
CEO-RISK MANAGEMENT DIVISION

BITS & PIECES

Volume 1, Issue 1

May 2000

What is new in the CEO-Risk Management Division?

Strategic Planning Status

By **David L. Dolanar**
Deputy Executive Officer

Welcome to our first edition of the CEO-Risk Management Division's quarterly newsletter. Each issue will address current activities, provide you with information on upcoming events and let you know a little about what services we provide to you, our valued customer.

Our staff has been diligently working on the Division's Multi year Strategic Plan. To date we have completed the revision of our Mission Statement, written our Vision Statement and defined our Values. We expect to have the strategic plan finalized by early June and our annual business plans completed in July.

The Wellness and Safety Fair 2000 was a success. We are in the process of compiling reports, summarizing participant evaluations and will hold debriefing meetings in June. We will share this information with you in our next newsletter.

In July we begin planning activities for *Wellness and Safety Fair 2001*. You may not realize just how much work goes into the development of a fair this size. Each year we continue to grow. We are interested in your comments and if you have suggestions for next year's fair, please let us know.

We are very excited about our progress in the Division. Other Counties and agencies are contacting us, as they would like to benchmark against our programs. We have already met with

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Workers Compensation & Disability Management

By **Peggy J. Huntsinger**
Disability Manager

The Stanislaus County Board of Supervisors approved the development and implementation of a Disability Management Program on March 30, 1999.

What is Disability Management?

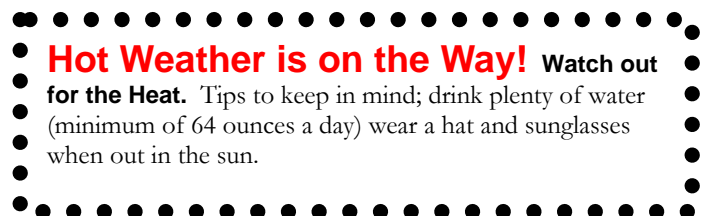
- Disability Management is Managed Health Care linked to the employees well being with improved productivity.
- Wellness programs and working environment geared to safe and healthy policies that include provisions for stay-at-work or return-to-work accommodations.



- Training programs that teach management staff to identify the early signs of disability.

The Workers Compensation Unit of the CEO-Risk

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Butte County, San Joaquin County and Santa Barbara County. As we progress with our benchmarking activities we will keep you informed.

We look forward to another productive year in our Division as we embark in our Balanced Scorecard activities. We value your comments and want to improve our services to you. Please give us a call at 525-5710 if we can assist you in any way.❖

National Dog Bite Prevention Week

May 21 – 27

Any bite or scratch that breaks the skin can cause infection. If an animal bites you or someone you know: follow the steps below:

1. **Wash the wound thoroughly**
 - Use soap and water to clean the wound
 - Apply a sterile dressing
 - Avoid moving the affected limb, if possible.
2. **Seek immediate medical attention**
 - Explain exactly what happened, including whether the animal was wild or a stray. Ask the physician about a tetanus booster and or rabies vaccination.
3. **Remember as many details as possible**
 - Write down a description of the animal; breed, color, size, collar, etc.
 - Write down the time and location of the incident.
4. **Report all incidents to the proper authorities**
 - Contact the animal control or police department, and your local health department. The animal may have to be quarantined. ❖

What to do if you have an auto accident:

1. Write down names and addresses of ALL persons involved and ALL witnesses.
2. Notify police immediately.
3. If you have an accident near work, call Ed Fenton at 525-5711. If anyone is injured call a member of the Disability Management Unit at 525-5710.
4. Do not admit liability and do not discuss your accident with anybody except a member of the CEO-Risk Management Division or local law enforcement agency.

What is FMLA Anyway?

The Family Medical Leave Act provides job protection and continued employer sponsored health coverage for up to 12 weeks for eligible employees. Who is eligible? Employees who have worked at least one year and have accumulated 1250 hours prior to using FMLA leave.

Is FMLA a paid leave? If you have accrued sick and / or vacation time on the books your leave will be paid using these accrued benefits. What if I don't want to use my sick and / or vacation? The federal law allows an employer to utilize an employees accrued benefits while the employee is off on FMLA.

Does FMLA apply to all medical leaves? No, the FMLA only applies to serious health conditions for yourself or members of your immediate family or for birth or adoption. Please refer to the County's FMLA policy for specific questions. What if I am off work due to an on the job injury, do I still have to use my FMLA? Yes, if your medical condition falls under the definition of a serious health condition, then the law allows FMLA to run concurrent with a workers compensation claim with a few exceptions.❖

Safety Class Schedule 2000

Defensive Driving

Tuesday, May 9	Tuesday, June 13
Tuesday, July 11	Tuesday, August 8
Tuesday, September 12	Tuesday, October 10
Tuesday, November 14	Tuesday, December 12

Ergonomics

Wednesday June 14

First Aid / CPR

Monday & Tuesday July 17 & 18

Monday & Tuesday Sept 18 & 19

Thursday & Friday Nov 16 & 17

For additional information, or any special classes, please contact Pat Wade in the Safety Unit at 525-5781 or through GroupWise.

CEO-Risk Management Division

Vision

An organization highly respected for its exceptional Risk Management services.

Mission

Serve as a resource for the health, safety and well-being of Stanislaus County Employees by managing risks and reducing the frequency, severity and associated costs of claims, through continuous education, participation and communication.

Values

Reduce Human Suffering by Promoting Safety and Security

Advocate Employee Well-being

Protect the County's Financial Integrity

Identify Risks

Develop Internal Human Resources

Respect Those We Serve

Establish Partnerships

Safeguard County's Assets

Promote Personal Pride

Optimize Creativity and Innovation

Network

Strive for Excellent Customer Service

Exhibit Personal and Professional Integrity

Employee Benefits Corner



Deferred Compensation

The quarterly Deferred Compensation open enrollment for Hartford and Diversified is coming up in June. This is the time to make any changes to voluntary contributions. Change in carrier choice is only allowed at the yearly open enrollment. Notification of open enrollment dates will come out with your payroll check. Change or enrollment forms can be obtained from your department payroll clerk or the CEO-Risk Management Division. Questions? Call 525-5717.

Disability Management

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Management Division is now known as the Disability Management Unit. You now have six key contacts in this unit to assist you with any On the Job Injury or Illness concerns you may have. In addition to assisting you with OJI issues we can also provide assistance for injuries or illnesses that occurred off the job that may be impacting you on the job.

Key Contacts: Peggy Huntsinger, Disability Manager 5-5770, Dora Seeman, WC Sr Claims Coordinator 5-5771, Mary Schortner, Return to Work Coordinator 5-5772, Medical Review Nurse 5-5775, Lisa Aldrich 5-5773, and Melissa Moe 5-5782.

Contribute to your department's bottom line by asking yourself this question regularly: "If this were my money instead of the County's, would I spend it this way?"

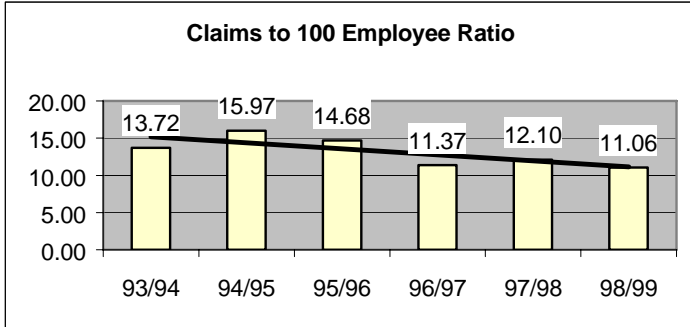
Do you know who your Safety Representative is?

Area Aging / Veterans – Elizabeth Smith, Ag. Comm – Milton O'Haire, Animal Services – Dorothy DiGino, Assessor – Don Gaekle, Auditor Controller – John Bettencourt, Board of Supervisors – Christine Ferraro, Chief Executive Office – David Becker, CEO-Central Services – Randy Ashford, CEO-Fleet Services – James Leroy, CEO-Purchasing – Jim Nelson, Clerk Recorder – Peter Larson, Community Services Agency – John Turner, Cooperative Extension – Gregory Bilikopf, County Counsel – Jack Doering, Environmental Resources – Kevin Williams, Parks – Steve Brodie, DA Criminal Division – Kathy Matt, DA Family Support – Roxanne Dawson, Emergency Dispatch – Jan James, Employment & Training – Terry Plett, Health Services Agency – Nancy Bronstein, Library – Andrew LaMance, MIS – Betty Woods and Ernest Gong, Mental Health – Chuck Risell and Richard Johnson, Planning – Maryanne Rucker, Probation – Jody Hayes, Juvenile Hall – James Bucknell, Public Defender – Priscilla Sutherland, Public Works – Mark Hamblin, Sharon Rivera, Ron Grider, Frank Silva and Bill Cardoza, StanCOG – Audrey Mills, Sheriff – Lt. Bill Allen, Courts – Sandra Almansa, Treasurer Tax Collector – Tom Watson.

There is more to Ergonomics than just purchasing a good Ergonomic chair

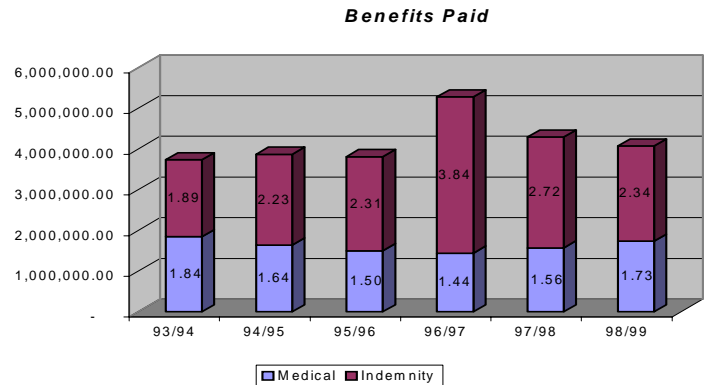
Cornell University recently debunked the idea that a good ergonomic chair alone will reduce the risks of carpal tunnel syndrome. The reality is employees need to listen to their bodies. If a position or activity begins to cause pain the individual should try one or more of the following: change body position, reposition the equipment being used or take a task break. If none of these ideas works for you discuss the situation with your supervisor.

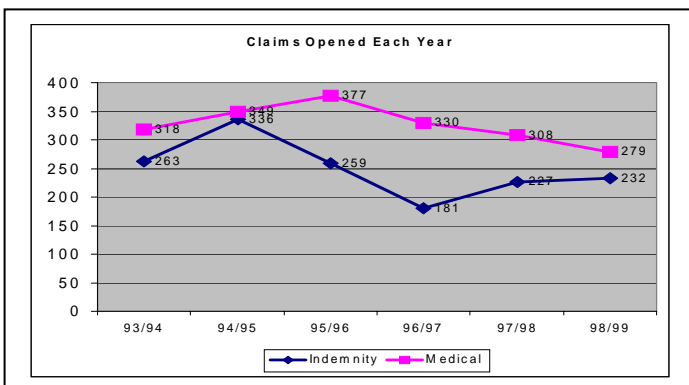
Workers Compensation Statistics



The ratio of number of claims to number of employees is at an all time low of 11.06 claims being opened per 100 employees.

Stanislaus County has paid an average of \$4,500,000 each year in expenses associated with Workers Compensation Claims. Our County is self-insured and what that means is each dollar spent on a claim comes directly from the County's annual budget. The primary expenses associated with a claim are the cost of medical treatment to cure or relieve the symptoms, and temporary disability benefits, which are two-thirds of an employee's average weekly wage subject to a maximum of \$490 a week for claims occurring on or after 7/1/93.





In Fiscal Year 98/99 there were a total of 511 claims, of which 232 were indemnity claims or claims where the injured employee lost time from work. We place much of our effort focusing on indemnity claims, as the costs associated with this type of injury are generally significantly higher than the typical medical only type of claim.

***Please submit comments or suggestions for future topics to the
CEO-Risk Management Division News Team via ID mail or
through GroupWise.***