

W. L. B.

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 Ida Weathers in Management Services/Deeds a S.A.V.E. award of 4 hours of Time Management

I. MOTION

Move to recognize the S.A.V.E. award granted to Ida Weathers in the Department of Management Service/Deeds consisting of 4 hours of Time Management.

II. AGENDA ITEM SUMMARY

The Board is asked to recognize a SAVE award of 4 hours of TM that was awarded to Ida Weathers in Management Services/Deeds by the SAVE Committee for her suggestion to discontinue billing other County departments for copies made in the research room.

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

Ida Weathers proposed to discontinue billing other County departments for copies made in the research room. Once a year, the employee gathers the information, transfers it into a spread sheet which calculates the fee and bills the respective departments. Time involved to record the number of copies is 1 hour. Time to prepare the billing is 4 hours. Time spent by respective departments to review and approve the bill is another 2 to 3 hours. Based on the above assumptions it costs the county \$353.31 per year to move approximately \$414.00. The total amount of time spent both by the billing department, MS/Deeds and the department that is getting billed seems like a waste of employee hours or little if any benefit. The hours spent to generate and review the bill could be utilized in other ways within the department since in effect this is just moving employee hours and money around.

F. Alternatives/Options

1. Recognize the award granted to Ida Weathers 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 of billing other departments has been implemented.

VI. RECOMMENDATION

It is recommended that the Board recognize the award for Ida Weathers.

VII. FOLLOW-UP

Staff will work with Human Resources & Financial Services to implement the award of 4 hours of Time Management to Ms. Weather's bank of Time Management.

VII. ATTACHMENTS

Board Order
Ida Weather's proposal



S.A.V.E. Proposal Form

Name: Ida Weathers
Dept./Title: Mgt Services/Deeds
&Records
Supervisor: Marle Hoehne
Work Phone: 682-4275
Implemented (Yes/No)
Signature: *Ida Weathers*
Date: 7/17/2008

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,

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

I propose that we, Lane County Deeds & Records, discontinue billing other County departments for copies made in the research room.

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

Currently when a County Employee comes into our research room and makes work related copies from our data base or film they write down the following information on a clipboard; the date, number of copies and initial under the Department column. Once a year I gather the information together, transfer it into a spread sheet calculate the fee and bill the other departments. Some departments make so few copies that I do not bother to bill them. Those departments that are not billed are usually \$10 or less.

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.

There would be no procedures needed since my proposal proposes to end the practice of billing other departments.

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.

This proposal would save the County about 10 hours with an estimated value of \$353.31 per year to move approximately \$414 a year from one Department to another. Of which this year \$59.25 of it was within the General Fund.

The two departments that regularly get billed are A&T which is general fund and Public Works from funds 225 & 270. The last time I billed them it was for \$59.75 from the general fund and \$354.25 from the other funds.

Time Spent/wages:

I estimate the time spent by the people making the copies to locate the clipboard, write down the number of copies, indication the department/division to be billed, date and initial to be about 10 seconds per entry. There were 300 entries made in the fiscal year 07/08. Total time: just under 1 hour.

I contacted Assessment & Taxation and when Shari gets the bill it is reviewed by two division managers, approved by the Assessor and then approve the journal entry. Total time: 2 hours.

In preparing the billing I take the pages from the clipboard. Create a spreadsheet with the division titles in the columns and dates in the rows. I enter the number of copies from the pages to the spreadsheet. If I cannot determine where an item should go, I drop it from the billing. If a department has less than \$20 in charges, then I drop them from the billing. Once I have everything in the spreadsheet I print off the spreadsheet, make a copy for each department being billed. Make a copy of the original pages for each department being billed. Create a journal for each department being billed. Route a copy of the journal, spreadsheet and pages to a contact person in each department. Once or twice a year I make new pages for the clipboard. Estimated total time: 4 hours.

I have not heard back from Public Works but I think it is safe to say that if they follow a procedure similar to Assessment & Taxation that the bill would be reviewed by twice the number of division managers, approved by the director and then the journal entry approved. So I have assigned it an estimated time. Estimated time: 3 hours.

To figure out how much money in wages it costs the County to process this internal billing I figured that the average wage for the people writing down the copies. I arrived at this figure by taking a sampling of the people whose initials appears on the sheets, looked up their job classification, then looked the classification in the compensation salary plan, took the hourly wage at step 5 and averaged the wages to come up with \$19.68 an hour. I then looked up the titles of Department Director, Program Supervisor and Administrative Assistant at step 5 to come up with a figure for A&T to process the bill on their end. I came up with an amount of \$32.45 per hour for two hours, for a total of \$64.90. If you assume that Public Works has the same process then I would add at least another supervisor for an average of \$32.34 per hour for three hours, for a total of \$97.02. Then my wages of

\$17.63 per hour for four hours comes to \$70.52. This does not include benefits. The total cost of wages for this bill now stands at \$252.12. If you calculate wages with benefits by multiplying the wages by 1.52% you get a total cost of \$383.22.

To summarize things so far:

Total billed for:		
General Fund	\$ 59.75	
Non General Fund	\$354.25	
Total	\$414.00	
Estimated costs to process without benefits:		with benefits:
Assessment & Taxation	\$ 64.90	\$ 98.65
Public Works	\$ 97.02	\$147.47
Deeds & Records	\$ 70.52	\$107.19
Total	\$232.44	\$353.31

Alternative suggestion:

If you just dropped the general fund copy charges we would save the 2 hours time that A&T spends, about 15 minutes for writing down copies and about an hour of my time. Total Time: 3 hours 15 minutes.

Estimated costs to process without benefits:		with benefits:
Assessment & Taxation	\$ 64.90	\$ 98.65
Deeds & Records	\$ 17.63	\$ 26.80
Total	\$ 82.53	\$125.45

Amount Assessment & Taxation was billed: \$ 59.75

Which would leave Public Works with

Estimated costs to process without benefits:		with benefits:
Public Works	\$ 97.02	\$147.47
Deeds & Records	\$ 52.89	\$80.39
Total	\$149.91	\$227.86

The cost to move \$354.25 from two funds to the general fund.

Thank you for your consideration.

ORDER NO.

- OFFICE OF LEGAL COUNSEL