

Lane County - Service Option Sheet - FY 23-24 Adopted

SOS: **Risk Management**
Dept: County Counsel
Contact: Lisa Lacey ext 3971

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

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. Includes Workers' Compensation (WC) Program. WC receives and reviews all employee injury claims; submits to the Third Party Administrator (TPA) and works closely with injured workers, the TPA, and when needed outside counsel for the County. Attend WC hearings and mediations. Analyzes and determines when settlement is in the best interest of the County.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Adopted Budget Total	\$451,192	\$428,311	(\$22,881)	3.00
Current Service Level	\$451,192	\$428,311	(\$22,881)	3.00

Receives all general liability claims (GL), Tort Claim Notices, and Workers' Compensation (WC) claims. Sets/reviews reserves on GL claims and lawsuits. Responsible for disposition of GL claims: investigates, determines liability, coordinates payments and/or negotiates settlements. Seeks recovery for damages to County property caused by third parties. Analyzes loss exposure for various County activities. Reviews all contracts and bid packets for proper insurance coverages; works with contractors and insurance agents on required coverages and endorsements. Gathers data and obtains purchased insurance coverages for County properties and programs 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. Coordinates Search & Rescue and Volunteer Workers' Compensation claims. Responsible for GL, WC, and 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. Receives OSHA complaints, works with departments to resolve. Assists in fire extinguisher, safe driving, and other safety/loss prevention trainings. Reviews NCCI codes semi-annually. Reviews reserves on WC claims. Responsible for disposition of Workers' Compensation claims: determines when settlement is in the best interest of the County. Files for eligible reimbursements from State through Employer At-Injury Program.

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 404.210 Coverage under Oregon Tort Claims Act; ORS 404.215 Workers' compensation coverage; ORS 654 Occupational Safety and Health; 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 to process claims and make records available at authorized locations.

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

Lane Code (LC): LC 2.035.010 assigns the duties of the Risk Management Program, including Workers' Compensation; LC 2.035.015 Self-Insurance Fund.

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)