

W. S. A.

Memorandum Date: Sept 16, 2008
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 Darin D. Norman in Sheriff Fiscal Services a S.A.V.E. award of 12 hours of Time Management

I. MOTION

Move to recognize the S.A.V.E. award granted to Darin D. Norman in the Department of Sheriff Fiscal Services consisting of 12 hours of Time Management.

II. AGENDA ITEM SUMMARY

The Board is asked to recognize a SAVE award of 12 hours of TM that was awarded to Darin D. Norman in Sheriff Fiscal Services by the SAVE Committee for his suggestion to replace the 1-800 number for Community Corrections Center (CCC) that inmates use to more cost effective restricted cell phones.

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 of for the 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

Darin D. Norman proposed that Community Corrections Center (CCC) inmates move from an 800# to a more cost effective cell phones that are restricted to a couple phone lines. CCC inmates check in periodically during the day while they are out job hunting or working, so that the deputies can keep track of them. They were using an 800# to do this. By implementing 10 cell phones at a cost of \$36.00 each per month the total monthly cost is about \$360.00. The 800# was costing the county from \$1,200 to \$1,800 per month. Using the cell phones, the county will save \$840.00 to \$1,440 per month for a total yearly savings of \$10, 080 to \$17,280 per year.

F. Alternatives/Options

1. Recognize the award granted to Darin D. Norman 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 800# has been disconnected and the cell phones are in operation.

VI. RECOMMENDATION

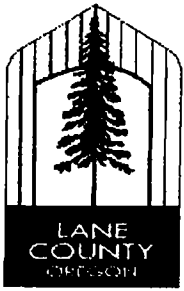
It is recommended that the Board recognize the award for Darin D. Norman.

VII. FOLLOW-UP

Staff will work with Human Resources & Financial Services to implement the award of 12 hours of Time Management to Mr. Norman's bank of Time Management.

VII. ATTACHMENTS

- Board Order
- Darin D. Norman's proposal



2/11/08
Cm

S.A.V.E. Proposal Form

Name: Darin Norman
Dept./Title: Sr. Stores Clerk
Supervisor: Rick Schulz
Work Phone: 682-4233
Implemented (Yes/No) Yes
Signature: *Darin Norman*
Date: 10/25/2007

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,

[Handwritten signature]

1. I propose that (Be specific – describe in detail your suggested improvement).
I proposed that we move from an 800 # that the Community Corrections Center (CCC) inmates used, to more cost effective cell phones that were restricted to a couple of phone lines.
2. Describe the present situation, condition, method, procedure, as thoroughly as possible. Identify what needs improvement. (See Rule #2 of the instructions)
CCC inmates check in periodically during the day while they are out job hunting or working, so that the deputies can keep track of them. They were using an 800 # to do this.
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.
The CCC has started using 10 cell phones at a cost of \$36 each per month for a total cost of \$360 per month. We have disconnected the 800 # that was costing us from \$1,200 to \$1,800 per month.
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.
Using the cell phones, we'll save \$840 to \$1440 per month for a total yearly savings of \$10,080 to \$17,280 per year.

IN THE BOARD OF COUNTY COMMISSIONERS
OF LANE COUNTY, OREGON

ORDER NO.) Order in the Matter of Recognizing Darin D.
) Norman in Sheriff Fiscal Services, a S.A.V.E.
) award of 12 hours of Time Management

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

WHEREAS, the S.A.V.E. Committee found Darin D. Norman 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 the S.A.V.E. award granted to DARIN D. NORMAN consisting of 12 hours of Time Management.

DATED this 1 day of Oct , 2008.

Faye Stewart, Lane County Board of
Commissioners

APPROVED AS TO FORM
Date 9/22/08 Lane County
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OFFICE OF LEGAL COUNSEL