

**FERRY COUNTY
RESOLUTION NO. 2011-06
SUPERCEDING RESOLUTION NO. 2001-13**

RISK MANAGEMENT AND HUMAN RESOURCE PROGRAM

WHEREAS, the Ferry County Board of Commissioners supports the development of County programs that protect the health, safety and general welfare of the valuable employees and citizens of Ferry County; and

WHEREAS, the operation of a county has become far more complex; and

WHEREAS, most public entities have administrative support, trained and knowledgeable regarding Risk Management and Human Resource issues; and

WHEREAS, the functions of Risk Management, Human Resources and pre litigation input to supervisors, elected officials and the Ferry County Board of Commissioners is critical to loss control; and

WHEREAS, the Ferry County Board of Commissioners supports development of such a program that protects the financial assets of Ferry County by reducing exposure to liabilities that could result in legal action against Ferry County.

NOW, THEREFORE BE IT RESOLVED that a position has been created to organize and conduct these responsibilities for the Board of County Commissioners and all Elected Officials. Risk Management and Human Resources programs are adopted for Ferry County as follows:

**Ferry County
Risk Management / Human Resource Program**

PURPOSE: To provide a systematic process to identify, analyze, and reduce exposure to potential risks that may threaten the health, safety and general welfare of the employees and citizens of Ferry County and to comply with all existing labor legal and governmental requirements including any related to the Washington Industrial Safety and Health Act (WISHA), Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the Department of Labor and Industries worker compensation, the Occupational Safety and Health Administration (OSHA).

OBJECTIVES:

- Minimize liability exposures that could result in legal actions against Ferry County.
- Increase awareness of all County Employees to potential health, safety, and liability risks, and inspire commitment to participate in risk management measures county wide.
- Development of the Human Resource Department.
- Provide an atmosphere of trust and respect.
- Simplifies Human Resource processes by providing direction, clarity and consistency.
- Supports employee relations practices necessary to establish a positive employer-employee relationship.
- Protects the interests of employees and the county in accordance with county Human

- Resource policies and governmental laws and regulations.
- Maximize accessibility to all County facilities to the physically impaired or challenged citizens of Ferry County.
 - Facilitate Public Records Requests.
 - Administer the County liability and property insurance.
 - Manages updates and changes of County policies to be presented to the Board of County Commissioner's for approval.

PROGRAM COMPONENTS:

- Risk Management Coordinator•Organize Safety Committee
- ADA Coordinator
- Public Records Officer
- Human Resource Coordinator
- Personnel Committee Member

Roles and Responsibilities:

Risk Management Coordinator:

Coordinates all of the elements of Ferry County's Risk Management Program:

- Research current and new regulations to implement in the County's Risk Management program.
- Schedule non-specialized training programs that would benefit all County employees, such as Sexual Harassment, Proper Lifting Techniques, Blood borne/Air borne pathogens, Defensive Driving, etc.
- Receive and coordinate all documentation from Safety Committee members of policy updates, specialized employee training programs and safety meetings.
- Identify the need for, and implement new policies, procedures and training programs not already in place.
- Manages the County's insurance policies and distribution of annual renewal premiums, claims and other items associated with the County's insurance policy.
- Manages worker compensation claims by working with the employees and Department heads/Elected Officials to complete and submit appropriate paper work, processing claims submitted, monitors claims prior to closure, provides information to claimants and Department Heads/Elected Officials on employee status and return to work resolution.

Safety Committee:

The Risk Management Coordinator organizes the County's Safety Committee and members as required by WAC 296-800-13025. Safety Committee Members are facility/personnel oriented. Members will be designated for the Courthouse, Sheriff's Office, Connections and Fair Departments. Each County Road Shop Foreman will serve as the Safety Committee Member for their respective shop. Each Member will schedule an inspection of their respective facilities on a quarterly basis, or sooner if needed. Safety Committee Members will be responsible for the coordination and documentation of safety training for that department. Each Safety Committee Member will be responsible to coordinate, review and to correct any current operating policies and procedures in their departments, and to identify the need for and implementation of any new procedures as necessary to improve safety, to reduce liability exposures, and to reduce the preventable losses of equipment and materials. Safety Committee Members are also responsible to identify potential safety issues within their departments and to notify the Risk

Manager Coordinator and request appropriate training materials. The members will also be responsible for scheduling specialized training programs for their respective departments and to review risk management and safety activities, coordinate information, share ideas, and encourage active participation to assist in the County's risk management efforts. Information and training materials will be obtained from the Risk Management Coordinator. Safety hazards and corrective actions to be taken are to be identified and documented. All corrective actions identified at safety meeting and inspections shall be documented as they are corrected. All documentation is to be submitted to the Risk Management Coordinator.

ADA Coordinator:

The Human Resource Coordinator is designated as the County ADA Coordinator with specific responsibility to coordinate compliance efforts and oversee the grievance procedure. The ADA Coordinator will carry out the responsibilities under rules governing nondiscrimination on the basis of disability in local government services, including investigation of complaints arising out of allegations that local government has failed to comply with the ADA.

- Recommends resolutions to grievances.
- Maintains correspondence and documentation of the compliance procedure.
- Ensures that appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquires from County employees as well as the public regarding discrimination on the basis of disability.
- Develops and maintains written materials and other informational pieces to broadly disseminate information regarding the ADA and the County's policies relating to persons with disabilities.
- Ensures the timely filling of all required compliance reports.
- Develops and implements internal measures and/or reports which inform the Board of County Commissioners of the status of ADA compliance and opportunities for people with disabilities.

Public Records Officer:

The Public Records Officer will be the point of contact for members of the public requesting disclosure of public records and oversees the County's compliance with the public records disclosure requirements. The Public Records Officer will assist Department Heads/Elected Officials in fulfilling the obligations of the request and examines the requested documents for compliance before releasing. Refer to Resolution No. 2010-19, Policy & Procedures for Public Records Requests.

Human Resource Coordinator:

The Human Resources Coordinator will collaborate with County leaders to effectively meet the personnel needs of our employees. The Human Resource Coordinator coordinates implementation of services, policies, and programs and assists and advises Department Heads/Elected Officials about Human Resource issues. Human Resource is an available resource for the Commissioners in matters of employee relations, labor relations, and employment law. The Human Resource Coordinator will manage FMLA for Ferry County, and assists Department Heads/Elected Officials in personnel issues as they arise. The Human Resource Coordinator also advises Department Heads/Elected Officials regarding applications, resumes and interviews to ensure the proper hiring process is being followed. The Human Resource Coordinator will monitor the annual evaluation process that is conducted by Department Heads/Elected Officials only to ensure that the evaluations are completed.

Personnel Committee:

The Human Resource Coordinator is a member on the Personnel Committee and will serve as the liaison with the County's insurance pool administrator for clarification on issues that arise. The Human Resource Coordinator will process all paperwork associated with recommendations to be made to the County Commissioners after committee approval.

Structure: The Personnel Committee will be comprised of a cross-section of office and field employees and administrative representation. Members of the program will consist of one member from each department. Departments with ten or more employees will have two members. When a member can't attend a meeting, another employee from their department can attend. The Personnel Committee members will meet periodically throughout the year as issues arise that requires clarification or to make suggestions to the County Commissioners personnel policy. Personnel Committee members shall discuss issues under consideration of other County employees to obtain their views on how the policies will affect all employees. Once the members agree on the suggestions to the County Commissioners personnel policy, the Human Resource Coordinator will forward it to the County's insurance pool administrator for review and then take it to the Board of County Commissioners along with the committee for discussion and possible adoption of the changes.

ADOPTED this 28th day of February, 2011.

FERRY COUNTY BOARD OF COMMISSIONERS
FERRY COUNTY, WASHINGTON

BRAD L. MILLER, Chairman

ATTEST:

ROBERT "BOB" HEATH, Vice Chairman

Debbie Bechtol
Clerk of the Board

BRIAN DANSEL, Member