



Human Resources - Risk Management 50401.461.

Mission Statement

To protect the County against financial consequences of accidental losses at all levels of exposure and to preserve the assets and public service capabilities from destruction or depletion; to minimize short and long term cost to the County of all activities related to identification, prevention and control of accidental losses and their consequences, and to assist departments in the establishment of a safe work environment in which employees, as well as members of the general public, can enjoy safety and security in the course of their daily activities.

Function

Administer the County's self-insured Risk Management program, participate in the Washington Counties Risk Pool, insurance procurement, safety and health programs, loss control, claims handling, accident investigation, adjusting services, and countywide employee orientation and training. Risk Management will continue the goal of lowering risk and, loss from that risk, while seeking positive results from management and employees to utilize risk control and loss prevention techniques which lead to an improved security and safety culture in the workplace. This division is funded through Workers Compensation and Risk Management internal service funds. Manage, guide and direct countywide public records management processes inclusive of archiving, management, and release of all associated processes in the identification and release of public records.

Trends/Events

Trends in the Risk Management arena continue to surround increasing frequency and severity in the following areas:

1. Jail/custody litigation exposure through personnel actions. Effective response to these incidents will require focused supervisory training, rapid response on incident notifications and pre-defense review processes.
2. Continued trends in premium increases of liability insurance in the categories of general, auto and property coverage. These trends are proactively addressed through implementation of tighter underwriting standards and premium negotiations.
3. Washington counties will continue to be impacted by the lack of state legislature response in dealing with tort reform
4. Eliminate, reduce, or transfer (insure) as much potential risk and loss to county resources through proactive Enterprise Risk Management programming.

Event issues impacting the county Risk Management efforts include:

1. Major litigation(s)

Goals

1. Eliminate, reduce, or transfer (insure) as much potential risk and loss to county resources through proactive Enterprise Risk Management programming.
Completed 2018/19 examination all county insurance programs for cost effectiveness and exposure control (On-Going).
2. exposure control (On-Going).
3. Redefine the tracking and enforcement of insurance requirements in policy for Risk Pool compliance required of vendors and contractors.
4. Develop an accountability process for Trail Crew, Adopt a Beach, and Streamkeepers volunteers.
5. Continue to expand the number of supervisors trained in the Risk Pool multi-level supervisory training program - 25 employees completed supervisory training in 2019.
6. Expand the use of the Facility Dude program and implement a new active risk identification process.
7. Conduct Hazard Analysis of the activities of the trail crew, adopt a beach, and streamkeepers volunteers - **Goal met in 2019** with the creation of DOSH required occupational safety/policy manual.
8. Expand the walk through and inspection program of County facilities for safety compliance and risk vulnerability.
9. Ensure compliance with state mandated reporting requirements related to the Public Records Act - **goal met in 2019**.
10. Through a collaborative approach, ensure ongoing training needs are met throughout the organization as it relates to public records requests processing, responsibility, and accountability - **goal met in 2019**. 2020 goal is to conduct two Public Records Specialist trainings; two all-county staff Public Records Training; attend four department all-staff meetings.
11. Draft a county social media/personal email/phone/text policy
12. Work with Information Technology to develop a method to retain/preserve county-wide voicemail to comply with the Public Records Act.
13. Monitor/update Clallam County's public records request web-site/portal to promote openness, public accessibility and ease of use - **Goals met in 2019** - additional deflection technology added to redirect PRA requestors to relevant sources outside of the PRR department. Addition of on-line payment method for requested records.
14. Development and support of pollution insurance and procedures to proactively address forecasted trends of impact.
15. Initiate the employment of a part-time Archivist in the Roads Department.
16. Re-establish a Safety Committee and an Accident Review Board.
17. Reduce the number of annual safety incidents by 10% in empowering safety committee representatives to perform regular inspections and encouraging departmental group training sessions which will assist in fostering relationships with the employees they represent.
18. Increase employee safety awareness in performing work duties by distributing safety newsletters that will include best practices for given weather conditions and seasonal concerns.

Workload Indicators

	2017 Actual	2018 Actual	6/30/19 Actual
Background Investigations	315	289	162
Claims Reported/Pre Defense Reviews	31/2	23/2	17/0
Tort Claims/Lawsuits Filed	15/4	12/2	5/2
Tort Claims Denied or Diverted	3	5	5
Tort Claims Closed or Settled (Includes claims rolling over from prior years)	12	7	11
Tort Claims Currently Managed (WCRP Open Loss Run)	**6	**9	6
1st Party Claims Managed	0	2	1
Property/casualty claims open and managed	0	2	1
Public Records Requests Completed CO/CCSO	211/982	411/913	245/409
Public Records Requests Deflected/Re-Directed	*	40	14
Boxes (Organized-Stored/Recycled/Archived)	620	240	89
Electronic Files (Retention/Destruction/Archival)	*	11191	14296
Files Scanned	*	4883	2300

(*)=Not Tracked (**)= End of year open claims

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2017 Actual	2018 Actual	6/30/19 Actual	2020 Budget
Beginning Fund Balance	720,265	1,079,812	647,999	676,599
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	1,498,574	1,245,147	1,543,021	2,235,145
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	4,757	2,258	29,445	600
Other Financing Sources	407	0	0	0
Transfers In	0	0	0	
Total	\$2,224,003	\$2,327,217	\$2,220,465	\$2,912,344

Expenditures

	2017 Actual	2018 Actual	6/30/19 Actual	2020 Budget
Ending Fund Balance	1,079,812	647,999	1,890,724	677,199
Salaries and Wages	229,289	354,050	151,023	341,336
Personnel Benefits	59,291	114,192	51,636	112,710
Supplies	15,549	12,542	1,770	13,250
Other Services and Charges	826,003	1,198,434	125,312	1,709,452

Intergovernmental Services	0	0	0	0
Capital Outlays	14,061	0	0	0
Interfund Payments for Services	0	0	0	58,397
Transfers Out	0	0	0	0
Total	\$2,224,003	\$2,327,217	\$2,220,465	\$2,912,344

Staffing

	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Full Time Equivalents	1.50	3.75	3.75	3.25

FTEs redistributed between Human Resources, Risk Management & Workers Compensation.

2018 increased FTEs - new Public Records division.