ENTERPRISE FUND & INTERNAL SERVICES FUNDS INDEX

General Liability Insurance **495**

Health Insurance **505**

Information Technology Replacement Fund **509**

Unemployment Insurance **491**

Vehicle Replacement **489**

Workers' Compensation Insurance **501**

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0711 – VEHICLE REPLACEMENT FUND

Pete Halstad, General Services Director

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

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 Department. Mileage costs are based on vehicle category, and are intended to approximate the amount required to purchase new vehicles in each category, less salvage value of the vehicle being replaced. The recommended rates for Fiscal Year 2001-2002 are as follows:

Category	Description	Replacement Cost /Mile
1	Compact sedan	$0.15
2	Compact wagon	$0.16
3	Full-size sedan/wagon	$0.19
4	Patrol car (Sheriff)	$0.27
5	Non-patrol car (Sheriff)	$0.17
6	2WD compact pickup	$0.14
7	4WD compact pickup	$0.16
8	2WD full-size pickup	$0.16
9	4WD full-size pickup	$0.21
10	2WD utility	$0.20
11	4WD utility	$0.20
12	Minivan	$0.20
13	Full-size van	$0.20
14	1-ton truck or larger	$0.23
15	4WD utility (Sheriff)	$0.27
16	4WD utility, full-size (Sheriff)	$0.31
17	2WD full-size pickup, ¾ ton	$0.18

Decisions regarding prioritization of vehicles for replacement are made by the Garage Manager and the General Services Director, and approved by the County Administrative Officer prior to vehicles being purchased.

FINAL BUDGET ACTION:

No changes where made to this budget unit during Final Budget deliberations.

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 0
ACTIVITY: 00

BUDGET UNIT: 0711 VEHICLE REPLACEMENT
FUND: 7110 VEHICLE REPLACEMENT

FINANCING USES CLASSIFICATION (1)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
SERVICES & SUPPLIES							
862120 MAINTENANCE-EQUIPMENT	10,000	2,479	10,000	3,027	10,000	10,000	10,000
TOTAL SERVICES & SUPPLIES	10,000	2,479	10,000	3,027	10,000	10,000	10,000
FIXED ASSETS							
864370 EQUIPMENT	470,000	661,791	544,000	719,943	536,555	536,555	536,555
TOTAL FIXED ASSETS	470,000	661,791	544,000	719,943	536,555	536,555	536,555
EXPEND TRANSFER AND REIMB							
865803 LOSS ON DISP OF ASSET	0	0	0	4,322	0	0	0
TOTAL EXPEND TRANSFER AND REIMB	0	0	0	4,322	0	0	0
TOTAL NET APPROPRIATIONS	480,000	664,270	554,000	727,292	546,555	546,555	546,555
LESS: REVENUES							
824100 INTEREST	0	10,364	0	18,201	0	0	0
826401 I.S.F. SERVICES	480,000	237,566	554,000	241,535	546,555	546,555	546,555
826406 SHERIFF VEH REPL	0	238,247	0	266,387	0	0	0
826408 SOC SVCS VEH REPL	0	40,115	0	46,094	0	0	0
826410 DOT VEH REPL	0	13,466	0	12,941	0	0	0
827500 SALE OF FIXED ASSETS	0	22,418	0	29,408	0	0	0
827700 OTHER	0	70,000	0	15,000	0	0	0
TOTAL REVENUES	480,000	632,176	554,000	629,566	546,555	546,555	546,555
TOTAL FUND BALANCE CONTRIBUTION	0	32,094	0	97,726	0	0	0

0712 – UNEMPLOYMENT INSURANCE PROGRAM

Dennis Huey, Auditor-Controller

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

The County is self-insured for unemployment insurance.

BUDGET IMPACT:

For the past three years, the reserves within this fund have been more than sufficient to maintain the actuarial soundness of the program.

With the County having been able to maintain a degree of financial stability within this self-insured account, funding required has been suspended for Fiscal Year 2001-2002 given the existing level of adequate reserves. Of course, the funding status of this account will be re-examined during Fiscal 2001-2002 for probable resumption in Fiscal Year 2002-2003.

FINAL BUDGET ACTION:

No changes where made to this budget unit during Final Budget deliberations.

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 0
ACTIVITY: 00

BUDGET UNIT: 0712 UNEMPLOYMENT INSURANCE
FUND: 7120 UNEMPLOYMENT INSURANCE

FINANCING USES CLASSIFICATION (1)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
SERVICES & SUPPLIES							
862103 INSURANCE-UNEMPLOYMENT	110,000	40,776	110,000	83,697	110,000	110,000	110,000
862189 PROF & SPEC SVCS-OTHR	1,500	1,124	1,500	899	1,500	1,500	1,500
TOTAL SERVICES & SUPPLIES	111,500	41,900	111,500	84,596	111,500	111,500	111,500
TOTAL NET APPROPRIATIONS	111,500	41,900	111,500	84,596	111,500	111,500	111,500
LESS: REVENUES							
824100 INTEREST	8,000	10,904	8,000	14,801	15,000	15,000	15,000
826401 I.S.F. SERVICES	73,000	73,000	73,000	73,000	73,000	0	0
TOTAL REVENUES	81,000	83,904	81,000	87,801	88,000	15,000	15,000
TOTAL FUND BALANCE CONTRIBUTION	30,500	-42,004	30,500	-3,205	23,500	96,500	96,500

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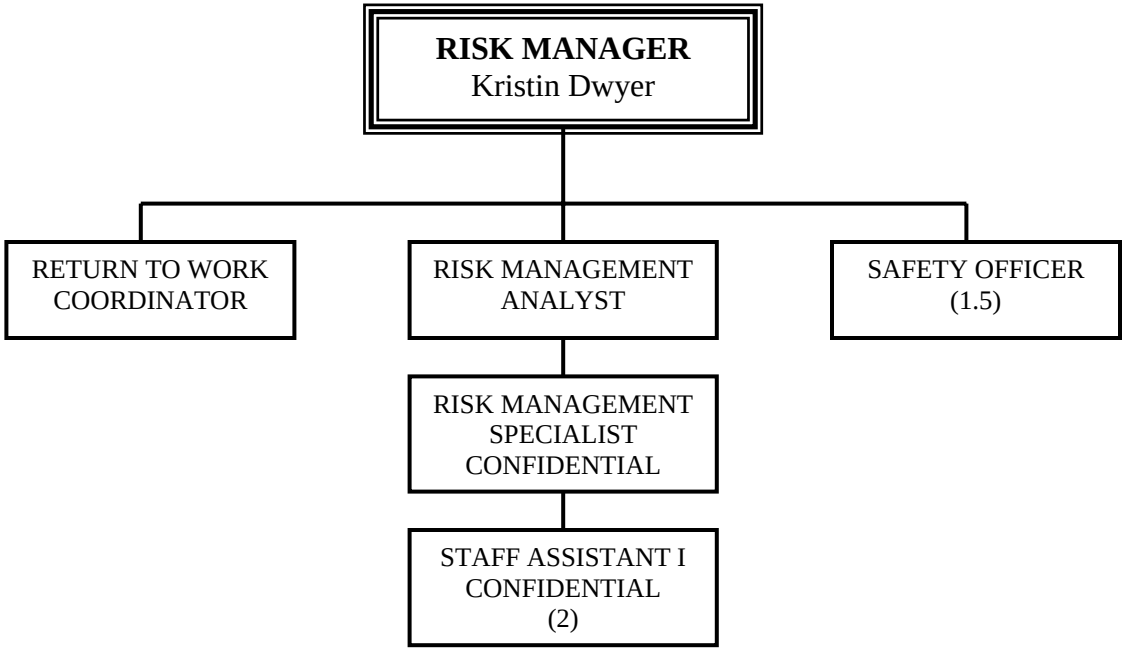
RISK MANAGEMENT

0713 – GENERAL LIABILITY INSURANCE

0714 – WORKERS' COMPENSATION

0715 – HEALTH INSURANCE

Kristin Dwyer, Risk Manager



0713 – GENERAL LIABILITY INSURANCE

Kristin Dwyer, Risk Manager

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

The Risk Management Division of the County Administrative Office shall identify and measure 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 selected buildings for earthquake), medical malpractice, and crime and bond. The County has purchased stop-loss coverage for general liability from CSAC – Excess Insurance Authority since 1979 at $200,000 per claim.

The County is self administered for general liability programs. Both Risk Management and County Counsel participate in all aspects of analysis, review, tracking and payments under this program. Current Board policy allows County Counsel and Risk Management to settle claims under $5,000. Above that amount staff must seek Board approval and above $100,000 the County must also seek CSAC – Excess Insurance Authority's guidance and approval.

The County's Safety Officers are responsible for all safety inspections of County buildings, safety trainings and recommending changes in the County's Safety Manual.

Risk Management also staffs the Safety Council as required by the County's Injury and Illness Prevention Program. This group meets quarterly and reviews all incidents reported to Risk Management and recommends changes to the County's safety program to the Board of Supervisors.

MAJOR ACCOMPLISHMENTS:

- Continued to aggressively pursue settlement of all claims against the County in conjunction with County Counsel.
- Completed the rewrite of the Injury Illness Prevention Program, Emergency Action Plan, Bloodborne Pathogens Program, Hearing Conservation Plan, Fire Prevention Plan, Lockout Tagout Policy, and Airport Policy. These programs/policies are now part of the County's Safety Manual.
- Inspection of County buildings for hazards and follow up procedures.
- Expanded the New Employee Safety Orientation.
- Reviewed all buildings with General Services and identified problem areas in the current County property schedule.
- Took over the Safety Sensitive Driver Program from Human Resources.

GOALS AND OBJECTIVES:

Safety:

- Continue to inspect all County facilities for safety compliance and develop a follow up procedure.
- Complete pre-inspections of buildings prior to purchase, lease or lease renewal.

0713 – GENERAL LIABILITY INSURANCE

Kristin Dwyer, Risk Manager

- Develop and implement a quarterly safety newsletter for all employees on various aspects of work and personal safety.
- Work with all departments to identify special training requirements and provide resources for training sessions.
- Create a website for Risk Management.
- Develop an Annual Risk Management Report for the Board of Supervisors and Departments.
- Implement the County's Safety Manual and provide necessary training for each Department.
- Prepare and submit quarterly report for liability claims to the Board and departments.
- Install insurance certificate tracking system for County contracts and agreements to assure compliance with contractual requirements.
- Review deductibles, retentions, and limits of all insurance policies for adequacy, market conditions and coverage.

Insurance:

- Continue to aggressively pursue settlement and/or dismissals of all claims.
- Work with Excess Insurance Broker to evaluate all buildings and make the required changes to the Property Schedule.
- Continue to be an active member of the Board of Directors of the County's excess insurance authority to protect the interests of the County.
- Examine all County insurance programs cost effectiveness and exposure control.

MISCELLANEOUS

Risk Management has not budgeted for any possible Cal-OSHA assessments as a result of any violations received for safety hazards.

COUNTY ADMINISTRATIVE OFFICER COMMENTS:

The Risk Manager is requesting that one of the part time Safety Officers be increased from .75 to full time due to the safety needs of the County. This request has not been funded in the Proposed Budget.

AUTHORIZED POSITIONS:	Allocated 2000-2001	Allocated 2001-2002
TOTAL:	6	6.5

The Risk Manager, Risk Analyst, Benefit Specialist (Confidential) and Staff Assistant I (Confidential) positions are paid 33.34% from Budget Unit 0713 (General Liability Insurance), 33.33% from Budget Unit 0714 (Workers' Compensation), and 33.33 % from Budget Unit 0715 (Health Insurance).

The Safety Officers (1-full time and 1-part time), and the Staff Assistant I (Confidential) positions are paid 50% from Budget Unit 0713 (General Liability) and 50% from Budget Unit 0714 (Worker's Compensation).

0713 – GENERAL LIABILITY INSURANCE

Kristin Dwyer, Risk Manager

COUNTY ADMINISTRATIVE OFFICE NOTES:

SERVICE & SUPPLIES

Acct. 2101 - Premiums for excess insurance, increase due to premium adjustments.

Acct. 2183 - Payment to County Counsel and outside Counsel for legal work. Reduction due to less services from County Counsel

Acct. 2233 - Repair of vehicles.

OTHER CHARGES

Acct. 3320 - Estimate of payment for damages by County based on actuarial review.

REVENUE

Acct. 6401 - Revenue from changes to all departments for general liability services. Reduction due to lower payment to County Counsel.

FINAL BUDGET ACTION:

During Final Budget Deliberations the Board agreed to fund one Safety Officer from three fourths time to full time with no Net County Cost impact. The Board also agreed to increase the actual Net County Cost to this Budget Unit based on the charges to other departments by $4,981.

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 0
ACTIVITY: 00

BUDGET UNIT: 0713 GENERAL LIABILITY INSURANCE
FUND: 7130 GENERAL LIABILITY INSURANCE

FINANCING USES CLASSIFICATION (1)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	38,774	37,454	63,396	51,208	64,889	64,889	69,568
861012 EXTRA HELP	1,000	8,025	1,000	12,371	1,000	1,000	1,000
861021 CO CONT TO RETIREMENT	2,057	2,581	4,200	3,198	4,898	4,898	7,110
861022 CO CONT TO OASDI	1,784	1,525	2,380	1,772	2,701	2,701	3,862
861023 CO CONT TO OASDI-MEDIC	565	644	756	916	970	970	1,038
861024 CO CONT TO RET INCREMENT	1,104	1,378	2,237	1,695	2,566	2,566	3,710
861030 CO CONT TO EMPLOYEE INSUR	1,925	3,221	3,523	2,646	3,604	3,604	3,722
861031 CO CONT UNEMPLOYMENT INSU	198	92	198	57	198	198	198
861035 CO CONT WORKERS COMPENSAT	222	43	222	179	222	222	222
TOTAL SALARIES & EMPLOYEE BENEFITS	47,629	54,963	77,912	74,042	81,048	81,048	90,430
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	750	452	600	919	600	600	600
862101 INSURANCE-GENERAL	168,968	94,627	149,084	97,635	135,504	135,504	135,349
862120 MAINTENANCE-EQUIPMENT	750	0	500	20	400	400	400
862150 MEMBERSHIPS	675	555	775	590	850	850	850
862170 OFFICE EXPENSE	3,500	4,715	3,800	8,387	4,000	4,000	4,000
862183 LEGAL FEES	215,000	284,833	220,400	219,028	132,000	132,000	132,000
862187 EDUCATION & TRAINING	10,000	1,357	10,000	2,846	10,000	10,000	10,000
862189 PROF & SPEC SVCS-OTHR	0	0	0	5,841	10,000	10,000	10,000
862190 PUBL & LEGAL NOTICES	0	0	0	98	0	0	0
862233 VEHICLE COLLISION REP	45,000	17,693	40,000	56,431	40,000	40,000	40,000
862239 SPEC DEPT EXP	22,500	21,635	0	8,054	0	0	0
862250 TRNSPRTATION & TRAVEL	1,850	3,046	1,850	2,173	1,850	1,850	1,850
862253 TRAVEL & TRSP OUT OF COUN	2,100	3,474	2,100	553	2,000	2,000	2,000
TOTAL SERVICES & SUPPLIES	471,093	432,387	429,109	402,575	337,204	337,204	337,049
OTHER CHARGES							
863320 JUDGEMENTS & DAMAGES	300,000	261,216	300,000	163,156	300,000	300,000	300,000
TOTAL OTHER CHARGES	300,000	261,216	300,000	163,156	300,000	300,000	300,000
FIXED ASSETS							
864370 EQUIPMENT	0	0	4,100	4,249	3,200	3,200	3,200
TOTAL FIXED ASSETS	0	0	4,100	4,249	3,200	3,200	3,200
TOTAL NET APPROPRIATIONS	818,722	748,566	811,121	644,022	721,452	721,452	730,679
LESS: REVENUES							
824100 INTEREST	20,000	53,971	40,000	42,636	40,000	40,000	40,000
826401 I.S.F. SERVICES	600,000	597,053	600,000	597,632	500,000	500,000	500,000
827700 OTHER	0	140,882	0	9,148	0	0	0
827702 INS & PREM RETURN	0	18,588	0	0	0	0	0

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 0
ACTIVITY: 00

BUDGET UNIT: 0713 GENERAL LIABILITY INSURANCE
FUND: 7130 GENERAL LIABILITY INSURANCE

FINANCING USES CLASSIFICATION (1)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
TOTAL REVENUES	620,000	810,494	640,000	649,416	540,000	540,000	540,000
TOTAL FUND BALANCE CONTRIBUTION	198,722	-61,928	171,121	-5,394	181,452	181,452	190,679

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0714 – WORKERS' COMPENSATION

Kristin Dwyer, Risk Manager

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

The Risk Management Division of the County Administrative Office shall identify and measure 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 fully insured for our Workers' Compensation Program with CSAC-Excess Insurance Authority (EIA). Claims Management, Inc., of Sacramento, with the County and EIA, administers the program under joint agreement.

The County's Workers' Compensation Program pays all claims for current and former employees and volunteers that are injured on the job. The Risk Manager has authority to settle claims with the approval of EIA staff up to $25,000. After that amount, EIA's Primary Workers' Compensation Board must approve the settlement. Currently, the Risk Manager is a member of this Board.

The County averages from 100 to 110 open claims at any one time. These claims can result from minor injuries that require a brief visit to the doctor or emergency room to complicated and serious accidents or injuries with extended time off for recovery and possible modification to the job performed by the employee.

MAJOR ACCOMPLISHMENTS:

- Implemented the Return to Work Program. The Program took effect January 1, 2001.
- Conducted a comprehensive one-day training session for Department Heads and their Workers' Comp Liaisons on all aspects of the State and County Workers' Compensation System and the County's Return to Work Program.
- Inspected County buildings for hazards and safety concerns and take appropriate action.
- Completed the rewrite of the Injury Illness Prevention Program, Emergency Action Plan, Bloodborne Pathogens Program, Hearing Conservation Plan, Fire Prevention Plan, Lockout Tagout Policy, and Airport Policy. These programs/policies are now part of the County's Safety Manual.

GOALS AND OBJECTIVES:

Safety:

- Continue to inspect all County facilities for safety compliance and develop a follow up procedure.
- Complete pre-inspections of buildings prior to purchase, lease or lease renewal.
- Develop and implement a quarterly safety newsletter for all employees on various aspects of work and personal safety.
- Provide periodic training sessions and resource material for departmental safety sessions.
- Monitor the effectiveness of the Return to Work Program and provide information in the Risk Management Annual Report.
- Prepare and submit quarterly reports for workers' compensation claims to the Board and departments.
- Quarterly assess employee injuries and recommend specific trainings to departments to prevent such injuries in the future.

0714 – WORKERS' COMPENSATION

Kristin Dwyer, Risk Manager

- Develop an Ergonomics Program for the County and provide training.

Insurance:

- Continue to pursue accurate and timely settlement of all claims.
- Continue to be an active member of the CSAC EIA's Primary Workers' Compensation Committee.
- Work with County's Third Party Administrator to keep updated on current laws and training for management and employees.
- Continue to examine the expanded use of occupational health facilities for treatment of employees.

COUNTY ADMINISTRATIVE OFFICER COMMENTS:

The Risk Manager is requesting that one of the Safety Officers be increased from .75 to full time due to the safety needs of the County. This request is not funded in the Proposed Budget.

AUTHORIZED POSITIONS:	Allocated 2000-2001	Allocated 2001-2002
TOTAL:		1 *

* Correction

The Return to Work Coordinator position is paid 100% from Budget Unit 0714 (Workers' Compensation).

The Risk Manager, Risk Analyst, Benefit Specialist (Confidential) and Staff Assistant I (Confidential) positions are paid 33.34% from Budget Unit 0713 (General Liability Insurance), 33.33% from Budget Unit 0714 (Workers' Compensation), and 33.33 % from Budget Unit 0715 (Health Insurance).

The Safety Officers (1-full time and 1-part time), and the Staff Assistant I (Confidential) positions are paid 50% from Budget Unit 0713 (General Liability) and 50% from Budget Unit 0714 (Worker's Compensation).

COUNTY ADMINISTRATIVE OFFICE NOTES:

SERVICES & SUPPLIES

Acct. 2102 - Premiums for Workers' Compensation Insurance, increase due to more employees and premium adjustment.
Acct. 2189 - Education and Training, increase due to staffing.
Acct 2250 & 2253 - Travel, increase due to staffing.

FIXED ASSETS

Acct. 4370 - Unspecified equipment and computer.

REVENUES

Acct. 6401 - Revenue from all departments to finance the program.

0714 – WORKERS' COMPENSATION

Kristin Dwyer, Risk Manager

FINAL BUDGET ACTION:

During Final Budget Deliberations the Board agreed to increase the Net County Cost to this Budget Unit based on the charges to other departments by $95,143.

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 0
ACTIVITY: 00

BUDGET UNIT: 0714 WORKERS COMPENSATION
FUND: 7140 WORKERS COMPENSATION

FINANCING USES CLASSIFICATION (1)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	38,774	38,441	100,366	45,355	102,105	102,105	106,784
861012 EXTRA HELP	2,000	0	1,000	0	1,000	1,000	1,000
861021 CO CONT TO RETIREMENT	2,057	2,590	4,200	4,448	9,187	9,187	11,399
861022 CO CONT TO OASDI	1,784	1,530	2,380	2,489	5,010	5,010	6,171
861023 CO CONT TO OASDI-MEDIC	565	529	756	634	1,511	1,511	1,579
861024 CO CONT TO RET INCREMENT	1,104	1,382	2,237	2,358	4,838	4,838	5,982
861030 CO CONT TO EMPLOYEE INSUR	1,925	3,222	3,523	4,216	9,105	9,105	9,223
861031 CO CONT UNEMPLOYMENT INSU	198	92	198	57	198	198	198
861035 CO CONT WORKERS COMPENSAT	222	0	222	0	222	222	222
TOTAL SALARIES & EMPLOYEE BENEFITS	48,629	47,786	114,882	59,557	133,176	133,176	142,558
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	750	377	600	1,028	600	600	600
862101 INSURANCE-GENERAL	0	0	0	149,121	0	0	0
862102 WORKMANS COMPENSATION	1,494,084	1,492,032	1,700,000	1,674,528	2,102,000	2,102,000	2,102,000
862120 MAINTENANCE-EQUIPMENT	500	75	500	75	500	500	500
862150 MEMBERSHIPS	675	0	775	295	775	775	775
862170 OFFICE EXPENSE	2,500	4,569	2,700	2,574	2,700	2,700	2,700
862187 EDUCATION & TRAINING	10,000	0	7,500	0	10,000	10,000	10,000
862189 PROF & SPEC SVCS-OTHR	0	475	0	0	0	0	0
862190 PUBL & LEGAL NOTICES	0	0	0	797	0	0	0
862239 SPEC DEPT EXP	30,000	0	30,000	0	0	0	0
862250 TRNSPRTATION & TRAVEL	1,250	346	1,250	1,075	3,000	3,000	3,000
862253 TRAVEL & TRSP OUT OF COUN	1,750	520	1,750	97	3,000	3,000	3,000
TOTAL SERVICES & SUPPLIES	1,541,509	1,498,394	1,745,075	1,829,590	2,122,575	2,122,575	2,122,575
FIXED ASSETS							
864370 EQUIPMENT	1,200	2,393	3,800	2,258	4,400	4,400	4,400
TOTAL FIXED ASSETS	1,200	2,393	3,800	2,258	4,400	4,400	4,400
TOTAL NET APPROPRIATIONS	1,591,338	1,548,573	1,863,757	1,891,405	2,260,151	2,260,151	2,269,533
LESS: REVENUES							
824100 INTEREST	0	-28,957	0	-4,456	0	0	0
826401 I.S.F. SERVICES	1,600,000	1,600,168	1,800,000	1,799,316	2,100,000	2,100,000	2,100,000
TOTAL REVENUES	1,600,000	1,571,211	1,800,000	1,794,860	2,100,000	2,100,000	2,100,000
TOTAL FUND BALANCE CONTRIBUTION	-8,662	-22,638	63,757	96,545	160,151	160,151	169,533

0715 – HEALTH INSURANCE

Kristin Dwyer, Risk Manager

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

The Risk Management Division of the County Administrative Office shall identify and measure 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.

This Budget Unit funds the County's self-insured health insurance program for our employees and qualified dependents. This program pays up to $150,000 per claim per calendar year and in the aggregate up to 125% of expected claims. After these figures, the stop loss insurance carrier reimburses the program for all claim costs.

The County's Health Plan is a preferred provider plan with a managed care component. Employees may choose from four plans that carry different deductibles and co-pays to meet their individual health needs. If the employee chooses to participate in the managed care element of the plan, they can enjoy higher co-pay.

The Health Plan is currently administered by Delta Health Systems of Stockton. They process our entire medical, dental and vision claims for the 1360 employees and 1257 dependents enrolled in the program. The Health Plan also provides life, accidental death and dismemberment coverage, and the flexible benefits program.

The Board of Supervisors has established the Health Benefits Committee to monitor, assist and make recommendations on all matters related to the Health Plan. The seven-member committee is comprised of representatives from each of the County's bargaining units and is staffed by Risk Management with help from Human Resources and the Public Health.

Though the Health Plan recently received a premium adjustment in November of 2000, the consultant is recommending another adjustment by July 1, 2001 to keep up with medical inflation and to begin to fund a reserve and pay down the current deficit. The County and the Health Benefits Committee continue to examine alternatives to our current plan to reduce costs and stay competitive with the industry.

MAJOR ACCOMPLISHMENTS:

- Successfully completed a contract with the Foundation for Medical Care to provide preferred ancillary coverage at a reduced rate.
- Queried employees via a survey concerning enhancements and current issues about the Health Plan and services provided by the County's Third Party Administrators.
- Recommended adjustments to the funding of the Health Plan with proper reserves attained in five years.
- Currently working with the IPA doctors to streamline the referral process.

GOALS AND OBJECTIVES:

- Monitor the effectiveness of the health plan providers and continue to make recommendations for streamlining and cost savings.

0715 – HEALTH INSURANCE

Kristin Dwyer, Risk Manager

- Continue to work with the Plan's consultant to ensure the actuarial soundness of the plan based on utilization and medical inflation.
- Continue to recommend the funding of wellness activities and encourage employees and dependents to take charge of their health care.
- Rewrite the Health Plan Document to make it user friendly to our employees and health care providers.
- Develop a health plan newsletter for employees and providers and examine other avenues to keep everyone up to date on issues.
- Contact coastal physicians and obtain contracts in order to provide a wider range of physicians for employees to utilize.
- Conduct annual seminar on the Health Plan and benefits associated in order to assist in informing employees on how to control their health care costs.

MISCELLANEOUS

The Health Plan's consultant has recommended a funding adjustment, which would be effective on July 1, 2001. The Board and staff need to monitor the progress of the meet and confer process to insure a timely adjustment to the premiums.

AUTHORIZED POSITIONS:

The Risk Manager, Risk Analyst, Benefit Specialist (Confidential) and Staff Assistant I (Confidential) positions are paid 33.34% from Budget Unit 0713 (General Liability Insurance), 33.33% from Budget Unit 0714 (Workers' Compensation), and 33.33 % from Budget Unit 0715 (Health Insurance).

COUNTY ADMINISTRATIVE OFFICE NOTES:

SERVICE & SUPPLIES

Acct. 2101 - Provides for the purchase of excess insurance coverage for the plan, increase due to premium adjustments.

Acct. 2189 - Provides for the payment of the Third Party Administrator, Managed Care, and Preferred Provider organizations and consultants, increase due to cost adjustments.

Acct. 2239 - Payment for the anticipated claims of the Plan, increase due to medical inflation and more employees.

TRANSFERS & REIMBURSEMENTS

Acct. 5802 - Transfer to Public Health for Wellness activities, increase due to salary adjustments.

REVENUES

Acct. 6401 - Revenues from departments for the Health Plan based on County and employee participation.

FINAL BUDGET ACTION:

No changes where made to this budget unit during Final Budget deliberations.

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 0
ACTIVITY: 00

BUDGET UNIT: 0715 HEALTH INSURANCE
FUND: 7150 HEALTH INSURANCE

FINANCING USES CLASSIFICATION (1)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	25,693	24,986	44,660	27,221	30,285	30,285	30,285
861012 EXTRA HELP	1,000	0	1,000	0	1,000	1,000	1,000
861021 CO CONT TO RETIREMENT	2,057	2,581	4,200	3,032	3,671	3,671	3,671
861022 CO CONT TO OASDI	1,594	1,524	2,380	1,658	1,984	1,984	1,984
861023 CO CONT TO OASDI-MEDIC	375	356	557	388	464	464	464
861024 CO CONT TO RET INCREMENT	1,104	1,377	2,237	1,607	1,917	1,917	1,917
861030 CO CONT TO EMPLOYEE INSUR	1,148	1,753	2,715	1,972	2,312	2,312	2,312
861031 CO CONT UNEMPLOYMENT INSU	198	0	198	36	198	198	198
861035 CO CONT WORKERS COMPENSAT	350	43	222	88	222	222	222
TOTAL SALARIES & EMPLOYEE BENEFITS	33,519	32,620	58,169	36,002	42,053	42,053	42,053
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	850	345	700	775	700	700	700
862101 INSURANCE-GENERAL	330,000	321,246	280,000	357,152	354,000	354,000	354,000
862120 MAINTENANCE-EQUIPMENT	300	0	300	0	300	300	300
862170 OFFICE EXPENSE	10,000	8,790	10,750	5,926	10,750	10,750	10,750
862187 EDUCATION & TRAINING	5,000	0	5,000	0	5,000	5,000	5,000
862189 PROF & SPEC SVCS-OTHR	860,000	1,029,463	430,000	1,053,326	483,000	483,000	483,000
862190 PUBL & LEGAL NOTICES	0	0	0	27	0	0	0
862239 SPEC DEPT EXP	4,100,000	5,289,829	5,160,000	5,280,409	6,600,000	6,600,000	6,600,000
862250 TRNSPRTATION & TRAVEL	250	445	250	308	250	250	250
862253 TRAVEL & TRSP OUT OF COUN	2,000	0	2,000	199	2,000	2,000	2,000
TOTAL SERVICES & SUPPLIES	5,308,400	6,650,118	5,889,000	6,698,122	7,456,000	7,456,000	7,456,000
FIXED ASSETS							
864370 EQUIPMENT	0	0	2,500	2,258	0	0	0
TOTAL FIXED ASSETS	0	0	2,500	2,258	0	0	0
EXPEND TRANSFER AND REIMB							
865802 OPERATING TRANSFER OUT	145,998	141,766	166,830	156,294	180,781	182,304	182,304
TOTAL EXPEND TRANSFER AND REIMB	145,998	141,766	166,830	156,294	180,781	182,304	182,304
TOTAL NET APPROPRIATIONS	5,487,917	6,824,504	6,116,499	6,892,676	7,678,834	7,680,357	7,680,357
LESS: REVENUES							
824100 INTEREST	0	-65,408	0	-107,227	0	0	0
826401 I.S.F. SERVICES	5,150,000	5,410,803	6,110,000	6,838,613	7,664,800	7,664,800	7,664,800
827700 OTHER	0	253,998	0	57,106	0	0	0
TOTAL REVENUES	5,150,000	5,599,393	6,110,000	6,788,492	7,664,800	7,664,800	7,664,800
TOTAL FUND BALANCE CONTRIBUTION	337,917	1,225,111	6,499	104,184	14,034	15,557	15,557

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0717 – INFORMATION TECHNOLOGY REPLACEMENT FUND

Dennis Huey, Auditor-Controller

Sue Goodrick, Interim Information Services Director

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

This Budget Unit, established in Fiscal Year 2000-2001, provides the funding for the replacement of multi-departmental computer systems. The total annual on-going appropriation in this replacement fund is $240,000. It is capped with a total accrual not to exceed $850,000 unless further Board action is taken. The account also provides the "seed" money necessary to get a multi-departmental system "off the ground". An example is the Permit Tracking and Enforcement system (CRW). This budget covered the initial costs of implementing the Geographic Information System in the County. This fund allows multi-departmental projects to be undertaken without adversely impacting departmental budgets and provides some stability in meeting any unanticipated costs surrounding the technology deployed in the County.

In Fiscal Year 2000-2001, of the initial $240,000 investment, $125,000 came from "savings" due to the change in the delivery model of on-going Information Technology (IT) services in the County. For a number of years a contractor, Affiliated Computer Services (ACS), provided the majority of on-going services. When the contract expired, the County moved to an in-house Information Services (IS) department. The County was able to save some money under the contract and those funds provided the $125,000 referenced above.

Projects identified for potential use of these funds are:

- Upgrade Cyborg (payroll system)
- Document Management
- Compliance with HIPAA (Health Insurance Portability and Accountability Act)
- E-Government
- Revision of the Strategic Long-range Plan for Information Technologies
- Development of the County's web site
- Improvement in the County's wide-area network
- Data encryption
- Upgrading from analog to digital on the microwave system.

A significant issue facing this Budget Unit for the upcoming fiscal year is PC software licensing. A major vendor of PC software is revising its licensing structure and associated fee schedule. As this Budget Unit is prepared, the County does not know the final fiscal impact of this issue. It is clear the extent to which funds are needed to support PC software licensing fees the other IS projects (identified above) could suffer due to lack of financial resources. In addition, funds set aside for Phase III of the Geographic Information System project may be needed as well to meet the financial challenge of the increased costs of licensing fees.

The Information Services Department is exploring County options regarding ways to improve unanticipated increases in PC software licensing fees. In addition, IS is working with the California County Information Services Directors' Association in an attempt to reduce the cost of PC software licensing. IS will return to the Board of Supervisors with a financial analysis and recommended plan of action at a later date.

COUNTY ADMINISTRATIVE OFFICER COMMENTS:

0717 – INFORMATION TECHNOLOGY REPLACEMENT FUND

Dennis Huey, Auditor-Controller

Sue Goodrick, Interim Information Services Director

Information Services has recently been informed that our office applications (word processing, spreadsheets, etc.) from Microsoft are subject to a revised licensing agreement and associated fee structure. Although, in the early stages of understanding the impact and options of this change in licensing, initial cost estimates are approximately $150,000 - $250,000 per year.

Another area of concern involves the County's current microwave infrastructure. The microwave system carries County voice and data traffic. The existing microwave system is outdated and obtaining replacement parts is problematic. Should the microwave system fail, the County has virtually no backup connectivity. Preliminary estimates for replacement of the microwave system are $3,000,000 - $5,000,000. The County Administrative Officer and Director of Information Services will return to the Board of Supervisors with a plan of action, timeline and associated costs at a later date to address this issue.

Funding for Phase III of the Geographic Information Systems (GIS) project is included in the proposed budget within Budget Unit 1960. Phase III includes: 1) obtaining and integrating Road Centerline data, 2) implementing a GIS data server on the County's intranet, 3) positioning the County to provide internet-based access to GIS data, and 4) moving toward enterprise data management for the GIS program.

FINAL BUDGET ACTION:

No changes where made to this budget unit during Final Budget deliberations.

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2001-02

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:
FUNCTION: 0
ACTIVITY: 0

BUDGET UNIT: 0717 SOFTWARE ACQUISITION
FUND: 7170 SOFTWARE ACQUISITION

FINANCING USES CLASSIFICATION (1)	1999-00 BUDGET (2)	1999-00 ACTUALS (3)	2000-01 BUDGET (4)	2000-01 ACTUALS (5)	2001-02 REQUEST (6)	2001-02 RECOMMEND (7)	2001-02 ADOPTED (8)
SERVICES & SUPPLIES							
862120 MAINTENANCE-EQUIPMENT	0	1,790	2,500	2,535	10,000	10,000	10,000
862170 OFFICE EXPENSE	5,000	198	1,000	0	2,500	2,500	2,500
862200 RNTS & LEASES-EQUPMNT	0	3,670	4,500	4,066	0	0	0
862239 SPEC DEPT EXP	167,500	96,041	225,000	57,027	314,060	314,060	314,060
TOTAL SERVICES & SUPPLIES	172,500	101,699	233,000	63,628	326,560	326,560	326,560
FIXED ASSETS							
864370 EQUIPMENT	27,500	159,604	7,000	3,260	146,000	146,000	146,000
TOTAL FIXED ASSETS	27,500	159,604	7,000	3,260	146,000	146,000	146,000
TOTAL NET APPROPRIATIONS	200,000	261,303	240,000	66,888	472,560	472,560	472,560
LESS: REVENUES							
824100 INTEREST	0	-3,935	0	7,689	0	0	0
826401 I.S.F. SERVICES	200,000	31,300	125,000	0	0	0	0
827700 OTHER	0	66,071	0	0	0	0	0
827802 OPERATING TRANSFER IN	0	259,457	115,000	115,000	240,000	240,000	240,000
TOTAL REVENUES	200,000	352,893	240,000	122,689	240,000	240,000	240,000
TOTAL FUND BALANCE CONTRIBUTION	0	-91,590	0	-55,801	232,560	232,560	232,560

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