

# BITS & PIECES

## “Behind the Scenes” in the CEO-Risk Management Division

By: David L. Dolanar, Deputy Executive Officer

What is Risk Management? What role does the Division have in our organization? How does the function of risk management affect every employee in the County workforce?

These are questions that some of our customers ask from time to time. Let me briefly answer them and provide you an easy way to get rapid response to your questions.

Risk Management is a specialty within the general field of management. As a managerial or administrative process, it includes the functions of planning, organizing, leading and controlling the activities of an organization in order to minimize the adverse effects of accidental losses at a reasonable cost. Risk management as both a discipline and a profession is alive and well in virtually all organizations, public and private, nationwide and in many countries.

We in the CEO-Risk Management Division hold our positions in public service because of our willingness to accept responsibility and accountability. It is also our job to educate others to accept responsibility for their acts, whether intentional

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## Too Tired on the job? Wake up to fatigue problems!

### *DID YOU KNOW?*

When you lose sleep or disrupt the internal clock, every cognitive function takes a hit. Losing two hours of sleep in one night, results in a 20-percent drop in memory, 30-percent dip in communication skills, 75-percent drop in attention, and 50-percent decrease in judgement and decision-making the following day.

This research was done by: Mark Rosekind, President and Chief Executive Officer of Alertness Solutions, a Cupertino, Calif. firm that consults on sleep-related issues.



**To Accomplish Great  
Things One Must Not  
Only Act, But Dream**

## Welcome Dixie Barrigar!

Medical Review Nurse

By: Peggy J. Huntsinger, Disability Manager

Last Quarter we introduced you to the Disability Management Program. I am pleased to announce that the Disability Management Unit is now fully staffed. We would like to welcome our newest member of our team, Dixie Barrigar. Dixie has ten years of nursing experience with Memorial Hospital. We are very pleased and excited to have Dixie with us. You may reach Dixie at 5-5775.

*Climb high, climb far, your  
goal the sky, your aim, the stars*

## Upcoming Events

Wellness and Safety Fair 2001

– May 22nd, May 23<sup>rd</sup> and, May 24<sup>th</sup>

Heart Walk 2000

– September 23, 2000

or not. We all serve to protect the County workforce, our citizens and communities.

The CEO-Risk Management Division provides many services to County employees and others. It is organized into five units, which includes Administration, Disability Management, Employee Benefits, Liability Claims/Insurance and Safety. The major responsibilities and services, including direct staff telephone numbers for each unit are as follows:

## Heart Walk 2000

### Saturday, September 23, 2000

Join Barbara Cooper, Employee Benefits Manager on the CEO Department Team for Heart Walk 2000. If you are interested in walking with Barbara, please contact her at 525-5715. If you are not able to participate in walking with Barbara, perhaps you would like to sponsor her team. All donations received will be given to the American Heart Association.

Unit	Major Responsibilities
<p><b>1. Administration</b>                      David L. Dolanar , Deputy Executive Officer 5-5714                      Linda Stires, Executive Secretary 5-5713                      Michele Hunter, Administrative Assistant 5-5712</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Overall Management</li> <li><input type="checkbox"/> Insurance oversight</li> <li><input type="checkbox"/> Budget development</li> <li><input type="checkbox"/> Contract Administration</li> <li><input type="checkbox"/> Reporting</li> <li><input type="checkbox"/> Monitoring</li> <li><input type="checkbox"/> Public Relations</li> <li><input type="checkbox"/> Employee Relations</li> <li><input type="checkbox"/> Driver's Authorization</li> </ul>
<p><b>2. Disability Management</b>                      Peggy Huntsinger, Disability Manager 5-5770                      Mary Schortner, Return to Work Coordinator 5-5772                      Dora Seeman, WC Sr. Claims Coordinator 5-5771                      Dixie Barriger, Medical Review Nurse 5-5775                      Lisa Aldrich, Account Clerk III 5-5773                      Melissa Moe, Disability Assistant 5-5782</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Workers' Compensation</li> <li><input type="checkbox"/> Injury Management</li> <li><input type="checkbox"/> Return to Work</li> <li><input type="checkbox"/> Medical Case Management</li> <li><input type="checkbox"/> Employee Relations</li> <li><input type="checkbox"/> Reporting</li> <li><input type="checkbox"/> FMLA Administration</li> </ul>
<p><b>3. Employee Benefits</b>                      Barbara Cooper, Employee Benefits Manager 5-5715                      Casi Persons, Employee Benefits Specialist 5-5716                      Virginia Phinney, Employee Benefits Assistant 5-5717</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Health Insurance</li> <li><input type="checkbox"/> Dental Self Insurance</li> <li><input type="checkbox"/> Vision Self-Insurance</li> <li><input type="checkbox"/> Life Insurance</li> <li><input type="checkbox"/> Unemployment Insurance</li> <li><input type="checkbox"/> COBRA Administration</li> <li><input type="checkbox"/> Peoplesoft Benefit Administration</li> </ul>
<p><b>4. Liability Claims / Insurance</b>                      Ed Fenton, Liability Claims/Insurance Manager 5-5711</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Liability Claims</li> <li><input type="checkbox"/> Auto Claims</li> <li><input type="checkbox"/> Medical Malpractice Claims</li> <li><input type="checkbox"/> Defense Coordination</li> <li><input type="checkbox"/> Insurance Renewals</li> <li><input type="checkbox"/> Actuary Development/Analysis</li> <li><input type="checkbox"/> Certificates of Insurance</li> </ul>
<p><b>5. Safety</b>                      David Becker, Safety Officer 5-5776                      Ray Moltrum, Safety Specialist 5-5777                      Pat Wade, Safety Assistant 5-5781</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Safety Training</li> <li><input type="checkbox"/> Program Monitoring</li> <li><input type="checkbox"/> Safety Inspections/Assessments</li> <li><input type="checkbox"/> Hazard Recognition / Remediation</li> <li><input type="checkbox"/> Safety Board Policy Implementation</li> <li><input type="checkbox"/> Departmental Safety Committee Support</li> <li><input type="checkbox"/> Cal-OSHA Liaison</li> </ul>

6. All Units	<ul style="list-style-type: none"> <li><input type="checkbox"/> Annual Wellness and Safety Fair</li> <li><input type="checkbox"/> Strategic Planning</li> <li><input type="checkbox"/> Departmental Coordination</li> <li><input type="checkbox"/> Departmental Communication</li> <li><input type="checkbox"/> Program Development</li> <li><input type="checkbox"/> Customer Service Delivery</li> <li><input type="checkbox"/> Support Services</li> </ul>
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Many of the services of the CEO-Risk Management Division may affect you in some way. Whether the issue is a driver's authorization, on the job injury, employee benefits, liability or auto claim, insurance, safety related or other matters, we are here to assist every employee in a positive and pro-active way. Please take advantage of our staff as they are competent professionals who take pride in providing excellent customer service.

***Prevention Tips for a Safe Home***

1. If you take medication, use a pillbox with seven labeled slots for each day of the week.
2. Ask a pharmacist or physician to periodically review your prescriptions to help prevent adverse interactions.
3. Post the number for poison control where every family member can see it.
4. Keep household products and medicines out of a child's reach and sight.
5. Install locks on cabinets containing medicines or chemicals.
6. Always follow label instructions before using a product.
7. When using a toxic product, never let it out of your sight around children.
8. Keep products and drugs in their original containers.
9. Never take medicines in front of children.
10. Always turn on a light and double check the label before taking or giving medicines.
11. Never call medicine candy.
12. Flush old medicines promptly. Never throw them in the trash where children might find them.
13. Always assume that individuals and households without children will be unaware of poisoning hazards and take your own precautions.
14. Don't forget about pets. Even products that are nontoxic for humans, such as chocolate, may poison an animal, says Dr. Steven Hansen, senior vice president of the National Animal Poison Control Center

## Flexible Spending Accounts....How They Work and How to Use Them

*By Barbara Cooper, Employee Benefits Manager*

Spending accounts help you save taxes and pay for certain out-of-pocket health care or dependent care expenses. A Health Care Spending Account is used to pay for almost any genuine health care expense not covered by any insurance plan (medical, dental or vision). A Dependent Care Spending Account is used to pay for those costs of dependent care that enable you to work. This care may be for a child under age of 13 or for the care of a spouse or other adult dependent who is incapable of self-care, such as an invalid parent.

Money in your spending accounts is *never* taxed. Because your Spending Account deductions are pretax, you save 25-50 percent on your out-of-pocket health care or dependent day care.

Call Employee Benefits today at 525-5717 and receive more information on how you can start saving money!!!!



## Take Control of Your Medical Care

*By Peggy J. Huntsinger, Disability Manager*

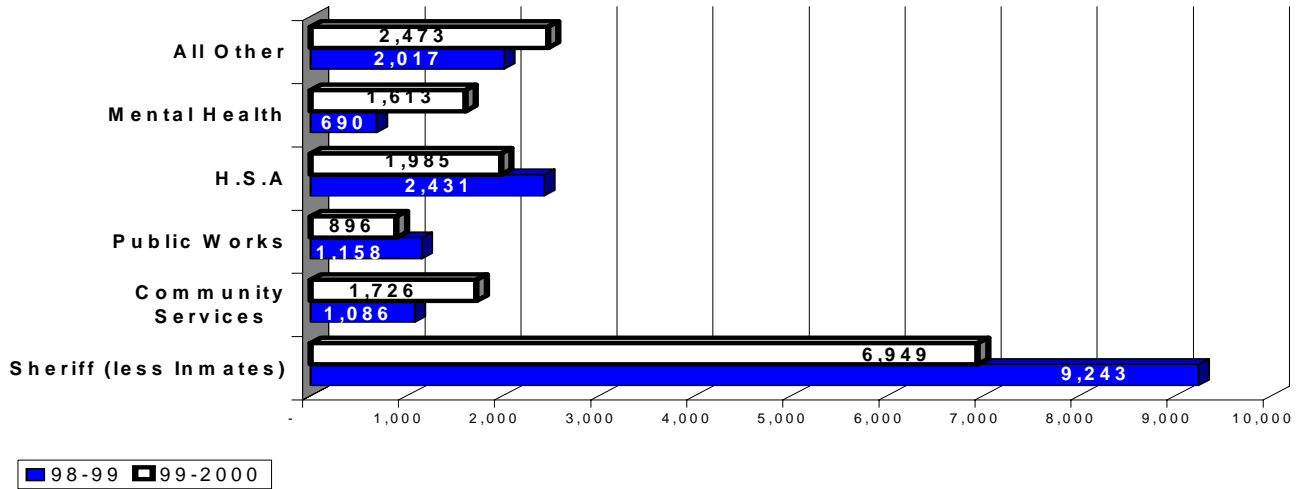
You are the most important member of your recovery team; no one knows your body the way you do. Communication is the most important thing in receiving proper medical attention. You must let the doctor know what you are feeling and let him or her know your concerns. If you do not understand the instructions your doctor or physical therapist has given you, ask them to explain in greater detail. If you don't agree with your treatment plan, explain the reason for your concern.

Remember you now have an additional resource at your disposal, Dixie Barrigar, Medical Review Nurse is the newest member of the County's Disability Management Team. You can reach Dixie at 5-5775.

*In 1999 – 2000 there were a total of 16,869 of lost days countywide. This would equate to a total of 46.22 employees being off for an entire year.*

### Lost Days

7/1/98 to 6/30/99 vs 7/1/99 to 6/30/00



*Slips, trips and falls are still our number one cause of injury, followed by repetitive motion type injuries. Training classes are available to help prevent these types of injuries. Please contact Pat Wade, Safety Assistant to enroll in the next Slip/Trip/Fall or Ergonomic Awareness class. Keep your eyes open for unsafe conditions and report them immediately to your supervisor or departmental Safety Representative.*

### Top 5 Causes of Loss

7/1/98 to 6/30/99 vs 7/1/99 to 6/30/00

