

W. S. A.

AGENDA COVER MEMO

Memorandum Date: November 30, 2010
Order Date: January 5, 2011

TO: Board of County Commissioners
PRESENTED BY: Members of the S.A.V.E. Committee
AGENDA ITEM TITLE: IN THE MATTER OF AMENDING CHAPTER 2 OF THE LANE MANUAL TO REVISE THE ORGANIZATION OF THE S.A.V.E. COMMITTEE (LM 2.451)

I. MOTION

APPROVE THE ORDER AMENDING THE ORGANIZATION OF THE S.A.V.E. COMMITTEE. (LM 2.451).

II. AGENDA ITEM SUMMARY

To decide whether or not to approve the Order amending Chapter 2 of the Lane Manual to revise the organization of the S.A.V.E. Committee (LM 2.451).

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Currently, the S.A.V.E. Committee is to be composed of five (5) identified as follows:

(1) The two managers shall include one Commissioner and the Internal Auditor.

(2) The three non-management members shall be selected by the Administrator from a list of nominees from various departments. Two of the three shall be from lists provided by the bargaining units and the third shall be from a group of non-represented employees. The County Administrator shall select individuals in a manner that shall provide balance in the Committee.

The Internal Auditor position is currently vacant, leaving this position on the S.A.V.E. Committee unfilled.

Prior Lane Manual language specified the Committee members be identified as follows: "the two managers shall include one Commissioner, and a Department Manager selected by the Administrator."

B. Board Goals

Service Improvement is identified as Strategy A of Lane County's Strategic Plan. Section A4, "Promote Continuous Quality Improvement" in Paragraph A, states as follows: "We will work to establish rewards for successful innovations initiated by both individual employees and teams of employees, and remove barriers that could inhibit innovation."

The S.A.V.E. Committee (Suggestions Are Valuable to Employees) administers the Lane County Cost Savings program by evaluating proposals submitted by Lane County Employees. A cross section of members, providing input from all divisions and level of representation, being proposed at this time meets this objective of promoting continuous quality improvement.

C. Analysis

The Internal Auditor is a single person position, which does afford the Commissioners or the County Administrator latitude in filling this S.A.V.E. position with another manager, should the Internal Auditor position be unfilled.

The S.A.V.E. Committee (Suggestions Are Valuable to Employees) shall administer the Lane County Cost Savings program by evaluating proposals submitted by Lane County Employees. The S.A.V.E. Committee should have a cross section of members in order to evaluate proposals having input from all divisions and level of representation. In order to accomplish this, the S.A.V.E. Committee recommends the Internal Auditor position be eliminated and the County Administrator appoint a Manager. In turn, this Manager will select an alternate to be approved by the County Administrator.

D. Alternatives/Options

1. Take no action; maintain current language in Lane Manual 2.451, Organization of the S.A.V.E. Committee.
2. Modify the current language in LM 2.451 (1) to read: "The two managers shall include one Commissioner, and a Department Manager selected by the Administrator." to allow a larger pool of potential management appointees to the Committee.

IV. RECOMMENDATION

It is recommended that the Board select Option 2 and authorize the selection of a Management position to fill the vacancy of the Internal Auditor position.

V. IMPLEMENTATION/FOLLOW-UP

Following approval, the Lane Manual and the S.A.V.E. Proposal Form and Instructions will be updated to reflect the Committee members.

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AGENDA ITEM TITLE: IN THE MATTER OF AMENDING CHAPTER 2 OF THE
LANE MANUAL TO CLARIFY S.A.V.E. PROGRAM RULES
(LM 2.455)

I. MOTION

APPROVE THE ORDER AMENDING THE PROGRAM RULES OF THE S.A.V.E. COMMITTEE. (LM 2.455).

II. AGENDA ITEM SUMMARY

To decide whether or not to approve the Order amending Chapter 2 of the Lane Manual to revise the Program Rules of the S.A.V.E. Committee (LM 2.455).

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Current S.A.V.E. Program Rule language does not clearly indicate if a proposal must be implemented to receive an award.

The Procedure for Non-Adopted Proposals in LM 2.455 (7) indicates the process for non-adopted proposals, but does not define "adopted" as implemented or accepted as worthy of an award.

Additionally, LM 2.455 (9) refers to "implemented" proposals, but in the context of displaced employees. The Committee has recognized employees with awards in the past for suggestions deemed worthy of an award; in some instances the proposal was not implemented.

B. Board Goals

Service Improvement is identified as Strategy A of Lane County's Strategic Plan. Section A4, "Promote Continuous Quality Improvement" in Paragraph A, states as follows: "We

will work to establish rewards for successful innovations initiated by both individual employees and teams of employees, and remove barriers that could inhibit innovation.”

The S.A.V.E. Committee (Suggestions Are Valuable to Employees) administers the Lane County Cost Savings program by evaluating proposals submitted by Lane County Employees. Clarification and direction regarding the intent to recognize employees for suggestions, being proposed at this time meets the objective of promoting continuous quality improvement.

C. Analysis

This Board Order request is to clarify and define the existing S.A.V.E. Program Rules and to provide the Committee direction as to the Board’s desire and intent to recognize employees for meritorious suggestions regardless of their implementation.

LM 2.455 (2) defines the accomplishments of a S.A.V.E. proposal and items (a) - (l) are considered when evaluating and determining an award. ‘Convenience to the public’ and ‘public relations’ are two of the many facets considered when determining the merit of a S.A.V.E. proposal. Proposals in these areas may benefit the public, but the monetary cost of implementation may be a deterrent from the proposal being put into practice. Current Program Rule language does not indicate if a proposal must be implemented to receive an award.

D. Alternatives/Options

1. Take no action; maintain current language in Lane Manual 2.455 S.A.V.E. Program Rules.
2. Add language to LM 2.455 to read: “(5) (a) Eligible proposals must be implemented to receive an award.”
3. Add language to LM 2.455 to read “(5) (a) Eligible proposals do not have to be implemented to receive an award.”

IV. RECOMMENDATION

It is recommended that the Board select Option 3 and approve the addition of the language to further clarify the S.A.V.E. Program Rules.

V. IMPLEMENTATION/FOLLOW-UP

Following approval, the Lane Manual and S.A.V.E. Proposal Form and Instructions will be updated.