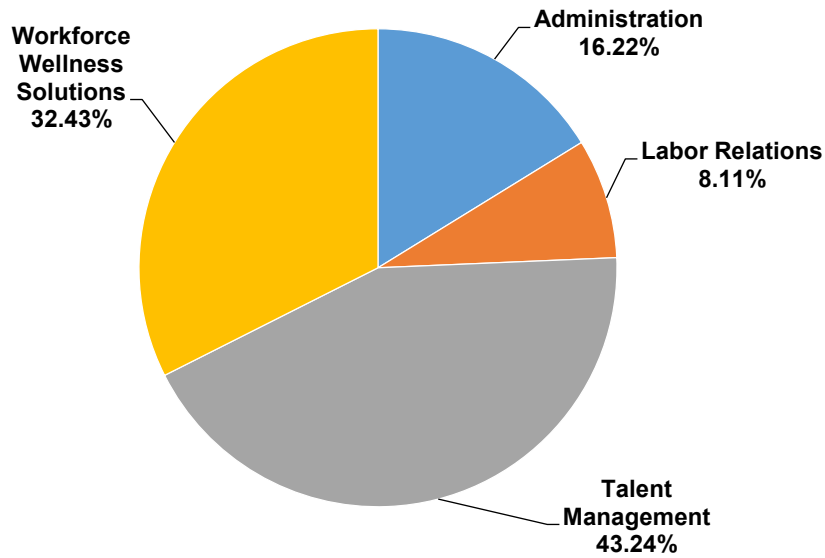


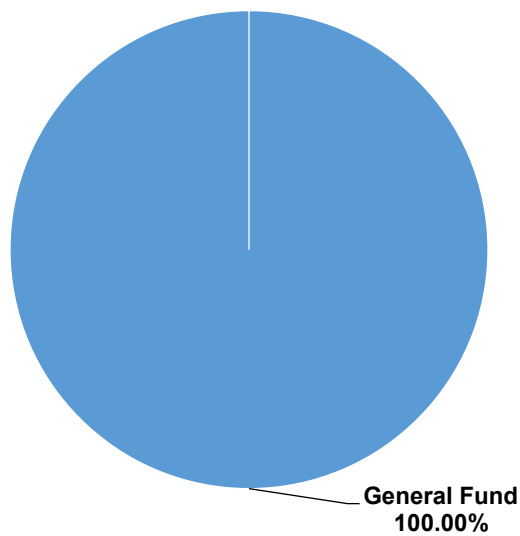
Department of Human Resources

FY 21-22 Proposed Expenditures: \$3,654,408

FY 21-22 Expenditures by Division



FY 21-22 Expenditures by Fund



Alana Holmes
Human Resources Director
541-682-3689

Human Resources

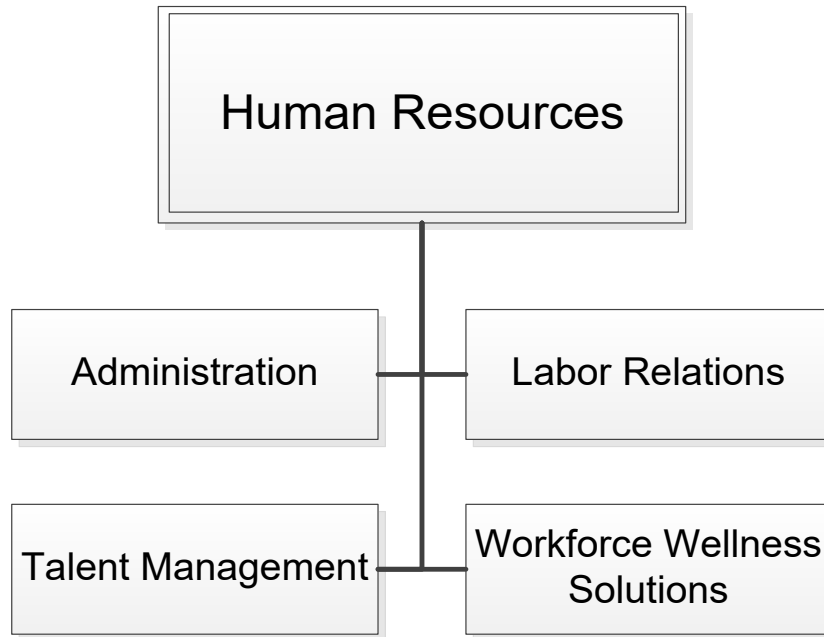
Department Purpose & Overview

Lane County Human Resources is dedicated to creating a workplace where all employees thrive. Talent Management, Labor Relations and Workforce Wellness Solutions provide exceptional service by focusing on solutions through collaborative relationships that promote equity, respect, integrity and innovation.

HR administers a variety of programs that include Talent Acquisition, Onboarding, and Development, Classification and Compensation, Diversity, Employee Relations, Human Resources Information Management (HRIM), Labor Relations, and Safety. In addition, the department develops and manages a comprehensive and cost-effective employee benefit package including health, dental, and vision insurance, employee assistance, retirement savings plans, and other benefits driving total employee well-being.

The department is responsible for negotiating and administering eight collective bargaining agreements and ensuring compliance with Federal and State employment laws and County policies.

HR is responsible for the following elements of the County's strategic plan: Vibrant Communities – enhance equity and access in service delivery and representation in governance; Our People and Partnerships – including key initiatives to pursue strategies to enhance fiscal resilience and operational effectiveness and enhance employee engagement and resilience.





Human Resources

Department Goals & Strategic Planning

The department is responsible for leading multiple strategic planning initiatives under the County’s strategic priorities: Vibrant Communities and Our People and Partnerships. Priorities include:

- Workforce transition mid/post COVID-19.
- Trauma informed process reviews utilizing an equity lens in Talent Management.
- Creation of strategic data analytics to inform and drive decision making.
- Continued partnership on Equity 2.0 initiatives.
- Strategic initiatives in support of employee well-being

Performance Measures			FY 18-19 Actuals	FY 19-20 Actuals	FY 20-21 Projected	FY 21-22 Proposed
	2.c.3	Percentage of employees who have completed the annual diversity training hours requirement.	87.0%	76.0%	88.0%	89.0%
	4.b.2	Percent of preventative care compliance compared to national norms	83.1%	74.5%	83.5%	85.1%

Notes: 4.b.2 - Lane County's data is based on preventative care claims captured by Pacific Source. June through May of each year with national norm provided by Cotiviti's Commercial Normative Database of 599 visits per 1000 (LC visits per 1000/norm visits per 1000):
 18-19: 498/599
 19-20: 446/599
 20-21: 500/599
 21-22: 510/599

Partnerships

HR maintains relationships with comparator counties and other public entities for active information sharing, innovative solutions and shared training opportunities. A sampling of partners includes: Equity Community Consortium, Regional HRIM Users Group, Eugene/Springfield Risk Professionals, Lane County Human Resources Association, Wellness Council of America, Society for Human Resources Management, International Personnel Management Association – HR, and State/National Public Employees Labor Relations Association. These partnerships help Human Resources in determining best practices as well as streamlining policies, process and procedure.

Human Resources

DEPARTMENT FINANCIAL SUMMARY						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
RESOURCES:						
Fees And Charges	26,512	28,877	99,893	262,191	162,298	162.47%
Administrative Charges	2,383,622	2,489,087	2,655,871	2,898,121	242,250	9.12%
Fund Transfers	0	32,927	206,395	211,215	4,820	2.34%
TOTAL RESOURCES	2,410,134	2,550,892	2,962,159	3,371,527	409,368	13.82%
EXPENDITURES:						
Personnel Services	2,078,388	2,565,098	2,971,638	3,081,207	109,569	3.69%
Materials & Services	284,629	331,476	369,175	573,201	204,026	55.27%
Capital Expenses	25,855	32,093	0	0	0	0.00%
TOTAL EXPENDITURES	2,388,872	2,928,667	3,340,813	3,654,408	313,595	9.39%

EXPENDITURES BY FUND						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
FUNDS	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
General Fund	2,388,872	2,928,667	3,340,813	3,654,408	313,595	9.39%
TOTAL	2,388,872	2,928,667	3,340,813	3,654,408	313,595	9.39%

DEPARTMENT FINANCIAL SUMMARY BY DIVISION						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
DIVISIONS	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
Administration	947,459	638,418	602,593	572,957	(29,636)	-4.92%
Labor Relations	831,696	329,793	319,958	301,934	(18,024)	-5.63%
Talent Management	16,957	1,063,271	1,291,054	1,571,988	280,934	21.76%
Workforce Wellness Soltns	592,760	897,185	1,127,208	1,207,529	80,321	7.13%
TOTAL EXPENDITURES	2,388,872	2,928,667	3,340,813	3,654,408	313,595	9.39%

FTE SUMMARY						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
Total FTE	18.50	22.50	23.50	23.50	0.00	0.00%

Human Resources

DEPARTMENT POSITION LISTING

Administration

1.00 Administrative Support Spec
1.00 Dept Director (TS, HR, OPs)
1.00 Sr. Management Analyst

3.00 Division FTE Total

Labor Relations

1.00 Program Manager
1.00 Program Specialist

2.00 Division FTE Total

Talent Management

1.00 Program Manager
1.00 Program Specialist
7.00 Sr. Management Analyst

9.00 Division FTE Total

Workforce Wellness Solutions

0.50 Administrative Support Assist
2.00 Administrative Support Tech
1.00 Management Analyst
1.00 Program Manager
3.00 Program Specialist
2.00 Sr. Management Analyst

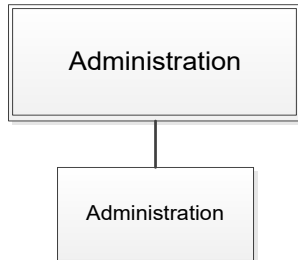
9.50 Division FTE Total

23.50 Department FTE Total

Human Resources: Administration

Division Purpose Statement

Provides leadership and administrative support for the divisions of the Human Resources department so they can provide effective services to our partner departments and to the public.



Division Locator

Human Resources

*Administration ◀
Labor Relations
Talent Management
Workforce Wellness Solutions*

Human Resources: Administration

DIVISION FINANCIAL SUMMARY						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
RESOURCES:						
Fees And Charges	51	103	0	0	0	0.00%
Administrative Charges	1,024,440	270,446	388,665	424,116	35,451	9.12%
TOTAL RESOURCES	1,024,491	270,549	388,665	424,116	35,451	9.12%
EXPENDITURES:						
Personnel Services	771,327	490,027	496,483	507,426	10,943	2.20%
Materials & Services	150,277	116,299	106,110	65,531	(40,579)	-38.24%
Capital Expenses	25,855	32,093	0	0	0	0.00%
TOTAL EXPENDITURES	947,459	638,418	602,593	572,957	(29,636)	-4.92%

EXPENDITURES BY FUND						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
FUNDS	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
General Fund	947,459	638,418	602,593	572,957	(29,636)	-4.92%
TOTAL	947,459	638,418	602,593	572,957	(29,636)	-4.92%

DIVISION FINANCIAL SUMMARY BY PROGRAM						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
PROGRAMS	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
Administration	947,459	638,418	602,593	572,957	(29,636)	-4.92%
TOTAL EXPENDITURES	947,459	638,418	602,593	572,957	(29,636)	-4.92%

FTE SUMMARY						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
Total FTE	8.50	3.00	3.00	3.00	0.00	0.00%

Human Resources: Administration

Division Overview

Human Resources Administration supports the strategic direction of the County in the application of HR programs, systems, and innovative solutions. HR Administration provides leadership and administrative support for the divisions of the Human Resources department in order to provide effective services to our partner departments and the communities we serve, this includes data analytics as well as legislative analysis. The division includes both general department support services and direct service to partner departments. The division plans and directs the services and activities of Human Resources and provides functional support to all department programs. HR Administration includes executive management, which is responsible for overall leadership, strategic planning and support, problem solving, and budget administration. In addition, the division organizes the Lane County Elected Officials Compensation Board. The Chief Human Resources Officer also serves as an organizational consultant to the Board of Commissioners, other County directors, and high level managers regarding strategic, and/or sensitive human resources issues.

Division Goals & Strategic Planning

- Lead the organization in addressing workforce impacts due to COVID-19 related issues. This includes, monitoring state and federal laws, regulations, etc.
- Lead, implement, and monitor initiatives to develop a robust employee engagement toolkit for departments in support of the strategic plan, such as a new Mentorship Program, stay interviews, career development tools, and supervisory training.
- Policy updates, as needed, to reflect County-wide priorities and initiatives while utilizing the County's Equity Lens.
- Oversight of HR's role in advancing strategic equity and inclusion work.

Major Accomplishments & Achievements in FY 20-21

- Created and revised the Temporary COVID-19 APM and other COVID-19 related projects.
- Assisted with the creation of Community Listening Sessions on Racial Equity and participated in multiple sessions.
- Completion of phases 1-3 of the Pay Equity project.
- Employee Resource Group (ERG) sponsor for Child/Caregiver Connections group
- Lead County-wide COVID-19 Workforce Transition team.
- Transitioned data to Tableau to leverage visualization opportunities for ongoing data needs and independent projects.

FY 20-21 Current Year Impacts of COVID-19 Pandemic and/or Holiday Farm Fire

- Some planned work for the fiscal year was put on hold as COVID-19 continued to dominate the workforce landscape.
- The creation and implementation of various policies were put on hold and have either just been released or are still in draft stage.
- Areas of work have been augmented to be responsive to employee needs and to comply with new laws and regulations.
- Challenges and opportunities included but are not limited to:
 - Creation of a 24 hour hotline staffed by HR for employee positive tests and communications to those affected pursuant to OR-OSHA regulations.
 - Support for employees impacted by the Holiday Farm Fire.
 - County-wide OR-OSHA COVID-19 rules implementation.
 - High level recruitments.
 - Increased collaboration with union partners on a variety of topics.

Human Resources: Administration

Anticipated Service & Budget Changes for FY 21-22

None anticipated.

Future Service Challenges & Planning Efforts

- In the coming year, a critical aspect of our work will be a focus on supporting our workforce as it transitions through the current phase of COVID-19 and beyond.
- Within our department we recruited for and onboarded several positions including three new FTE this fiscal year to meet customer demands. Over 25% of our HR staff have been in their current positions for less than a year and we are still working to support them in learning about Lane County culture, policy, collective bargaining agreements and so much more. These positions range from a program manager, senior management analyst to paraprofessional positions. A focus on building bench depth in our work continues to be a high priority.
- As departments continue to add FTE, HR will monitor and find ways to support the growth and development needs of the organization as demand for rapid response increases.
- Trends for this next year include ways to support the mental, physical and financial well-being of our employees as they adjust to the experiences of the last year. Flexibility and adaptability will be important traits for our department as we strive to work to our best potential.
- HR has outgrown its space with its current FTE, so we have had to move a pod of staff to the first floor in shared space with Finance. Any further additions to HR would compound this issue. Will need a plan in the coming years to co-locate HR staff.

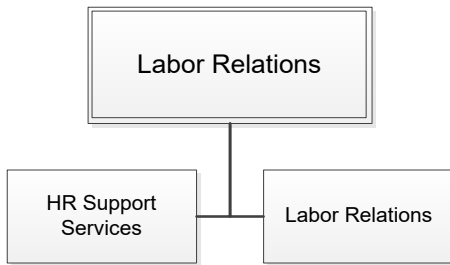
Capital Projects – Planned and Known Needs

There are no anticipated capital expenses.

Human Resources: Labor Relations

Division Purpose Statement

To facilitate fair, respectful and collaborative relationships with Lane County's represented, non-represented and management employee groups.



Division Locator

Human Resources

*Administration
Labor Relations ◀
Talent Management
Workforce Wellness Solutions*

Human Resources: Labor Relations

DIVISION FINANCIAL SUMMARY						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
RESOURCES:						
Administrative Charges	716,479	309,464	259,109	282,743	23,634	9.12%
TOTAL RESOURCES	716,479	309,464	259,109	282,743	23,634	9.12%
EXPENDITURES:						
Personnel Services	767,145	277,069	277,521	284,611	7,090	2.55%
Materials & Services	64,550	52,723	42,437	17,323	(25,114)	-59.18%
TOTAL EXPENDITURES	831,696	329,793	319,958	301,934	(18,024)	-5.63%

EXPENDITURES BY FUND						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
General Fund	831,696	329,793	319,958	301,934	(18,024)	-5.63%
TOTAL	831,696	329,793	319,958	301,934	(18,024)	-5.63%

DIVISION FINANCIAL SUMMARY BY PROGRAM						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
Labor Relations	831,696	329,793	319,958	301,934	(18,024)	-5.63%
TOTAL EXPENDITURES	831,696	329,793	319,958	301,934	(18,024)	-5.63%

FTE SUMMARY						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
Total FTE	5.00	2.00	2.00	2.00	0.00	0.00%

Human Resources: Labor Relations

Division Overview

Labor Relations leads the County's collective bargaining contract negotiations and grievance resolution processes. The division works closely with departments and employees to administer and interpret eight collective bargaining agreements. Assists Talent Management Division and departments with investigations and complaints, provides supervisor/manager coaching and assists in processing any claims by employees or the public. Mitigates potential litigation by providing training and advice to managers and supervisors in responding to employee complaints and grievances. Assists and advises on the classification and compensation systems for the County with regard to collective bargaining agreements. Labor Relations provides support to the departments and the other divisions within Human Resources on matters related to contract negotiations, policy change and employment law.

Division Goals & Strategic Planning

- Complete bargaining with the American Federation of State, County and Municipal Employees (AFSCME- General Unit and Nurses Unit), the Lane County Prosecuting Attorneys Association (PAA) and Interest Based Bargaining with the Federation of Parole and Probation Officers (FOPPO).
- Continue to utilize Interest Based Bargaining whenever possible to successfully negotiate collective bargaining agreements.
- Work with Talent Management Division to develop central resources for supervisors/managers and employees.
- Continue presenting frontline supervisor trainings in conjunction with County Counsel and the Talent Management Division.
- Assist in implementation of compliance with the Equal Pay Act.
- Support Lane County initiatives for health savings and employee wellness through collaborative efforts with labor unions.

Major Accomplishments & Achievements in FY 20-21

- Successfully negotiated a one year roll over of the collective bargaining agreements with AFSCME-General Unit and Nurses Unit.
- Received joint training from the Employment Relations Board and began Interest Based Bargaining with FOPPO, with the Labor Relations Program Specialist acting as the facilitator.
- Presented frontline supervisor trainings with County Counsel and the Talent Management Division, including implementation of recommendations from the strategic plan employee engagement team.
- Development and implementation of Regular Teleworking Policy.

FY 20-21 Current Year Impacts of COVID-19 Pandemic and/or Holiday Farm Fire

- Assist with development and implementation of COVID-19 Temporary Policy.
- Assist in development and updating of FAQ's for managers, supervisors and employees related to COVID-19 leaves, process and safety guidelines.
- Labor Relations Program Specialist served 10-30 hours weekly in the Joint Information Center supporting the COVID-19 Emergency Operation Center.
- Provide policy support to managers, supervisors and employees impacted by Holiday Farm Fire.

Anticipated Service & Budget Changes for FY 21-22

- Monitor potential changes in Federal and State employment law and adapt/adopt processes as necessary.

Human Resources: Labor Relations

Future Service Challenges & Planning Efforts

- Continued need for support of archiving labor relations records.
- Impact bargaining resulting from County-wide policy changes.
- Impact bargaining resulting from Federal and State legal mandates.
- Navigating impacts to the workforce returning from telework related to COVID-19.

Capital Projects – Planned and Known Needs

There are no anticipated capital expenses.

Human Resources: Talent Management

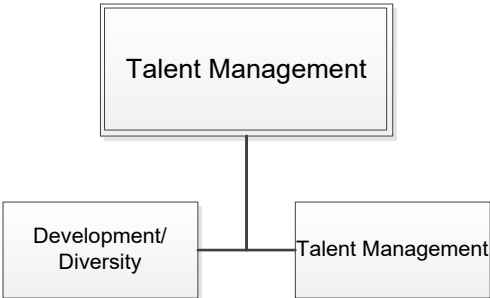
Division Purpose Statement

To attract, develop and retain a workforce that will ensure the success of Lane County's strategic goals, priorities and objectives.

Division Locator

Human Resources

- Administration*
- Labor Relations*
- Talent Management* ←
- Workforce Wellness Solutions*



Human Resources: Talent Management

DIVISION FINANCIAL SUMMARY						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
RESOURCES:						
Fees And Charges	26,461	28,627	99,893	262,191	162,298	162.47%
Administrative Charges	15,000	931,645	1,036,437	1,130,974	94,537	9.12%
TOTAL RESOURCES	41,461	960,272	1,136,330	1,393,165	256,835	22.60%
EXPENDITURES:						
Personnel Services	0	958,962	1,138,498	1,204,935	66,437	5.84%
Materials & Services	16,957	104,308	152,556	367,053	214,497	140.60%
TOTAL EXPENDITURES	16,957	1,063,271	1,291,054	1,571,988	280,934	21.76%

EXPENDITURES BY FUND						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
FUNDS						
General Fund	16,957	1,063,271	1,291,054	1,571,988	280,934	21.76%
TOTAL	16,957	1,063,271	1,291,054	1,571,988	280,934	21.76%

DIVISION FINANCIAL SUMMARY BY PROGRAM						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
PROGRAMS						
Development/diversity	16,957	32,431	67,650	72,860	5,210	7.70%
Talent Management	0	1,030,839	1,223,404	1,499,128	275,724	22.54%
TOTAL EXPENDITURES	16,957	1,063,271	1,291,054	1,571,988	280,934	21.76%

FTE SUMMARY						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
Total FTE	0.00	8.00	9.00	9.00	0.00	0.00%

Human Resources: Talent Management

Division Overview

Talent Management is dedicated to operational efficiency and promoting a positive, equitable and diverse work environment by providing guidance and support to management and employees throughout the organization.

The Talent Acquisition and Development team supports all County departments with recruitment processes and organizational development. Talent Acquisition services include outreach and recruitment functions such as job postings, applicant screening, and assistance with the interview, hiring and onboarding processes. Talent Development services include coordinating and administering high quality training opportunities, customized team training solutions, equity and diversity training and other employee engagement initiatives.

The Talent Resources team provides exceptional support to all county departments with workforce planning, executive level counsel, manager and supervisor coaching, employee relations, administration of classification and compensation structures, ADAA administration, investigations and compliance with applicable laws, regulations and collective bargaining agreements.

Division Goals & Strategic Planning

- Process review and pay equity implementation will be key focuses in FY 21-22.
- Process reviews in the areas of Employee Relations and Talent Acquisition will be conducted with a focus on equity, efficiency, and employee/candidate experience.
- Pay equity implementation will be an ongoing effort throughout the year but is anticipated to be most arduous in quarter 1.
- Restart the employee engagement initiatives which were put on hold due to COVID-19.
- Conduct an RFP process to ensure we have a cutting edge and cost efficient Learning Management System for our workforce.

Major Accomplishments & Achievements in FY 20-21

- Supported the workforce through impacts of COVID-19 and Holiday Farm Fire.
 - Supported development and implementation of a COVID-19 Temporary APM.
 - Provided support to employees and managers in navigating the Temporary Telework environment.
 - Streamlined hiring processes for COVID-19 EOC emergency hires.
 - Adjusted New Employee Orientation (NEO), onboarding, and Welcome Day activities to full online availability.
 - Adjusted training opportunities to full online availability.
 - Created and rapidly deployed OR-OSHA required training.
- Increased BIPOC applicant pools and hires.

FY 20-21 Current Year Impacts of COVID-19 Pandemic and/or Holiday Farm Fire

- Delayed implementation of several critical employee engagement initiatives, such as Stay Interviews and the Mentoring Program.
- Delayed process review of Talent Acquisition practices.
- Reduction in percentage of employees completing the annual diversity training hours requirement.
- Delayed Request for Proposal (RFP) on Learning Management System.

Human Resources – Talent Management

Anticipated Service & Budget Changes for FY 21-22

A new equity initiative requires that all regular status employees attend Equity 101 training within the next year. There is also a need to design and deliver a range of new equity and inclusion training in the new 9 equity competencies. HR has only 1 FTE dedicated to providing organization-wide training and development. Given current responsibilities of this position, there is not capacity to incorporate these additional duties into the portfolio. We anticipate needing additional resources (FTE or contract) to increase our Talent Development function in order to meet these new training goals and requirements.

Future Service Challenges & Planning Efforts

Continued pressure points will be in the large body of classification/compensation projects, new laws requiring specific notifications and follow-up with employees, and continued increase in demand for employee training and development.

Growth in the County's workforce along with increasingly complex legislative requirements on employers will continue to strain Talent Management's ability to provide timely customer service to employees and supervisors.

Capital Projects – Planned and Known Needs

There are no anticipated capital expenses.

Human Resources: Workforce Wellness Solutions

Division Purpose Statement

To develop and manage the employee benefits and wellness programs to meet the varied needs of employees and support the County's recruitment and retention goals in a fiscally responsible manner.



Division Locator

Human Resources

*Administration
Labor Relations
Talent Management
Workforce Wellness Solutions ◀*

Human Resources: Workforce Wellness Solutions

DIVISION FINANCIAL SUMMARY						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
RESOURCES:						
Fees And Charges	0	147	0	0	0	0.00%
Administrative Charges	627,703	977,532	971,660	1,060,288	88,628	9.12%
Fund Transfers	0	32,927	206,395	211,215	4,820	2.34%
TOTAL RESOURCES	627,703	1,010,606	1,178,055	1,271,503	93,448	7.93%
EXPENDITURES:						
Personnel Services	539,915	839,039	1,059,136	1,084,235	25,099	2.37%
Materials & Services	52,845	58,146	68,072	123,294	55,222	81.12%
TOTAL EXPENDITURES	592,760	897,185	1,127,208	1,207,529	80,321	7.13%

EXPENDITURES BY FUND						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
FUNDS	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
General Fund	592,760	897,185	1,127,208	1,207,529	80,321	7.13%
TOTAL	592,760	897,185	1,127,208	1,207,529	80,321	7.13%

DIVISION FINANCIAL SUMMARY BY PROGRAM						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
PROGRAMS	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
Workforce Wellness Sltns	592,760	897,185	1,127,208	1,207,529	80,321	7.13%
TOTAL EXPENDITURES	592,760	897,185	1,127,208	1,207,529	80,321	7.13%

FTE SUMMARY						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
Total FTE	5.00	9.50	9.50	9.50	0.00	0.00%

Human Resources: Workforce Wellness Solutions

Division Overview

Workforce Wellness Solutions (WWS) provides oversight and manages programs budgeted at \$95.9 million in size, which includes our self-insured medical, dental, and vision; with another \$14 million for retiree medical. WWS provides Lane County's Departments, our workforce, and their dependents support, guidance, and solutions to meet their diverse needs and support the County's strategic priorities of a safe and healthy work environment and engaging our people and partnerships. The division does this by providing contract and vendor management, data analysis, targeted wellness interventions, proactive safety training, bargaining strategy, compliance with federal and state regulations, customer support, and administration of disability and other leaves under Family and Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA).

WWS partners with Budget to assist with cost control and management of budget for the Countywide Employee Benefits Fund (614), the Retiree Benefit Trust Fund (714), and the Self Insurance Sub-Fund (610). The division partners with Technology Services on PeopleSoft upgrades and enhancements, system process improvements, and development of data analytics to support organizational wellness projects and analysis. The division also partners with Finance and Payroll on contract language changes, compensation and benefits administration, leaves and disability records, onboarding, off-boarding, and everything in between.

Division Goals & Strategic Planning

The division's goal is to support the County's strategic priorities by designing and administering workforce wellness solutions, and responsibly managing the services and programs funded by the multi-million dollar budget that benefits our 1,600 employees, their 2,400 dependents and 800 eligible retirees.

Self-funded Medical Program

- Continue to increase employee enrollment in High Deductible Health Plan through education and promotion resulting in cost savings.
- Continue to evaluate plans and services to discover cost savings.

Wellness Program

- Research and plan addition of physical therapy services to Live Well Center.
- Strategize a campaign to increase preventative care.

Employee Benefit Program

- Monitor, research, and make recommendations surrounding implementation of Oregon's Paid Family Medical Leave (OPFML).
- Move Willamette Dental to a self-funded plan.
- Evaluate Plans and services to include Equity Lens is prevalent.

Safety Program

- Post-COVID-19 Countywide safety committee refresh.
- Participate in Countywide implementation of COVID-19 OR-OSHA Proposed Permanent Rules

Retiree Medical Program

- Enhancements to County sponsored Medicare supplement and related reimbursement process.

HRIM solutions Programs

- Automate mid-year enrollments with BenAdmin.
- Enhancement discovery through Oracle University PeopleSoft Learning subscription.

Human Resources: Workforce Wellness Solutions

Major Accomplishments & Achievements in FY 20-21

- Ranked 2nd Healthiest Employer in Oregon amongst large organizations.
- Implemented new Deferred Compensation carrier ICMA-RC.
- Evaluation and plan update to address prescription drug rebates resulting in cost savings of approximately \$200,000.
- Virtual Financial Wellness Fair that attracted nearly 100 attendees.
- Increased the Behavioral Health FTE by 8.0 hours per week at Live Well Center due to increased need for employee and/or family member mental well-being.
- Expanded mindfulness practice opportunities for public safety staff to prevent burnout.

FY 20-21 Current Year Impacts of COVID-19 Pandemic and/or Holiday Farm Fire

- Implemented and managed navigation of Families First Coronavirus Response Act (FFCRA) leaves – Emergency Paid Sick Leave Act (EPSLA) and Emergency Family and Medical Leave Expansion Act (EFMLEA), which alone resulted in approximately 400 leaves.
- Medical and Flexible Spending Account amendments in response to COVID-19.
- Implemented and managed leave in support of Wildfire Emergency Evacuation Leave.
- Participated in County-wide OR-OSHA COVID-19 rules implementation.
- Processing and tracking for Temporary Telework.
- Expanded mindfulness availability by promoting mindfulness sessions and loss and grief sessions in response to COVID-19 and the Holiday Farm Fire.
- Live Well Center introduced telehealth in response to COVID-19.
- Rapid response to virtualizing New Employee Orientation and creating physical distancing during first day processes.
- Updated processes to accommodate a virtual workforce and safety; regarding personnel actions, benefits changes, retiree meetings, etc.

Anticipated Service & Budget Changes for FY 21-22

Monitor State Administrative Rules and make recommendations surrounding the funding framework, administrative components, and implementation of OPFML.

Future Service Challenges & Planning Efforts

We project that the new OPFML program will add approximately 500 new claims annually. There will be a correlating increase in employee and supervisor support related to notices, administration, claims, reporting and coordination with existing leave and time management (TM) benefits in the Administrative Procedures Manual (APM) and collective bargaining agreements. An implementation committee has been formed to provide recommendations based on findings, research, and outreach.

Capital Projects – Planned and Known Needs

There are no anticipated capital expenses.

Human Resources

DEPARTMENT RESOURCE DETAIL						
	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Curr Bgt	FY 21-22 Proposed	\$ Chng Fr Curr	% Chng Fr Curr
RESOURCE ACCOUNTS						
Refunds & Reimbursements	51	380	0	0	0	0.00%
Training Revenues	26,461	28,497	47,650	197,650	150,000	314.80%
Miscellaneous Internal Services	0	0	52,243	64,541	12,298	23.54%
FEES AND CHARGES	26,512	28,877	99,893	262,191	162,298	162.47%
County Indirect Revenue	2,383,622	2,489,087	2,655,871	2,898,121	242,250	9.12%
ADMINISTRATIVE CHARGES	2,383,622	2,489,087	2,655,871	2,898,121	242,250	9.12%
Transfer Fr Int Svc Fnds (600)	0	32,927	206,395	211,215	4,820	2.34%
FUND TRANSFERS	0	32,927	206,395	211,215	4,820	2.34%
DEPARTMENT RESOURCES	2,410,134	2,550,892	2,962,159	3,371,527	409,368	13.82%

Human Resources

DEPARTMENT EXPENDITURE DETAIL						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
EXPENDITURE ACCOUNTS						
Regular Operating Wages	1,254,441	1,554,405	1,765,301	1,809,451	44,150	2.50%
Extra Help	13,897	5,798	15,000	15,000	0	0.00%
Overtime	189	0	0	0	0	0.00%
Reduction Unfunded Vac Liab	11,017	17,930	36,701	36,515	(186)	-0.51%
Compensatory Time	2,310	560	0	0	0	0.00%
Risk Management Benefits	2,024	1,519	621	0	(621)	-100.00%
Social Security Expense	76,572	95,763	112,549	115,252	2,703	2.40%
Medicare Insurance Expense	18,140	22,593	26,297	26,965	668	2.54%
Unemployment Insurance (State)	1,780	2,073	2,484	2,555	71	2.86%
Workers Comp	4,242	4,961	5,443	5,587	144	2.65%
Disability Insurance - Long-term	7,861	10,326	12,791	13,120	329	2.57%
PERS - OPSRP Employer rate	148,615	231,519	272,331	319,687	47,356	17.39%
PERS Bond	89,492	111,597	135,077	138,361	3,284	2.43%
PERS - 6% Contribution	75,109	90,675	108,025	110,696	2,671	2.47%
Health Insurance	281,395	305,586	360,069	366,229	6,160	1.71%
Dental Insurance	22,790	26,349	28,566	29,216	650	2.28%
EE Assistance Pgm	284	335	542	548	6	1.11%
Life Insurance	2,959	3,602	8,405	8,487	82	0.98%
Flexible Spending Admin	259	307	542	548	6	1.11%
Disability Insurance - Short Term	596	706	807	815	8	0.99%
Deferred Comp Employer Contrib	25,360	31,457	35,995	36,912	917	2.55%
Retiree Medical	38,595	46,485	43,550	44,715	1,165	2.68%
FMLA Administration	463	551	542	548	6	1.11%
PERSONNEL SERVICES	2,078,388	2,565,098	2,971,638	3,081,207	109,569	3.69%
Professional & Consulting	21,241	20,267	65,471	216,425	150,954	230.57%
Subscriptions	223	330	175	277	102	58.29%
Telephone Services	14,948	18,118	17,856	17,388	(468)	-2.62%
General Liability	11,503	19,964	24,300	24,122	(178)	-0.73%
Maintenance Agreements	1,105	39,723	2,000	2,469	469	23.45%
External Equipment Rental	51	68	200	204	4	2.00%
Fleet Equipment Replacement	289	116	300	0	(300)	-100.00%
Fleet Equipment Maintenance	0	0	0	306	306	100.00%
Copier Charges	8,818	3,483	8,300	8,000	(300)	-3.61%
Mail Room Charges	573	390	2,010	1,694	(316)	-15.72%
License Replacement	0	4,819	5,636	10,779	5,143	91.25%
Indirect/Technology Serv	109,554	118,083	147,310	167,992	20,682	14.04%
Infrastructure Replacement	0	4,025	4,375	4,280	(95)	-2.17%
Direct/Technology Serv	41,850	0	(41,850)	0	41,850	-100.00%
PC Replacement Services	5,550	6,770	5,650	5,550	(100)	-1.77%
Office Supplies & Expense	6,705	16,460	17,045	16,729	(316)	-1.85%
Educational Materials	791	294	800	816	16	2.00%
Professional Licenses	3,411	0	1,770	1,805	35	1.98%
Dues & Memberships	0	3,133	3,839	3,918	79	2.06%
Printing & Binding	2,582	2,621	3,200	2,957	(243)	-7.59%
Advertising & Publicity	9,190	22,302	20,168	6,131	(14,037)	-69.60%
DP Supplies And Access	39	5,407	0	0	0	0.00%
Printer & Copier Expenses	200	0	0	0	0	0.00%
Food	3,920	208	1,000	1,021	21	2.10%
Safety Supplies	1,503	1,336	1,500	1,531	31	2.07%
Business Expense & Travel	1,832	3,072	2,500	2,550	50	2.00%
Outside Education & Travel	23,558	16,669	27,220	27,990	770	2.83%
County Training Classes	1,354	1,694	3,650	3,517	(133)	-3.64%

Human Resources

DEPARTMENT EXPENDITURE DETAIL						
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	\$ Chng	% Chng
	Actual	Actual	Curr Bgt	Proposed	Fr Curr	Fr Curr
Training Services & Materials	13,841	22,039	44,750	44,750	0	0.00%
Miscellaneous Payments	0	86	0	0	0	0.00%
MATERIALS & SERVICES	284,629	331,476	369,175	573,201	204,026	55.27%
Improvements	25,855	32,093	0	0	0	0.00%
CAPITAL PROJECTS	25,855	32,093	0	0	0	0.00%
DEPARTMENT EXPENDITURES	2,388,874	2,928,667	3,340,813	3,654,408	313,595	9.39%