



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)

2. Pandemic response and associated responsibilities.

Goals

1. Eliminate, reduce, or transfer (insure) as much potential risk and loss to county resources through proactive Enterprise Risk Management programming.
Continued evaluation of all county insurance programs for cost effectiveness and exposure control.
2. control.
3. **2020 goal continued into 2021** - Redefine the tracking and enforcement of insurance requirements in policy for Risk Pool compliance required of vendors and contractors.
4. **Goal met in 2020** - 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 on a virtual basis due to COVID-19.
6. Expand the use of the Facility Dude program and implement a new active risk identification process.
7. **Goal met in 2020** - Conduct Hazard Analysis of the activities of the trail crew, adopt a beach, and streamkeepers volunteers.
8. **Goal met in 2020 (continued evaluation by safety committee)** - Expand the walk through and inspection program of County facilities for safety compliance and risk vulnerability.
9. **Goal met in 2020** - Through a collaborative approach, ensure ongoing training needs are met throughout the organization as it relates to public records requests processing, responsibility, and accountability (on-going).
10. 2020 goal continued into 2021 - Draft a county social media/personal email/phone/text policy.
11. 2020 goal continued into 2021 - Work with Information Technology to develop a method to retain/preserve county-wide voicemail to comply with the Public Records Act.
12. **Goal met in 2020** - Monitor/update Clallam County's public records request web-site/portal to promote openness, public accessibility and ease of use.
13. **Goal met in 2020** but not recommended by WCRP - Development and support of pollution insurance and procedures to proactively address forecasted trends of impact.
14. On hold due to pandemic - Initiate the employment of a part-time Archivist in the Roads Department.
15. **Goal met in 2020** - Re-establish a Safety Committee and an Accident Review Board.
16. **Goal met in 2020 (on-going)** - Reduce the number of annual safety incidents 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.
17. On-going - Increase employee safety awareness in performing work duties by distributing safety newsletters that will include best practices for given weather conditions and seasonal concerns.
18. Enhancement of Cyber liability coverage.
19. Implementation of Pandemic liability coverage insurance through the WCRP.
20. Create a county safety newsletter and intranet page for employees.
21. Create snow/ice removal procedures (checklist or modify existing policy).
22. Hold hands-on staff training on various safety topics (i.e. CPR, Fire Extinguisher).

23. **Goal met in 2020**-Creation of monthly Health & Safety Inspection form.

Workload Indicators

	2018 Actual	2019 Actual	6/30/20 Actual
Background Investigations	289	298	116
Claims Reported/Pre Defense Reviews	23/2	26/0	9/0
Tort Claims/Lawsuits Filed	12/2	10/2	1-Feb
Tort Claims Denied or Diverted	5	14	5
Tort Claims Closed or Settled (Includes claims rolling over from prior years)	7	13	1
Tort Claims Currently Managed (WCRP Open Loss Run)	**9	3	1
1st Party Claims Managed	2	1	0
Property/casualty claims open and managed	2	0	0
Public Records Requests Completed CO/CCSO	411/913	479/876	224/499
Public Records Requests Deflected/Re-Directed	40	37	34
Boxes (Organized-Stored/Recycled/Archived)	240	123	37
Electronic Files (Retention/Destruction/Archival)	11191	82	31
Files Scanned	4883	6.83	5.17

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

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2018 Actual	2019 Actual	6/30/20 Actual	2021 Budget
Beginning Fund Balance	1,079,812	647,999	706,829	707,429
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	1,245,147	1,990,995	1,732,238	2,249,206
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	2,258	30,203	333	600
Other Financing Sources	0	0	0	0
Transfers In	0	0	0	0
Total	\$2,327,217	\$2,669,197	\$2,439,400	\$2,957,235

Expenditures

	2018 Actual	2019 Actual	6/30/20 Actual	2021 Budget
Ending Fund Balance	647,999	706,829	1,990,375	708,029
Salaries and Wages	354,050	305,179	154,398	358,439
Personnel Benefits	114,192	109,205	53,394	116,108

Supplies	12,542	21,202	6,551	12,150
Other Services and Charges	1,198,434	1,405,694	176,285	1,704,452
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	0	121,088	58,397	58,057
Transfers Out	0	0	0	0
Total	\$2,327,217	\$2,669,197	\$2,439,400	\$2,957,235

Staffing

	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Full Time Equivalents	3.75	3.75	3.25	3.68

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

2018 increased FTEs - new Public Records division.