500	251,500	251,500
Revenues	424,798	428,753	326,190	325,000	265,000	235,000
Total Fund Balance Contribution	-245,757	-172,509	-135,226	-23,500	-13,500	16,500

PROPOSED MAJOR BUDGET CHANGES

(2007-08 Adopted Budget Compared to 2008-09 Recommended)

It is anticipated that the amount of funding set aside in the Recommended Budget for Fiscal Year 2008/09 is sufficient to pay expenditures for the fiscal year and at the same time maintain or enhance the fund balance reserve amount.

GENERAL SERVICES AGENCY

GENERAL LIABILITY INSURANCE/RISK MANAGEMENT.....0713

KRISTIN MCMENOMEY, Director

GENERAL SERVICES AGENCY'S BUDGET UNITS

General Liability Insurance/Risk Management..... 0713

[Vehicle Replacement](#)..... 0711

PROGRAM DISCUSSION

Programs: The Risk Management Division of the General Services Agency identifies and measures all risks (uncertainty of loss) of the County of Mendocino by developing and implementing appropriate techniques for assessing and resolving these exposures via risk assumption, risk reduction, risk retention, risk transfer or the purchase of insurance. The County of Mendocino is self insured for liability insurance. Included in this Budget Unit are insurance requirements for all liability, property (including fire, flood and select buildings for earthquake), medical malpractice, and crime and bond. The County's Safety Officer is responsible for all inspections of County buildings, Cal OSHA required safety trainings, evaluation of Departmental safety programs, investigation of accidents for cause and recommended remediation, evaluation of the County's level of compliance with Cal OSHA regulations, and recommending changes in the County's Safety Manual.

Public Trust: The General Services Agency strives to make its operations transparent to the members of the public and continues to embrace public input on the Agency's policies and procedures.

Practices: The General Services Agency encourages input from other Departments and/or members of the public so as to continue improving the services provided.

People: The General Services Agency, as an internal support agency, is committed to improve upon customer service and to involve those who are served when making changes to programs or procedures.

MAJOR ACCOMPLISHMENTS IN 2007-08 FISCAL YEAR

Programs: Worked on building a Countywide, top-down support system of safety concepts. Completed the first Risk Management Annual Report (published 7/1/08). Trained drivers on changes to the laws related to commercial licenses. Assisted with departmental emergency and disaster preparedness procedures. Completed County Insurance Renewals.

Public Trust: Worked with County's fire agencies to create pre-fire plans within County facilities and implementing Knox Boxes for County facilities. Collaborated with the City of Ukiah's Risk Manager to share information. Subrogation of vehicle accidents that were not the County's fault. Administered Claims against the County.

Practices: Implemented a Safety Campaign to reduce some types of incidents and identified hazards related to the campaign target. Developed a Risk Management Policy Statement adopted by the Executive Office and Safety Council. Implemented Semi-Annual Meetings on Safety (SAMS) within all Departments. Created a new format for Inspection Reports that include digital photos. Improved the process of driving evaluations and reduced lag time on list. Participated in Cal-OHSA consultant's inspection of County Garage. The process of incident reporting at the Mendocino County Department of Transportation and other departments was improved. New safety policies on tree trimming procedures were developed and a monthly Departmental Inspection System was implemented. Investigated and assisted in resolution of all County safety matters.

GENERAL SERVICES AGENCY

GENERAL LIABILITY INSURANCE/RISK MANAGEMENT.....0713

KRISTIN MCMENOMEY, Director

People: Completed Emergency Action Plans and conducted practice drills. Completed 45 Facility Inspections and Department of Transportation yards. Updated the Material Safety Data Sheets within the Safety Manual. Created and implemented an on-line safety training system for all departments. Developed the next round of tail gate Department of Transportation safety trainings. Participated as needed with the Labor Management Committee. Provided training as needed to, or requested by, County Departments.

GOALS/OBJECTIVES FOR 2008-09 FISCAL YEAR

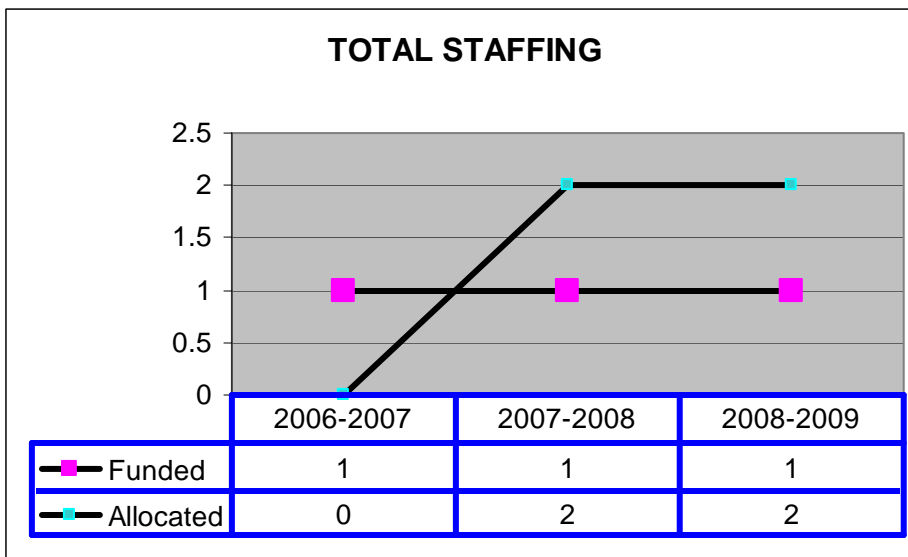
Programs: Continue to streamline workflow so as to improve the way business is done as well as keeping up with industry trends.

Public Trust: Revamp the Agency’s website to be user friendly and transparent to members of the public.

Practices: Develop an internal Needs Assessment in order to benchmark the standing of the Agency after the integration, take the responses and develop a work plan as the Agency moves forward.

People: Utilize ideas provided by employees in the Needs Assessment to enhance and enrich the Agency’s programs, policies and procedures.

STAFFING CHART



GENERAL SERVICES AGENCY

GENERAL LIABILITY INSURANCE/RISK MANAGEMENT.....0713
KRISTIN MCMENOMEY, Director

BUDGET UNIT 0713 SUMMARY

Fund: 7130

	Actual 2005-06	Actual 2006-07	Actual 2007-08 As of 05/20/08	Adopted Budget 2007-08	Request 2008-09	Recommend 2008-09
Salaries & Employee Benefits	113,747	99,132	122,517	151,356	158,535	157,739
Services & Supplies	823,973	940,142	844,262	1,149,810	1,161,833	1,161,833
Other Charges	337,943	260,054	168,568	643,692	643,692	643,692
Fixed Assets	0	0	0	0	0	0
Net Appropriations	1,275,663	1,299,328	1,135,347	1,944,858	1,964,060	1,963,264
Revenues	1,851,662	1,813,002	1,997,952	1,944,487	1,964,060	1,964,060
Total Fund Balance Contribution	-575,999	-513,674	-862,605	371	0	-796

PROPOSED MAJOR BUDGET CHANGES

(2007-08 Adopted Budget Compared to 2008-09 Recommended)

Salaries & Employee Benefits

- ✧ Acct. 1011 Provides funding for 2 full time positions and portions of staff salaries and benefits from the General Services Agency accordingly: Staff Assistant II (15%), Staff Assistant II (10%), Administrative Assistant (10%), Account Specialist II (5%) and GSA Director (35%).

Services & Supplies

- ✧ Acct. 2101 Provides for insurance premiums.

Revenues

- ✧ Acct. 6401 Revenue from all departments for insurance services. CEO recommends that reimbursement from Mill Creek Dam of \$500,000 be set aside in contingency for 2008-09.

GENERAL SERVICES AGENCY

VEHICLE REPLACEMENT FUND0711

TOM MITCHELL, CHIEF EXECUTIVE OFFICER/KRISTIN MCMENOMEY, Director

PROGRAM DISCUSSION

Programs: The Vehicle Replacement Fund is replenished throughout the fiscal year from per mile charges for the use of virtually all vehicles maintained by the General Services Agency. Mileage costs are based on vehicle category and are intended to generate sufficient funds to replace vehicles. Replacement costs are estimated on the basis of the current year State contract pricing, less the salvage value of the vehicle being replaced. Decisions regarding prioritization of vehicles for replacement are made by the Facilities and Fleet Division Manager and the General Services Agency Director, and approved by the Chief Executive Officer prior to vehicles being purchased. In the future, replacement costs will be charged to all vehicle categories.

BUDGET UNIT 0711 SUMMARY

Fund: 7110

	Actual 2005-06	Actual 2006-07	Actual 2007-08 As of 05/20/08	Adopted Budget 2007-08	Request 2008-09	Recommend 2008-09
Services & Supplies	0	74	0	30,000	30,000	30,000
Fixed Assets	324,883	436,137	454,192	500,000	500,000	0
Net Appropriations	324,883	436,211	454,192	530,000	530,000	30,000
Revenues	487,536	560,067	412,385	530,000	530,000	30,000
Total Fund Balance Contribution	-162,653	-123,856	41,807	0	0	0

PROPOSED MAJOR BUDGET CHANGES

(2007-08 Adopted Budget Compared to 2008-09 Recommended)

CEO recommends that this program be suspended for this fiscal year and departments will not be charged for vehicle replacement resulting in general fund savings is \$407,000 approximately, however, appropriations and revenue of \$30,000 for miscellaneous charges to departments for vehicle maintenance and repairs is budgeted this year.

HUMAN RESOURCES

HEALTH INSURANCE..... 0715

LINDA CLOUSER, Director

HUMAN RESOURCES' BUDGET UNITS

Health Insurance.....	0715
Retirement Health Insurance	0716
Worker's Compensation	0714

PROGRAM DUSCUSSION

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 and dental 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 2007-08 FISCAL YEAR

Programs: Through the Collective Bargaining process, the calendar year maximum benefit for dental coverage on the employee plan was increased from \$1,000 to \$1,500 per calendar year. In order to ensure and maintain continuous accessibility for employees and their dependants to the EAP program, the reimbursement rate to providers was increased from \$45 per visit to \$75 per visit. A 24-hour nurse line has been added to the plan to assist with possibly mitigating a patients need to go to an emergency room. Through Delta Health Systems, employees are able to access, at no cost, the E-PHIT program which promotes a healthy lifestyle.

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 have been added that enable employees to access the Wellness Program, Delta Health Systems and MEDCO.

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.

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.

GOALS/OBJECTIVES FOR 2008-09 FISCAL YEARS

Programs: Continue to review and monitor the plans for the best possible options for providing benefits and coverage to the employees of the County of Mendocino.

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

HUMAN RESOURCES

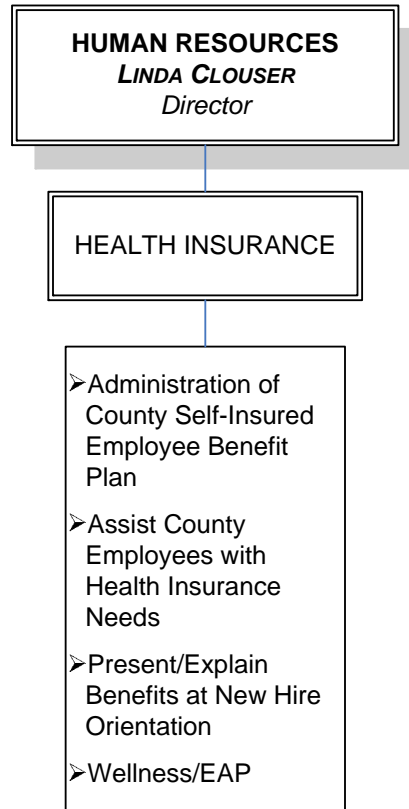
HEALTH INSURANCE..... 0715

LINDA CLOUSER, Director

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

PROGRAM CHART



HUMAN RESOURCES

HEALTH INSURANCE..... 0715

LINDA CLOUSER, Director

BUDGET UNIT 0715 SUMMARY

Fund 7150

	Actual 2005-06	Actual 2006-07	Actual 2007-08 As of 05/20/08	Adopted Budget 2007-08	Request 2008-09	Recommend 2008-09
Salaries & Employee Benefits	83,121	64,557	74,406	112,965	143,906	142,745
Services & Supplies	8,827,921	10,967,918	9,567,955	12,155,767	13,088,568	13,088,568
Fixed Assets	0	1,548	0	0	0	0
Expenditure Transfer and Reimbursement	159,325	102,762	143,629	143,629	196,550	195,287
Net Appropriations	9,070,367	11,136,785	9,785,990	12,412,361	13,429,024	13,426,600
Revenues	10,217,441	10,338,980	9,648,739	12,656,218	14,127,563	14,127,563
Total Fund Balance Contribution	-1,147,074	797,805	137,251	-243,857	-698,539	-700,963

PROPOSED MAJOR BUDGET CHANGES

(2007-08 Adopted Budget Compared to 2008-09 Recommended)

Salaries & Employee Benefits

- ✧ Acct. 1011 Provides funding for .55 FTE of Human Resources Director, 1 FTE Human Resources Analyst, 2 FTE Benefit Specialists, .10 Human Resources Analyst, 0.5 Staff Assistant III, 0.15 Office Services Supervisor, and 0.33 Safety Officer. Total 4.63 full time employees (FTE).

Services & Supplies

- ✧ Acct. 2101 Provides for insurance premiums.

Revenues

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

HUMAN RESOURCES

RETIREMENT HEALTH INSURANCE..... 0716

LINDA CLOUSER, 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 and dental third party administrator, MEDCO as the prescription drug administrator, and a Health Plan Consultant.

The Retiree Health Insurance plan provides medical 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 2007-08 FISCAL YEAR

Programs: A 24-hour nurse line has been added to the plan to assist with possibly mitigating a patients need to go to an emergency room.

Public Trust: Benefits information has been added to the Human Resources website to provide better access to all information pertaining to the plan. Web links have been added that 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.

GOALS/OBJECTIVES FOR 2008-09 FISCAL YEARS

Programs: Continue to review and monitor the plan for the best possible options for providing benefits and coverage to the retirees of the County of Mendocino.

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.

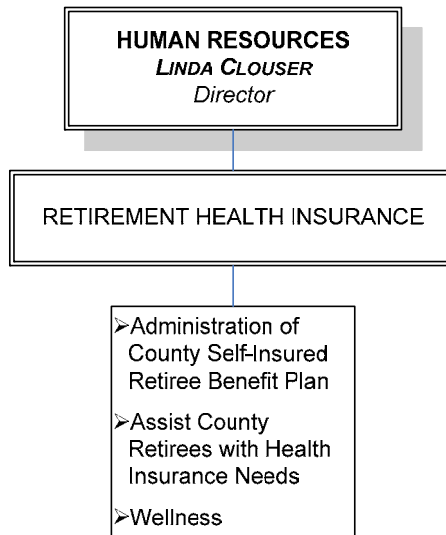
People: Assist County retirees on a one-on-one basis, with all matters pertaining to the benefits provided for in the plans.

HUMAN RESOURCES

RETIREMENT HEALTH INSURANCE..... 0716

LINDA CLOUSER, Director

PROGRAM CHART



BUDGET UNIT 0716 SUMMARY

Fund 7160

	Actual 2005-06	Actual 2006-07	Actual 2007-08 As of 05/20/08	Adopted Budget 2007-08	Request 2008-09	Recommend 2008-09
Salaries & Employee Benefits	39,689	38,959	32,861	60,860	82,454	82,679
Services & Supplies	4,349,036	3,613,500	3,651,707	3,903,717	4,670,731	4,670,731
Expenditure Transfer and Reimbursement	1,500	0	0	0	0	0
Net Appropriations	4,390,225	3,652,459	3,684,568	3,964,577	4,753,185	4,753,410
Revenues	4,445,578	3,752,850	3,317,784	3,114,468	4,763,176	4,763,176
Total Fund Balance Contribution	-55,353	-100,391	366,762	850,109	-9,991	-9,766

PROPOSED MAJOR BUDGET CHANGES

(2007-08 Adopted Budget Compared to 2008-09 Recommended)

Salaries & Employee Benefits

✧ Acct. 1011 (See Above BU 0715).

Services & Supplies

✧ Acct. 2101 Provides for insurance premiums.

Revenues

✧ Acct. 7700 Revenue from all departments for insurance services.

HUMAN RESOURCES

WORKER'S COMPENSATION..... 0714

LINDA CLOUSER, Director

PROGRAM DISCUSSION

Programs: The Return to Work Program (Workers' 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 Workers' 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 who are recovering from a work-related injury so that they can 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 Claims Management, Inc. to ensure that County employees receive all benefits for which they are eligible including Federal/State mandated medical leave benefits.

MAJOR ACCOMPLISHMENTS IN 2007-08 FISCAL YEAR

Programs: Developed the Medical Leave Tracking program in cooperation with Information Services Division; developed, wrote and published the County's Medical Leave Handbook on the County's Human Resources website; provided training for supervisors, managers and payroll clerks in Federal and State mandated medical leaves including workers' compensation.

Public Trust: Implemented 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:

- New Integrated File System for ADA/Med Leave/RTW and Ergonomics.
- Developed Computerized FMLA Tracking system.
- Implemented FMLA Tracker.
- Provided Training and Support to Benefits Specialist in WC/Med Leave.
- Developed Medical Leave Coordinators in County Departments/Agencies.
- Provided training to supervisors, payroll clerks and medical leave coordinators on the County's Medical Leave Program, 120 people attended.
- Developed a Training Program for ADA/FEHA Facilitators within County Departments and Agencies.
- Revitalized the Mendocino Disability Advisory Committee with the purpose of providing training and consultation on ADA/FEHA Requests for Accommodation.
- Provided Training to Dept/Agency representatives in ADA/FEHA interactive process facilitation

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 who require medical leave and/or request reasonable accommodation for permanent disability

HUMAN RESOURCES

WORKERS' COMPENSATION..... 0714

LINDA CLOUSER, Director

GOALS/OBJECTIVES FOR 2008-09 FISCAL YEARS

Programs: Provide Supervisor/Management training in Workers' Compensation, ADA/FEHA and Medical Leaves.

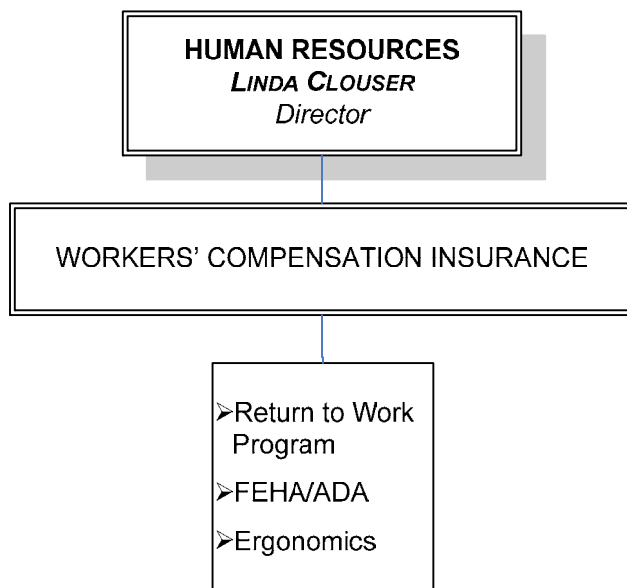
Public Trust: Minimize County exposure to repetitive motion injuries by exploring working with MCWOW to provide ergonomics training to supervisors so they can support their employees

Practices:

- Implement Medical Leave Tracking (MLT) Program
- Provide Training to Medical Leave Coordinators in how to use the program
- Provide a User's Manual to each person using the program
- Provide an overview to Management on the MLT as to how it can benefit them in managing employee absence
- Meet with Department Heads regarding Workers' Compensation statistics on a quarterly basis
- Monitor all changes and updates to laws governing the leave program.

People: Continue to provide support for managers, supervisors and staff in the areas of Workers' Compensation, Reasonable Accommodation for medical restrictions and medical leave.

PROGRAM CHART



HUMAN RESOURCES

WORKERS' COMPENSATION..... 0714

LINDA CLOUSER, Director

BUDGET UNIT 0714 SUMMARY

Fund: 7140

	Actual 2005-06	Actual 2006-07	Actual 2007-08 As of 05/20/08	Adopted Budget 2007-08	Request 2008-09	Recommend 2008-09
Salaries & Employee Benefits	91,627	84,443	132,432	185,327	213,087	212,847
Services & Supplies	3,971,671	3,488,319	3,073,146	3,246,915	3,714,100	3,714,100
Fixed Assets	690	0	0	0	0	0
Expenditure Transfer and Reimbursement	42,800	45,900	25,000	25,000	25,000	25,000
Net Appropriations	4,106,788	3,618,662	3,230,578	3,457,242	3,952,187	3,951,947
Revenues	4,515,203	3,702,345	3,421,612	3,458,329	3,931,606	3,610,770
Total Fund Balance Contribution	-408,415	-83,683	-191,034	-1,087	20,581	341,177

PROPOSED MAJOR BUDGET CHANGES

(2007-08 Adopted Budget Compared to 2008-09 Recommended)

Salaries & Employee Benefits

✧ Acct. 1011 (See Above BU 0715).

Services & Supplies

✧ Acct. 2101 Provides for insurance premiums.

Revenues

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