

W. 6a.

Memorandum Date: March 2, 2009

Order Date:

TO: Board of County Commissioners

DEPARTMENT: Board of Commissioners

PRESENTED BY: Members of the S.A.V.E. Committee

AGENDA ITEM TITLE: ORDER/IN THE MATTER OF recognizing Lorraine Boose in H&HS/Energy Program a S.A.V.E. award of 8 hours of Time Management

I. MOTION

Move to recognize the S.A.V.E. award granted to Lorraine Boose in the H&HS/Energy Program of 8 hours of Time Management.

II. AGENDA ITEM SUMMARY

The Board is asked to recognize a SAVE award of 8 hours of TM that was awarded to Lorraine Boose in H&HS/Energy Program by the SAVE Committee for her suggestion that all Lane County employees be required to turn off their computer monitors.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Pursuant to Lane Manual 2.450 – The program referred to as S.A.V.E. (Suggestions Are Valuable to Employees), shall be administered by a five member Committee composed of two management and three non- management employees plus alternates. Their alternates are pulled from the same group.

The S.A.V.E Committee currently consists of the following members:

Faye Stewart, *Board of County Commissioners*
Peter Sorenson, *Board of County Commissioners/alternate*
Lori Green, *Land Management/representing AFSCME*
Janice Larkin, *MS Finance/alternate*
Kevin Brown, *Public Works representing Admin/Professional*
Deanna Makin, *Public Works/alternate*
Stewart Bolinger, *Auditor/representing Department directors*
Kay Blackburn, *Financial Services Manager/alternate*
Steve Davis, *Lane County Sheriff/representing non-represented staff*
Marc Swindling, *Youth Services/alternate*
Christine McCoy, *Staff*

Proposals submitted by employees are reviewed by the S.A.V.E. Committee according to the standards set forth in Lane Manuel 2.455 (2). Each suggestion is submitted for department approval. If department director agrees to go forth, the S.A.V.E. Committee evaluates each proposal according to criteria developed by the committee referencing the Lane Manual guidelines.

B. Policy Issues

The Committee shall provide awards for cost saving proposals. *(Revised by Order No. 01-4-18-3, Effective 4.18.01)*

C. Board Goals

The Board is in agreement that recognition of employees' suggestions or ideas contribute to the overall well being and increase job productivity of the employee. Recognition of an employee is essential in the employee accepting ownership/responsibility in the work place.

D. Financial and/or Resource Considerations

The cost for awards given by the S.A.V.E. committee are either budgeted within the employee's department for Time Management awards, or in the case of gift certificates or other awards, were previously purchased using prior year budget appropriations.

E. Analysis

Lorraine Boose has proposed that all Lane County employees be required to turn off their computer monitors at night and on weekends to save significant energy costs. One flat screen left on at the end of a typical workday uses 1007kwh/year or \$50.35. If the monitor is turned off at the end of the workday the average cost is \$18.45 creating a savings of \$31.90 per year per monitor. If the county has approximately 1500 monitors the savings would be about \$47,850.00 per year.

F. Alternatives/Options

1. Recognize the award granted to Lorraine Boose by the S.A.V.E. Committee.
2. Not recognize the award as granted and request some type of further review.

V. TIMING/IMPLEMENTATION

The process turning off the monitors at the end of the day should be implemented..

VI. RECOMMENDATION

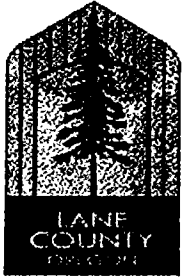
It is recommended that the Board recognize the award for Lorraine Boose.

VII. FOLLOW-UP

Staff will work with Human Resources & Financial Services to implement the award of 8 hours of Time Management to Ms. Boose's bank of Time Management.

VII. ATTACHMENTS

Board Order
Lorraine Boose's proposal



rec'd 9/11/08
Am

S.A.V.E. Proposal Form

Name: Lorraine Boose
Dept./Title: Energy Advocate,
HSC Community Services Worker
Supervisor: Pearl Wolfe
Work Phone: 541-682-3071

READ CAREFULLY: the evaluators of your proposal may better understand your proposal by discussing it with you; they must know who you are in order to contact you.

The following suggestion is the result of an IDEA THAT I INITIATED and is submitted for consideration under the conditions of the SAVE Committee as set forth on this form. I have read those rules and understand and agree that Lane County shall have the right to make full use of my proposal. My submission of a proposal and/or acceptance of any award shall not form the basis of a claim against the SAVE Committee or Lane County,

Implemented (Yes/No)

Signature:

Lorraine Boose
9/9/08

Date:

8/27/08

1. I propose that (Be specific – describe in detail your suggested improvement).

All County Employees be required to turn off their computer monitors at night and on weekends to save significant energy costs, and that there be some kind of calculation (pre and post analysis of energy usage from EWEB Energy Management Commercial Department) to determine effectiveness.

2. Describe the present situation, condition, method, procedure, as thoroughly as possible. Identify what needs improvement. (See Rule #2 of the instructions)

Currently, I am advised to turn off my computer at the end of my work day. However, I do not turn off my monitors (2), mainly out of lack of awareness. After metering ~~my~~ monitor, I discovered the savings and shared it with co-workers. They were equally surprised at the difference and were agreeable to shut off the monitors at the end of the day.

3. Describe how the change can be made (what steps or procedures are needed). Describe all procedures necessary to implement your proposal. Identify all known direct and indirect costs. The department budget officer and your supervisor may be good resources. If necessary, attach additional explanations, sketches or other supporting data to this form.

Ask everyone to sign a green pledge after publicizing this information. Make it a campaign, like the Replace a Bulb campaign that has been so effective. Put a sticker at every work station that reminds people to turn off their monitors! Appoint a positive reinforcement cheerleader in each office setting to give kudos and friendly reminders! This would be on a voluntary basis and wouldn't cost a

thing. Stickers could be printed off and given out at the kick off campaign. Write up an article for the register guard, send letters to the editor, challenging other public institutions to do the same.

4. How will your proposed change improve the present situation, or benefit a department or the County? Be specific. Show calculations and basis for calculations if your proposal will save money and/or time. If your proposal will not produce monetary savings, describe precisely the other benefits of your proposal.

As an energy conservation advocate/educator, I have data to demonstrate the cost/kWh savings involved in such a practice. Flat screen monitors have been metered for cost savings over a two week period and the following information was obtained:

One flat screen monitor left on at the end of a typical workday uses 1007 kwh/year, or \$50.35 per year total cost at .05 cents per kWh (Lane County's commercial rate per EWEB). Turning off the monitor at the end of the workday uses a mere 369 kWh per year, or \$18.45. A savings of \$31.90 per year, per monitor. If the ~~ESB~~ ^{County} has approximately 1500 monitors, the savings would be \$47,850 dollars per year.

Note: This is a conservative estimate of # of monitors.

Lorraine Boone 9/9/08

INSTRUCTIONS FOR COMPLETING S.A.V.E PROPOSAL FORM

Thank you for your interest in the **SAVE** program. Please keep the following in mind when filling out the form.

1. If you need help in completing this form, call any of the SAVE Committee members listed below.

Faye Stewart
Stewart Bolinger
Kevin Brown
Steve Davis
Lori Green

Peter Sorenson
Kay Blackburn
Deanna Makin
Marc Swindling
Janice Larkin

Chris McCoy 682-8581

2. Fill out the proposal form completely and sign it. Providing detailed information will enable the Committee to more easily understand your savings proposal and its intended benefits.

3. Submit your proposal to:
Chris McCoy, PW - Fleet
3040 North Delta Hwy, Eugene OR 97408

NOTE: Employees in the Public Safety Department shall submit savings proposal forms through their chain of command for forwarding to the Committee.

INSTRUCTIONS

1. Proposal Submission. All employees of the County will be eligible to make savings proposals and receive awards; a supervisor may submit a proposal on behalf of an employee. Department and Program Managers and Supervisors shall be eligible for awards and/or recognition.

2. Eligibility: To be eligible, a proposal must be written on a **SAVE Proposal Form**, signed by the employee, and should suggest the accomplishment of one or more of the following:

- a. Eliminate useless operations, duplications, safety hazards.
- b. Improve: methods, procedures, product quality, service, working conditions, tools, material handling, security, departmental layout, or work flow.
- c. Increase: productivity, employee motivation, life and a use of tools, equipment or supplies.
- d. Prevent: accidents, work errors.
- e. Promote: cooperation, coordination, safety practices, or public relations.
- f. Recommend: new services, new methods.
- g. Reclaim: defective materials, scraps. Sustainability.
- h. Reduce: equipment use errors, working space, steps, or non-productive effort.
- i. Save: time, materials, labor, money, energy to the employee's job or others.
- j. Produce revenue.
- k. Innovation.
- ~~l. Savings or convenience to the public.~~

3. Ineligible proposals include:

- a. Proposals made by any member of the Committee.

ORDER NO.) Order in the Matter of Recognizing Lorraine
) Boose in HSC Community Services, a S.A.V.E.
) award of 8 hours of Time Management

WHEREAS, the S.A.V.E. Committee found Lorraine Boose's S.A.V.E. proposal to meet the standards needed to be eligible for consideration by the Board of County Commissioners as per Lane Manuel 2.455; and

WHEREAS, the Board of County Commissioners as the governing body of Lane County may, in accordance with Lane Manual 2.455, recognize employees for their S.A.V.E. Proposals;

OFFICE OF LEGAL COUNSEL