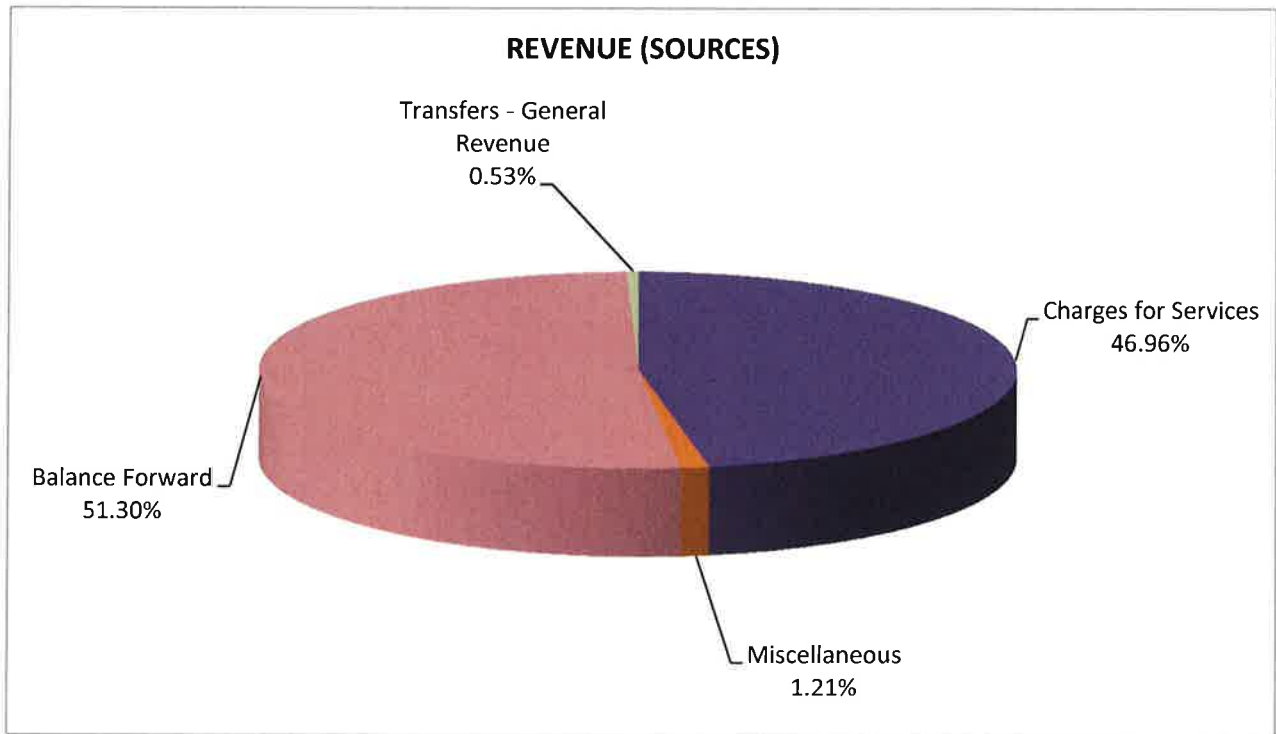
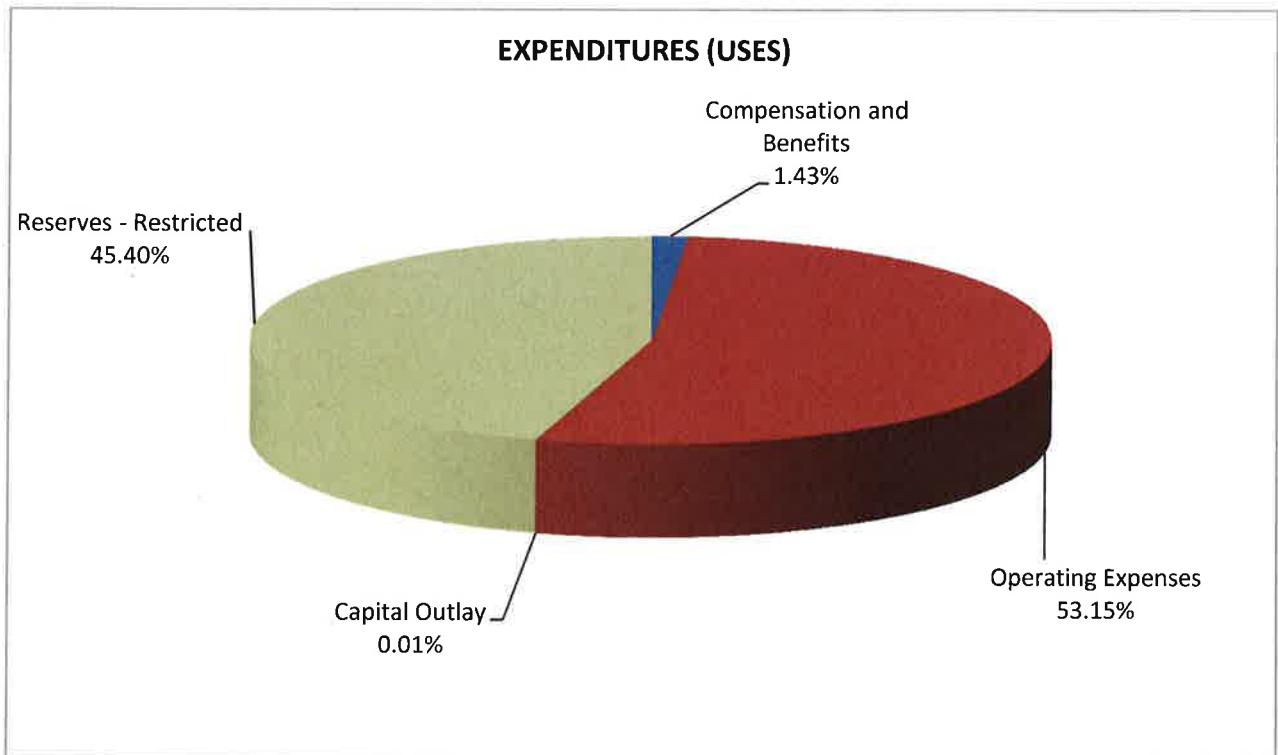


HUMAN RESOURCES OFFICE



ADOPTED BUDGET FY2018-2019 \$134,007,618



HUMAN RESOURCES OFFICE SUMMARY

MISSION STATEMENT:

The Human Resources Department is committed to providing quality support services and benefits administration to employees of the Board of County Commissioners and other County Agencies.

PROGRAMS AND SERVICES:

ACCOMPLISHMENTS, INITIATIVES, TRENDS AND ISSUES AND SERVICE LEVEL IMPACTS:

PERSONNEL TECHNICAL SERVICES – PERSONNEL ADMINISTRATION

Recruitment and referral of applications; process and orient new employees; compile/update/archive/retrieve personnel records; job class/pay review and administration of pay and class plan; match volunteers/interns to service needs.

Accomplishments:

- Conducted on-site efforts at job fairs and local education facilities for employment and volunteer opportunities.
- Overhauled the Pay and Classification Plan as it related to needs for expansion in the overtime exempt series, in preparation for the pay and classification study.
- Continued participation in the Eastern Florida State College Industry Council.

Initiatives:

- A Lean Six Sigma team is reviewing the Hiring Process in order to provide a more streamlined approach to effectively and efficiently hire personnel.
- Configuration and testing of an online employment application system that will provide expanded functionality for both applicants and departments; upgrade the current application system, which should provide ease of use and increased efficiencies.

Trends and Issues:

With the expansion of the State of Florida Veteran's Preference Eligibility and the number of Veterans entering the local labor market, Human Resources has provided and will continue to provide additional training to County staff as further revisions are made to the Florida Statutes. This training has focused on Veterans' Preference in the hiring process. In addition, Human Resources will continue to attend local Veteran-focused Job Fairs.

Changes in the records/payroll SAP system through upgrades and Union contract modifications continue to be difficult to support following the loss of experienced staff, prior staff reductions and associated system conversion challenges. As we move forward, these constraints may result in processing delays and longer wait periods, impacting our level of service.

Service Level Impacts:

N/A

HUMAN RESOURCES OFFICE SUMMARY

EMPLOYEE RELATIONS – PERSONNEL ADMINISTRATION

Collective bargaining/labor agreement administration; process/adjudicate employee grievances and appeals; conflict intervention; employee development, supervisory, customer service, and continuous improvement training; assure equal employment opportunities are afforded to all.

Accomplishments:

- Continue to show increased usage in online training through Target Solutions (PGIT).
- Local municipalities continue to utilize the County's Employee Development Program.
 - Renewed Training Agreement with the City of Cocoa Beach
 - Established a new Training Agreement with the City of West Melbourne
- Outside agency participation in the Executive Leadership Institute (ELI) program continues.

Initiatives:

- Reduce the Performance Evaluation form to a 1-2 page format to make less cumbersome, while still being able to give meaningful and effective performance feedback to our employees.
- Evaluate Phase III classes to update where appropriate, consistent with case law updates and management practices, as needed.
- Explore opportunities for increasing diversity recruiting efforts through veteran outreach at job fairs, on or near military installations.

Trends and Issues:

Continue to add to, and enhance, our internal training and employee development efforts. Training will focus on developing leaders, retaining top talent, succession planning, improving organizational productivity, and providing quality services. As local government agencies continue to be impacted by budgetary constraints, the County's Employee Development Program will continue to offer quality training at reasonable costs. Continue to monitor case law updates impacting Title VII of the Civil Rights Act of 1964 expanding coverage to the LGBT community.

Service Level Impacts:

N/A

EMPLOYEE BENEFITS – INSURANCE

Insurance benefits administration; health & wellness; coordinate employee onboarding and separations from employment.

Accomplishments:

- Continued second year "Motivate Me" adherence based program with coordination of biometric testing and online health assessment (92% completion rate; first year adherence of 84%).
- With the Preferred Urgent Care Network in its second year, continued an overall increase in steerable claims from Emergency Room Visits to Urgent Care Facilities.

HUMAN RESOURCES OFFICE SUMMARY

- Supported “Care Management” initiatives through expanded engagement of Health Coach activities and introduction of a Nutritionist; 58% of the total population engaged in two or more Health Maintenance actions or Health Improvement actions compared to the norm of 29%, with an overall engagement in “Gaps in Care” Services reported by Cigna of 75% over the Norm of 58%.

Initiatives:

- Continue to expand “Care Management” initiatives with an emphasis on feedback from employees; continue to focus on Case Management and Gaps in Care services.
- Expand the “Motivate Me” adherence based program with coordination of biometrics testing, online health assessments and additional activities, so as to foster value-added preventive care with a focus on members utilizing their PCP.
- Increase steerage to TeleHealth with Cigna and Health First Members due to favorable cost structure (overall cost for TeleHealth: \$42/visit; Urgent Care: \$120/visit).
- Explore the development of Preferred Outpatient Surgery and Advanced Radiology Networks; through Plan Design change, increase steerage to facilities through Preferred Network of Providers based on facility cost.

Trends and Issues:

With continued education of a one-time deductible when using Preferred, Non-Preferred and Specialty Prescriptions, utilization of Generic Dispensary has increased to 87% compared to the industry norm of 84%. With changes in plan design, group health care costs have remained stable this past year. However, the current year trend is expected to increase close to the national average of 7% to 8%. Employees will continue to be educated on their health and the tools available to them to improve wellness, with additional focus on Case Management and Gaps in Care. Providing quality insurance coverage at a reasonable cost will continue to be a focus. Plan design and/or premium changes will continue to be evaluated in the event it becomes necessary to offset claim expense increases and minimize potential shortfalls in reserves.

Managing the complexities associated with the Affordable Care Act (ACA) will require staff to conduct frequent analyses, and keep in compliance with current or new regulatory requirements. This will continue to be a focus to help improve the overall process and ensure compliance.

Service Level Impacts:

N/A

RISK MANAGEMENT— INSURANCE

Administration of workers' compensation, auto liability, auto physical damage, general liability, property, and loss control/safety plans.

Accomplishments:

- Beginning with the FY 17/18 plan year, Risk Management secured a two-year rate guarantee for the County's Casualty and Workers' Compensation policies.
- Even with an increase in vehicle fleet size and payroll, we were able to reduce the Named Windstorm deductible for Property Insurance (5% to 3%), and total premiums increased by only 1.70%.
- Received matching grant monies to expand and update Risk Management Training Equipment.

HUMAN RESOURCES OFFICE SUMMARY

Initiatives:

- Continue to coordinate with departments to further refine the schedule of assets: identify obsolete or no-longer-in-service assets, ensure leased items are captured, and confirm existing assets are correctly recorded to predict an accurate depiction of Total Insurable Values.
- Conduct Drug & Alcohol Testing training for supervisors and staff to review policies and procedures for random, post-accident and reasonable suspicion testing.
- Audit third-party administrator claim files for Auto, General Liability, Property and Workers' Compensation lines to ensure compliance with Risk Management expectations.

Trends and Issues:

The 2018 insurance market trends are shifting to flat or a slight increase. Legal rulings and increased litigation are driving adverse loss results. To mitigate any rate increases, the County has locked into favorable rates for most casualty coverages with two-year policies. The commercial property marketplace is experiencing small to moderate rate increases of 5% to 7% solely due to the record catastrophic losses in 2017. Two-year policies are not cost effective for large property risks; therefore, the County will continue to aggressively negotiate terms and conditions that favor the County.

Our renewed Safety program is creating heightened loss control awareness, which is anticipated to generate a more favorable loss experience, and consequently, more favorable premium rates.

Service Level Impacts:

N/A

HUMAN RESOURCES OFFICE: SUMMARY

DEPARTMENT REVENUES AND EXPENDITURES

	Actual FY2016-2017	Current Budget FY2017-2018	Adopted Budget FY2018-2019	Difference	% Inc/(Dec)
REVENUES:					
Taxes	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	0.00%
Intergovernmental	\$26,237	\$0	\$0	\$0	0.00%
Charges for Services	\$67,042,816	\$62,925,235	\$62,926,668	\$1,433	0.00%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$1,516,632	\$961,412	\$1,624,500	\$663,088	68.97%
Statutory Reduction	\$0	(\$340)	(\$440)	(\$100)	29.41%
<i>Operating Revenues</i>	\$68,585,685	\$63,886,307	\$64,550,728	\$664,421	1.04%
Balance Forward	\$56,345,687	\$56,341,609	\$68,748,086	\$12,406,477	22.02%
Transfers - General Revenue	\$650,378	\$693,616	\$708,804	\$15,188	2.19%
Transfers - Other	\$0	\$0	\$0	\$0	0.00%
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$56,996,065	\$57,035,225	\$69,456,890	\$12,421,665	21.78%
TOTAL REVENUES	\$125,581,750	\$120,921,532	\$134,007,618	\$13,086,086	10.82%
EXPENDITURES:					
Compensation and Benefits	\$1,757,638	\$1,834,172	\$1,920,236	\$86,064	4.69%
Operating Expenses	\$59,348,869	\$67,366,556	\$71,230,145	\$3,863,589	5.74%
Capital Outlay	\$5,711	\$3,592	\$13,991	\$10,399	289.50%
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$61,112,218	\$69,204,320	\$73,164,372	\$3,960,052	5.72%
CIP	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted	\$0	\$51,701,632	\$60,843,246	\$9,141,614	17.68%
Transfers	\$15,482	\$15,580	\$0	(\$15,580)	(100.00%)
<i>Non-Operating Expenditures</i>	\$15,482	\$51,717,212	\$60,843,246	\$9,126,034	17.65%
TOTAL EXPENDITURES	\$61,127,700	\$120,921,532	\$134,007,618	\$13,086,086	10.82%
PERSONNEL:					
Full-time positions	27.00	26.00	26.00	0.00	0.00%
Part-time Positions	1.00	1.00	1.00	0.00	0.00%
Full-time Equivalent	27.50	26.50	26.50	0.00	0.00%
Temporary FTE	0.00	0.25	0.00	(0.25)	(100.00%)
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%

EMPLOYEE BENEFITS: PROGRAM PROFILE

PROGRAM REVENUES AND EXPENDITURES

	Actual FY2016-2017	Current Budget FY2017-2018	Adopted Budget FY2018-2019	Difference	% Inc/(Dec)
REVENUES:					
Taxes	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	0.00%
Intergovernmental	\$7,751	\$0	\$0	\$0	0.00%
Charges for Services	\$57,928,436	\$54,120,914	\$54,120,914	\$0	0.00%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$481,285	\$288,256	\$773,000	\$484,744	168.16%
Statutory Reduction	\$0	\$0	\$0	\$0	0.00%
<i>Operating Revenues</i>	\$58,417,472	\$54,409,170	\$54,893,914	\$484,744	0.89%
Balance Forward	\$33,798,900	\$33,794,822	\$42,748,086	\$8,953,264	26.49%
Transfers - General Revenue	\$0	\$0	\$0	\$0	0.00%
Transfers - Other	\$0	(\$3,000,000)	\$0	\$3,000,000	(100.00%)
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$33,798,900	\$30,794,822	\$42,748,086	\$11,953,264	38.82%
TOTAL REVENUES	\$92,216,372	\$85,203,992	\$97,642,000	\$12,438,008	14.60%
EXPENDITURES					
Compensation and Benefits	\$455,463	\$443,799	\$476,520	\$32,721	7.37%
Operating Expenses	\$50,007,853	\$56,317,114	\$58,955,060	\$2,637,946	4.68%
Capital Outlay	\$0	\$0	\$6,195	\$6,195	0.00%
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$50,463,316	\$56,760,913	\$59,437,775	\$2,676,862	4.72%
CIP	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted	\$0	\$28,427,499	\$38,204,225	\$9,776,726	34.39%
Transfers	\$15,482	\$15,580	\$0	(\$15,580)	(100.00%)
<i>Non-Operating Expenditures</i>	\$15,482	\$28,443,079	\$38,204,225	\$9,761,146	34.32%
TOTAL EXPENDITURES	\$50,478,798	\$85,203,992	\$97,642,000	\$12,438,008	14.60%
PERSONNEL:					
Full-time positions	6.00	5.00	5.00	0.00	0.00%
Part-time Positions	0.00	1.00	1.00	0.00	0.00%
Full-time Equivalent	6.00	5.50	5.50	0.00	0.00%
Temporary FTE	0.00	0.00	0.00	0.00	0.00%
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%



EMPLOYEE BENEFITS: BUDGET VARIANCES

REVENUES	VARIANCE	% VARIANCE	EXPLANATION
Taxes	\$0	0.00%	
Permits, Fees & Spec. Assess.	\$0	0.00%	
Intergovernmental	\$0	0.00%	
Charges for Services	\$0	0.00%	
Fines and Forfeits	\$0	0.00%	
Miscellaneous	\$484,744	168.16%	Due to an increase in interest revenue on account of higher interest rates and larger reserves
Statutory Reduction	\$0	0.00%	
Balance Forward	\$8,953,264	26.49%	Attributable to favorable claims experience, performance guarantees spanning a 3-year period, pharmacy rebates, and a large IBNR adjustment offset by the transfer of \$3 million in reserves to the Risk Management fund
Transfers - General Revenue	\$0	0.00%	
Transfers - Other	\$3,000,000	(100.00%)	Reflects the return of \$3 million back to the Risk Management fund; this amount was originally transferred to Employee Benefits in 2014
Other Finance Source	\$0	0.00%	

EMPLOYEE BENEFITS: BUDGET VARIANCES

EXPENDITURES	VARIANCE	% VARIANCE	EXPLANATION
Compensation and Benefits	\$32,721	7.37%	Attributable to Cost of Living Adjustments and FRS rate increases, as well as employee labor distribution changes
Operating Expenses	\$2,637,946	4.68%	Reflective of higher anticipated claims in line with actuary-supported trends
Capital Outlay	\$6,195	0.00%	Due to the purchase of a digital whiteboard, which will enhance the ability to present and communicate vital benefits-related information
Grants and Aid	\$0	0.00%	
CIP	\$0	0.00%	
Debt Service	\$0	0.00%	
Reserves-Operating	\$0	0.00%	
Reserves - Capital	\$0	0.00%	
Reserves - Restricted	\$9,776,726	34.39%	Reflects operational results; the budgeted figure is actuarially sound
Transfers	(\$15,580)	(100.00%)	Due to the discontinuance of transfers that had been used to cover a portion of an IT Department employee's salary for HIPAA/security work performed on behalf of Human Resources which are now directly expensed within department budgets

EMPLOYEE RELATIONS: PROGRAM PROFILE

PROGRAM REVENUES AND EXPENDITURES

	Actual FY2016-2017	Current Budget FY2017-2018	Adopted Budget FY2018-2019	Difference	% Inc/(Dec)
REVENUES:					
Taxes	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	0.00%
Intergovernmental	\$0	\$0	\$0	\$0	0.00%
Charges for Services	\$5,765	\$6,000	\$8,000	\$2,000	33.33%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$0	\$0	\$0	\$0	0.00%
Statutory Reduction	\$0	(\$300)	(\$400)	(\$100)	33.33%
<i>Operating Revenues</i>	\$5,765	\$5,700	\$7,600	\$1,900	33.33%
Balance Forward	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$185,967	\$189,751	\$191,887	\$2,136	1.13%
Transfers - Other	\$0	\$0	\$0	\$0	0.00%
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$185,967	\$189,751	\$191,887	\$2,136	1.13%
TOTAL REVENUES	\$191,732	\$195,451	\$199,487	\$4,036	2.06%
EXPENDITURES					
Compensation and Benefits	\$166,887	\$178,033	\$181,611	\$3,578	2.01%
Operating Expenses	\$17,131	\$17,418	\$17,876	\$458	2.63%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$184,017	\$195,451	\$199,487	\$4,036	2.06%
CIP	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted	\$0	\$0	\$0	\$0	0.00%
Transfers	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Expenditures</i>	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$184,017	\$195,451	\$199,487	\$4,036	2.06%
PERSONNEL:					
Full-time positions	2.00	2.00	2.00	0.00	0.00%
Part-time Positions	0.00	0.00	0.00	0.00	0.00%
Full-time Equivalent	2.00	2.00	2.00	0.00	0.00%
Temporary FTE	0.00	0.00	0.00	0.00	0.00%
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%



EMPLOYEE RELATIONS: BUDGET VARIANCES

REVENUES	VARIANCE	% VARIANCE	EXPLANATION
Taxes	\$0	0.00%	
Permits, Fees & Spec. Assess.	\$0	0.00%	
Intergovernmental	\$0	0.00%	
Charges for Services	\$2,000	33.33%	Due to increased participation from municipalities in employee development and leadership programs
Fines and Forfeits	\$0	0.00%	
Miscellaneous	\$0	0.00%	
Statutory Reduction	(\$100)	33.33%	Corresponds with the increase in Charges for Services
Balance Forward	\$0	0.00%	
Transfers - General Revenue	\$2,136	1.13%	Attributable to Cost of Living Adjustments and FRS rate increases as well as additional travel expenses to support recruitment and outreach efforts
Transfers - Other	\$0	0.00%	
Other Finance Source	\$0	0.00%	

EMPLOYEE RELATIONS: BUDGET VARIANCES

EXPENDITURES	VARIANCE	% VARIANCE	EXPLANATION
Compensation and Benefits	\$3,578	2.01%	Attributable to Cost of Living Adjustments and FRS rate Increases
Operating Expenses	\$458	2.63%	Due primarily to out-of-county travel to support recruitment and outreach efforts
Capital Outlay	\$0	0.00%	
Grants and Aid	\$0	0.00%	
CIP	\$0	0.00%	
Debt Service	\$0	0.00%	
Reserves-Operating	\$0	0.00%	
Reserves - Capital	\$0	0.00%	
Reserves - Restricted	\$0	0.00%	
Transfers	\$0	0.00%	

**EMPLOYEE RELATIONS
PERFORMANCE MEASURES**

OBJECTIVE	MEASURE	ACTUAL FY2016-2017	ESTIMATED FY2017-2018	PROJECTED FY2018-2019
Deliver excellent customer service	Hours of training provided (excludes Fire Rescue)	11,795	12,045	12,295
Effective and efficient operations	Average score of employee's satisfaction with Employee Development Workshops	94%	94%	94%
	Trainer cost per registered Trainee	\$10.10	\$10.55	\$10.52
Community/Government/Non-Profit partnerships	Training participants from outside the organization	176	186	196
Enhance staff learning through on-site and on-line training	Training hours attended	64	70	75
Monitor departmental expenditures to reflect economic realities	Actual expenditures as % of budget	96%	98%	95%

PERSONNEL TECHNICAL SERVICES: PROGRAM PROFILE

PROGRAM REVENUES AND EXPENDITURES

	Actual FY2016-2017	Current Budget FY2017-2018	Adopted Budget FY2018-2019	Difference	% Inc/(Dec)
REVENUES:					
Taxes	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	0.00%
Intergovernmental	\$0	\$0	\$0	\$0	0.00%
Charges for Services	\$37	\$300	\$300	\$0	0.00%
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$449	\$500	\$500	\$0	0.00%
Statutory Reduction	\$0	(\$40)	(\$40)	\$0	0.00%
<i>Operating Revenues</i>	\$486	\$760	\$760	\$0	0.00%
Balance Forward	\$0	\$0	\$0	\$0	0.00%
Transfers - General Revenue	\$464,411	\$503,865	\$516,917	\$13,052	2.59%
Transfers - Other	\$0	\$0	\$0	\$0	0.00%
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$464,411	\$503,865	\$516,917	\$13,052	2.59%
TOTAL REVENUES	\$464,897	\$504,625	\$517,677	\$13,052	2.59%
EXPENDITURES					
Compensation and Benefits	\$407,383	\$436,299	\$445,529	\$9,230	2.12%
Operating Expenses	\$35,802	\$68,326	\$72,148	\$3,822	5.59%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$443,185	\$504,625	\$517,677	\$13,052	2.59%
CIP	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted	\$0	\$0	\$0	\$0	0.00%
Transfers	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Expenditures</i>	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES	\$443,185	\$504,625	\$517,677	\$13,052	2.59%
PERSONNEL:					
Full-time positions	7.00	7.00	7.00	0.00	0.00%
Part-time Positions	0.00	0.00	0.00	0.00	0.00%
Full-time Equivalent	7.00	7.00	7.00	0.00	0.00%
Temporary FTE	0.00	0.25	0.00	(0.25)	(100.00%)
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%

PERSONNEL TECHNICAL SERVICES: BUDGET VARIANCES

REVENUES	VARIANCE	% VARIANCE	EXPLANATION
Taxes	\$0	0.00%	
Permits, Fees & Spec. Assess.	\$0	0.00%	
Intergovernmental	\$0	0.00%	
Charges for Services	\$0	0.00%	
Fines and Forfeits	\$0	0.00%	
Miscellaneous	\$0	0.00%	
Statutory Reduction	\$0	0.00%	
Balance Forward	\$0	0.00%	
Transfers - General Revenue	\$13,052	2.59%	Due primarily to Cost of Living Adjustments and FRS rate increases as well as additional training related to the implementation of a comprehensive IT support system
Transfers - Other	\$0	0.00%	
Other Finance Source	\$0	0.00%	

PERSONNEL TECHNICAL SERVICES: BUDGET VARIANCES

EXPENDITURES	VARIANCE	% VARIANCE	EXPLANATION
Compensation and Benefits	\$9,230	2.12%	Attributable to Cost of Living Adjustments and FRS rate increases
Operating Expenses	\$3,822	5.59%	Due largely to increased training related to the implementation of a comprehensive IT support program as well as higher anticipated legal costs related to Personnel Council operations
Capital Outlay	\$0	0.00%	
Grants and Aid	\$0	0.00%	
CIP	\$0	0.00%	
Debt Service	\$0	0.00%	
Reserves-Operating	\$0	0.00%	
Reserves - Capital	\$0	0.00%	
Reserves - Restricted	\$0	0.00%	
Transfers	\$0	0.00%	

RISK MANAGEMENT: PROGRAM PROFILE

PROGRAM REVENUES AND EXPENDITURES

	Actual FY2016-2017	Current Budget FY2017-2018	Adopted Budget FY2018-2019	Difference	% Inc/(Dec)
REVENUES:					
Taxes	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Spec. Assess.	\$0	\$0	\$0	\$0	0.00%
Intergovernmental	\$18,485	\$0	\$0	\$0	0.00%
Charges for Services	\$9,108,578	\$8,798,021	\$8,797,454	(\$567)	(0.01%)
Fines and Forfeits	\$0	\$0	\$0	\$0	0.00%
Miscellaneous	\$1,034,898	\$672,656	\$851,000	\$178,344	26.51%
Statutory Reduction	\$0	\$0	\$0	\$0	0.00%
<i>Operating Revenues</i>	\$10,161,961	\$9,470,677	\$9,648,454	\$177,777	1.88%
Balance Forward	\$22,546,787	\$22,546,787	\$26,000,000	\$3,453,213	15.32%
Transfers - General Revenue	\$0	\$0	\$0	\$0	0.00%
Transfers - Other	\$0	\$3,000,000	\$0	(\$3,000,000)	(100.00%)
Other Finance Source	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Revenues</i>	\$22,546,787	\$25,546,787	\$26,000,000	\$453,213	1.77%
TOTAL REVENUES	\$32,708,748	\$35,017,464	\$35,648,454	\$630,990	1.80%
EXPENDITURES					
Compensation and Benefits	\$727,905	\$776,041	\$816,576	\$40,535	5.22%
Operating Expenses	\$9,288,083	\$10,963,698	\$12,185,061	\$1,221,363	11.14%
Capital Outlay	\$5,711	\$3,592	\$7,796	\$4,204	117.04%
Grants and Aid	\$0	\$0	\$0	\$0	0.00%
<i>Operating Expenditures</i>	\$10,021,700	\$11,743,331	\$13,009,433	\$1,266,102	10.78%
CIP	\$0	\$0	\$0	\$0	0.00%
Debt Service	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating	\$0	\$0	\$0	\$0	0.00%
Reserves - Capital	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted	\$0	\$23,274,133	\$22,639,021	(\$635,112)	(2.73%)
Transfers	\$0	\$0	\$0	\$0	0.00%
<i>Non-Operating Expenditures</i>	\$0	\$23,274,133	\$22,639,021	(\$635,112)	(2.73%)
TOTAL EXPENDITURES	\$10,021,700	\$35,017,464	\$35,648,454	\$630,990	1.80%
PERSONNEL:					
Full-time positions	12.00	12.00	12.00	0.00	0.00%
Part-time Positions	1.00	0.00	0.00	0.00	0.00%
Full-time Equivalent	12.50	12.00	12.00	0.00	0.00%
Temporary FTE	0.00	0.00	0.00	0.00	0.00%
Seasonal FTE	0.00	0.00	0.00	0.00	0.00%



RISK MANAGEMENT: BUDGET VARIANCES

REVENUES	VARIANCE	% VARIANCE	EXPLANATION
Taxes	\$0	0.00%	
Permits, Fees & Spec. Assess.	\$0	0.00%	
Intergovernmental	\$0	0.00%	
Charges for Services	(\$567)	(0.01%)	Due to a small change in vehicle counts; auto insurance rates remain flat
Fines and Forfeits	\$0	0.00%	
Miscellaneous	\$178,344	26.51%	Due to an increase in interest revenue on account of higher interest rates
Statutory Reduction	\$0	0.00%	
Balance Forward	\$3,453,213	15.32%	Due primarily to the transfer of \$3 million from the Employee Benefits fund to Risk Management in FY17-18; favorable claims experience is a contributing factor
Transfers - General Revenue	\$0	0.00%	
Transfers - Other	(\$3,000,000)	(100.00%)	Reflects the return of \$3 million back to the Risk Management fund; this amount was originally transferred to Employee Benefits in 2014
Other Finance Source	\$0	0.00%	

RISK MANAGEMENT: BUDGET VARIANCES

EXPENDITURES	VARIANCE	% VARIANCE	EXPLANATION
Compensation and Benefits	\$40,535	5.22%	Attributable to Cost of Living Adjustments and FRS rate increases, as well as employee labor distribution changes
Operating Expenses	\$1,221,363	11.14%	Due to significant hurricane-related property insurance claims, along with mold remediation
Capital Outlay	\$4,204	117.04%	Due to the purchase of Hazmat testing equipment as part of Risk Management safety initiatives
Grants and Aid	\$0	0.00%	
CIP	\$0	0.00%	
Debt Service	\$0	0.00%	
Reserves-Operating	\$0	0.00%	
Reserves - Capital	\$0	0.00%	
Reserves - Restricted	(\$635,112)	(2.73%)	Due primarily to hurricane-related property insurance claims and higher workers compensation claims
Transfers	\$0	0.00%	

**HUMAN RESOURCES OFFICE
TRAVEL A & B SUMMARY**

DESCRIPTION	POSITION	DESTINATION	FUNDING SOURCE	TOTAL COST
EMPLOYEE RELATIONS:				
Outreach & Recruitment	Staff	TBD	General Fund	\$3,000
TOTAL FOR DEPARTMENT:				\$3,000

**HUMAN RESOURCES OFFICE
CAPITAL OUTLAY SUMMARY¹**

DESCRIPTION	QUANTITY	UNIT COST	FUNDING SOURCE	TOTAL COST
RISK MANAGEMENT ADMIN				
Computer (laptop)	1	\$1,297	Service Fees	\$1,297
Computer (tablet)	1	\$1,850	Service Fees	\$1,850
Multi-Gas Meter (HAZMAT)	1	\$4,649	Service Fees	\$4,649
Digital Whiteboard	1	\$6,195	Service Fees	\$6,195
TOTAL FUNDED FOR DEPARTMENT:				\$13,991

1) Equipment with a value in excess of \$1,000 (computers \$750). Approved items may be purchased using existing Public Sector Purchasing Cooperative contracts awarded through full and open competition when in the best interest of the County.

