

Lane County - Service Option Sheet - FY 22-23 Adopted

SOS C16: Risk Management

Service Category: General Government

Dept: County Counsel

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Contact: Lisa Lacey ext 3971

Executive Summary

Provides Risk services for all of Lane County, including analysis and recommendations for loss prevention/mitigation; reviews all County contracts for required insurance coverages, amounts, and endorsements; assesses and processes all general liability claims, administers general liability and workers' compensation Self-Insurance Fund, reviews and purchases various insurance coverages, including excess general liability, property, excess workers' compensation, flood, and program specific coverages. Supervises Workers' Compensation Program.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Adopted Budget Total	\$250,816	\$240,178	(\$10,638)	2.00

Receives all general liability claims and Tort Claim Notices. Sets/reviews reserves on claims and lawsuits. Responsible for disposition of general liability claims: investigates, determines liability, coordinates payments and/or negotiates settlements when settlement is in the best interest of the County. Seeks recovery for damages to County property caused by third parties. Analyzes loss exposure for various County activities. Reviews all contracts to ensure proper insurance coverage is supplied by vendors and contractors; advises on insurance needs for bid packets; works with contractors and insurance agents on required coverages and endorsements. Gathers data and obtains purchased insurance coverages for County properties including: Flood, Search & Rescue Volunteers, Volunteers, Excess Workers' Compensation, Medical Malpractice Gap, Builder's Risk, and annual County fair. Liaison between County departments, brokers, and insurance company on matters that may exceed the self-insured retention. Coordinates Search & Rescue and Volunteer Workers' Compensation claims. Responsible for General Liability, and purchased insurance expenditures through the Self-Insurance Fund. Monitors employee driving records for restricted or suspended privileges. Prepares and manages budgets for department. Monitors Continuity of Operations Program (COOP). Participates in monthly accident/injury reviews with OSHA required County-wide Safety Committee. Assists in fire extinguisher, safe driving, and other trainings. Supervises Workers' Compensation Program, determines expenditures including settlements.

State/Federal Mandate

Oregon Revised Statutes (ORS): ORS 30.265 Scope of liability of public body, officers, employees and agents; ORS 30.271 Limitations on liability of state for personal injury and death; ORS 30.272 Limitations on liability of local public bodies for personal injury and death; ORS 404.215 Workers' Compensation for SAR teams; ORS 654.001 Oregon Safe Employment Act; ORS 654.010 Employers to furnish safe place of employment; ORS 656.017 Employer required to pay compensation and perform other duties; state not authorized to be direct responsibility employer; ORS 656.031 Coverage for municipal volunteer personnel; ORS 656.043 Governmental agency paying wages responsible for providing coverage; ORS 656.052 Prohibition against employment without coverage; ORS 656.262 Processing of claims and payment of compensation; ORS 656.264 Compensable injury, denied claim and other reports; ORS 656.308 Responsibility for payment of claims; ORS 656.403 Obligations of self-insured employers; ORS 656.407 Qualifications of insured employers; rules; ORS 656.430 Certification of a self-insured employer; ORS 656.455 Self-Insured employers required to keep records of compensation claims.

Oregon Administrative Rules (OAR): OAR 436-105-0540 Employer-at-Injury Program Reimbursement Procedures; OAR Chapter 437 Oregon Occupational Safety & Health; OAR 438 Workers' Compensation Board; OAR Chapter 436 Workers' Compensation Division.

Lane Code (LC): LC 2.035.010 assigns the duties of the Risk Management Program, including Workers' Compensation.

Leverage Details

The General Fund portion of this program leverages the following:

_____	\$0	back to the Discretionary General Fund
_____	\$0	into other non Discretionary County Funds
_____	\$0	directly to community members (child support payments)