

W. 8. b.

AGENDA COVER MEMO

DATE: August 31, 2011

TO: Lane County Board of Commissioners

DEPT.: Board of Commissioners

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

AGENDA ITEM TITLE: /In the Matter of recognizing Debby Woodruff, IS, a S.A.V.E. award of 4 hours of TM .

I. MOTION

N/A

II. ISSUE OR PROBLEM

S.A.V.E. stands for *Suggestions Are Valuable to Employees*. The County has determined that employee's creative ideas should be recognized and rewarded. The SAVE Committee, in conjunction with the Board of Commissioners, County Administrator and all department directors was formed to carry out that task.

III. DISCUSSION

A. Background

The S.A.V.E. Committee is composed of five voting members and five alternates: two from management and three from non-management employees. Their alternates are pulled from the same group.

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

Faye Stewart, *Board of County Commissioners*
Peter Sorenson, *Board of County Commissioners/alternate*

Connie Perry, *H&HS/representing AFSCME*
Sarah Sheffield, *Sheriff's Office/alternate*

Deanna Makin, *Public Works representing Admin/Professional*
Eric Wurster, *Public Works/alternate*

Tony Black, *Information Services representing Management*
Scott Byler *Information Services/alternate*

Steve Davis, *Lane County Sheriff/representing non-represented staff*
Peter Zugelder, *Human Resources 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 Manual 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. Analysis

The S.A.V.E. Committee reviewed a proposal submitted by Debby Woodruff, that the committee considered to be worthy of an award.

Debby Woodruff's proposal suggested that IS (Informational Services) cancel their service through Aramark Uniform Services for floor mats delivered and exchanged throughout the department. The mats are not needed because they are placed over existing carpeting not bare or concrete floors. The savings of \$16.30 per week (\$847.60 per year) is coupled with the time savings that is necessary for an employee who has to escort and monitor the delivery person throughout the department. The proposal has already been implemented based on Debby Woodruff's proposal.

The Committee has awarded 4 hours of TM to Debby Woodruff.

C. Alternatives/Options

N/A

D. Recommendations

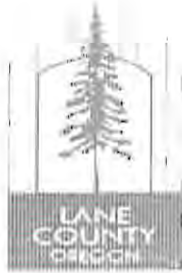
It is recommended that the Board recognize the award of 4 hours of TM for Debby Woodruff.

IV. IMPLEMENTATION/FOLLOW-UP

Staff will work with Human Resources/ Finance to implement the awards.

V. ATTACHMENTS

I. Debby Woodruff's proposal



S.A.V.E. Proposal Form

Name: Debby Woodruff

Dept./Title: IS/Sr. OA

Supervisor: Rhen Pond

Work Phone: x4040

Implemented (Yes/No) no

Signature:

Date: 6-28-11

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,

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

I propose that the IS deptment cancel their service through Aramark Uniform Services for floor mats delivered and exchanged throughout the dept.

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

IS currently gets 4 floor mats delivered weekly at a cost of \$16.30 per week. Aramark exchanges clean mats for the dirty mats in the Applications area, the Data Center break room, in front of the sink area in RIS, and in front of the entrance to the dept. near the Sheriffs Office. Each week upon Aramark's arrival, I escort the delivery person into the secure areas, (Apps, Data Center, and RIS area) and wait while they exchange the mats. I have observed over the years that the mats being replaced are never dirty. The carpeted areas around the mats are actually dirtier than the mats themselves. I have never observed any stains or spills that required any type of cleaning. It seems like such a waste of money for this service which is not needed, including the cost for employee time spent escorting and monitoring the delivery person throughout the department..

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.

Service can be cancelled with Aramark by either myself or Rhen Pond (Admin Manager).

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.

The Department will save approximately \$847.60 per year based on 52 weeks at \$16.30 per week in charges. In addition, staff time will be better applied to their regular work duties rather than their time away from their desk escorting the delivery person throughout the department.

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 Boinger
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:
- Eliminate useless operations, duplications, safety hazards.
 - Improve: methods, procedures, product quality, service, working conditions, tools, material handling, security, departmental layout, or work flow.
 - Increase: productivity, employee motivation, life and a use of tools, equipment or supplies.
 - Prevent: accidents, work errors.
 - Promote: cooperation, coordination, safety practices, or public relations.
 - Recommend: new services, new methods.
 - Reclaim: defective materials, scraps, Sustainability.
 - Reduce: equipment use errors, working space, steps, or non-productive effort.
 - Save: time, materials, labor, money, energy to the employee's job or others.
 - Produce revenue.
 - Innovation.
 - Savings or convenience to the public.
3. **Ineligible proposals include:**
- Proposals made by any member of the Committee.
 - Proposals that duplicate one that is already under consideration by the Committee.
 - Proposals that take the form of complaints or grievances, relating to personnel policies or collective bargaining.
 - Proposals that criticize other employees or their work performance.
 - Proposals and recommendations that are already identified in a circulated document, e.g., internal or external audits, department work plans, and proposed or approved budgets.
4. **Evaluation.** The Committee shall notify the employee's department director of any proposal considered to have merit. The department director shall provide information and comment to the committee so that the evaluation can continue. If the proposal affects other departments, those departments shall also become involved in the evaluation. If additional information regarding a proposal is required, the Committee may request the employee's presence in an evaluation meeting. Any employee so called shall be excused from work without loss of pay. The author of any proposal will be kept informed of its

status. If a proposal is rejected, the reasons will be explained. Full disclosure of Committee deliberation is considered essential for adequate communication between the Committee and the employees.

5. **Non-Adopted Proposals.** Should a proposal not be adopted within a year following the date of its non-adoption, it will receive no further consideration for an award unless within 30 days following the one-year period, the employee requests in writing that the proposal be held open for an additional one-year period. In this case, the proposal will remain eligible for award consideration if adopted during the additional one-year period.

6. **Preferential Hiring Status.** If an implemented proposal does result in displacement of an employee, that employee shall have preferential hiring status for other positions open within the organization, consistent with procedures outlined in the Administration Procedures Manual, Chapter 3, Section 54.

7. **All Decisions Final.** The Committee shall make the final decision as to whether an employee proposal award should be made and subject to the rules and regulations adopted pursuant to LM 2.450 through 2.455, and the nature and extent of the award. If at any time an employee wishes to reopen a denied proposal to present new or additional information, the Committee will review its decision. *(Revised by Order No. 01-4-18-3, effective 4.18.01; 06-4-12-2, 4.12.06)*

Suggestions Are Valuable to Employees

IN THE BOARD OF COUNTY COMMISSIONERS
OF LANE COUNTY, OREGON

ORDER NO.) IN THE MATTER OF RECOGNIZING DEBBY
) WOODRUFF, IS, A S.A.V.E. AWARD OF 4
) HOURS OF TM.

WHEREAS, the S.A.V.E. (Suggestions Are Valuable to Employees) Committee reviewed the most recently submitted S.A.V.E. proposals; and

WHEREAS, the S.A.V.E. Committee found DEBBY WOODRUFF'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 Manual 2.455; and

WHEREAS, the Committee determined the proposals eligible for an award other than cash; 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;

NOW, THEREFORE IT IS HEREBY ORDERED that the Board of County Commissioners shall recognize DEBBY WOODRUFF 4 hours of TM (time management)

DATED this 31 day of August , 2011.

Faye Stewart, Lane County Board of
Commissioners

APPROVED AS TO FORM
Date 8-23-11 lane county
Ma. Lidd
OFFICE OF LEGAL COUNSEL