



County of Los Angeles
**CHIEF EXECUTIVE OFFICE
OPERATIONS CLUSTER**

WILLIAM T FUJIOKA
Chief Executive Officer

DATE: July 10, 2014
TIME: 1:00 p.m.
LOCATION: Kenneth Hahn Hall of Administration, Room 830

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.
Three (3) minutes are allowed for each item.

1. Call to order – Santos H. Kreimann
 - A) **Board Letter – AWARD OF CONTRACT FOR STORMWATER CAPTURE RUBBER DAM SYSTEM MAINTENANCE SERVICES**
DPW/CIO – Gail Farber and Richard Sanchez or designee(s)
 - B) **Board Letter – BOARD OF SUPERVISORS EXECUTIVE OFFICE AND INTERNAL SERVICES DEPARTMENT: HALL OF ADMINISTRATION BASEMENT REFURBISHMENT PROJECT CATEGORICAL EXEMPTION, ESTABLISH PROJECT; APPROVE PROJECT BUDGET, AUTHORIZE TO PROCEED WITH CAPITAL PROJECT NO. 87186**
CEO CP – Jan Takata or designee
 - C) **Board Letter – REQUEST AUTHORITY TO EXTEND TERM OF AGREEMENT NUMBER 76470 WITH SOE SOFTWARE CORPORATION FOR ELECTION ONLINE TRAINING SYSTEM MAINTENANCE AND SUPPORT SERVICES**
RR/CC – Dean C. Logan or designee
 - D) **Risk Management Presentation**
Executive Office, BOS – Sachi Hamai or designee
2. Public Comment
3. Adjournment

July 29, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AWARD OF CONTRACT FOR STORMWATER CAPTURE
RUBBER DAM SYSTEM MAINTENANCE SERVICES
(SUPERVISORIAL DISTRICTS 1, 3, 4, AND 5)
(3 VOTES)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ()
DISAPPROVE ()**

SUBJECT

This action is to award a contract for as-needed preventative maintenance for the 21 Stormwater Capture Rubber Dam System sites located in various cities within the County of Los Angeles.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the contract work is categorically exempt from the provisions of the California Environmental Quality Act.
2. Award the contract for Stormwater Capture Rubber Dam System Maintenance Services in an annual sum of \$300,000 to A Thousand Hills, Inc. This contract will be for a term of one year commencing on September 3, 2014, with four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract term of 66 months with a maximum potential contract sum of \$1,650,000.

3. Authorize the Director of Public Works or her designee to annually increase the contract amount up to an additional 10 percent of the annual contract sum for unforeseen, additional work within the scope of the contract, if required; and to adjust the annual contract sum for each option year over the term of the contract to allow for an annual cost-of-living adjustment in accordance with County policy and the terms of the contract.
4. Authorize the Director of Public Works or her designee to execute the contract; to renew the contract for each additional renewal option and extension period if, in the opinion of the Director of Public Works or her designee, A Thousand Hills, Inc., has successfully performed during the previous contract period and the services are still required; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend work if, in the opinion of the Director of Public Works or her designee, it is in the best interest of the County of Los Angeles to do so.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to provide as-needed preventative maintenance for the 21 Stormwater Capture Rubber Dam System sites located in various cities within the County. The work to be performed will consist of inspection and maintenance of all the components at all 21 sites. In addition, the contractor may be called upon to perform as-needed troubleshooting services and repairs at the facilities. The Department of Public Works has contracted for these services since 2009.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provisions of Operational Effectiveness/Fiscal Sustainability (Goal 1), Community Support and Responsiveness (Goal 2), and Integrated Service Delivery (Goal 3). The contractor who has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner will support Public Works in meeting these goals.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The contract is for an annual amount of \$300,000 plus 10 percent for unforeseen additional work within the scope of the contract and cost-of-living adjustments in accordance with the contract. This amount is based on the unit prices and hourly rates

quoted by the contractor and our estimated annual utilization of the contractor's services.

Funding for these services is included in the Internal Service Fund Fiscal Year 2014-15 Budget, which will be reimbursed by the Flood Control District Fund Budget. Funds to finance the contract's optional years and 10 percent additional funding for contingencies will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contractor is A Thousand Hills, Inc., located in Port Ludlow, Washington. This contract will commence on September 3, 2014, for a period of one year. With the Board's delegated authority, the Director of Public Works or her designee may renew the contract for four 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential total contract term of 66 months.

The contract will be in the form substantially similar to the form previously reviewed and approved by County Counsel (Enclosure A). Prior to the Director or her designee executing this contract, the contractor will sign and County Counsel will review it as to form. The recommended contract with A Thousand Hills, Inc., was solicited on an open-competitive basis and is in accordance with applicable Federal, State, and County requirements. The contractor is in compliance with the requirements of the Chief Executive Officer and the Board. The Chief Information Office (CIO) reviewed this Board letter and recommends approval. The CIO determined that because this recommended action concerns maintenance of the existing Stormwater Capture Rubber Dam Systems, it does not represent any new information technology acquisition. Therefore, no formal CIO analysis is required.

The award of the contract will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations. The contract contains terms and conditions supporting the Board's ordinances, policies, and programs including, but not limited to: the County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN and GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance

Program, Los Angeles County Code, Chapter 2.200; and Defaulted Property Tax Reduction Program Ordinance, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

Data regarding the proposers' minority participation is on file with Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

Proof of the required Comprehensive General and Automobile Liability insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance will be obtained from the contractor before any work is assigned.

Pursuant to the applicable memorandum of understanding, the Request for Proposals (RFP) for these contracted services was submitted on March 17, 2014, to the appropriate union for review. The union has not asked to meet with Public Works regarding this solicitation.

Public Works has evaluated and determined that the Living Wage Program (Los Angeles County Code, Chapter 2.201) does not apply to this recommended contract, which is for services required on an as-needed and intermittent basis; hence, this contract is not a Proposition A contract (Los Angeles County Code, Chapter 2.121).

The contract includes a cost-of-living adjustment provision, which is in accordance with the Board's Policy approved January 29, 2002.

ENVIRONMENTAL DOCUMENTATION

These services are categorically exempt from the provisions of the California Environmental Quality Act (CEQA). These services are within a class of projects that has been determined not to have a significant effect on the environment in that they meet the criteria set forth in Section 15301 of CEQA.

CONTRACTING PROCESS

On March 18, 2014, Public Works solicited proposals from 88 independent contractors and community business enterprises to accomplish this work. Also, a notice of the RFP was placed on the County's "Doing Business With Us" website (Enclosure B), and an advertisement was placed in the *Los Angeles Times*.

On April 14, 2014, one proposal was received. The proposal was first reviewed to ensure it met the minimum requirements in the RFP. The proposal having met these requirements was then evaluated by an evaluation committee consisting of Public Works staff. The evaluation was based on criteria described in the RFP, which included the price, experience, and references utilizing the informed averaging methodology for applicable criteria. Based on this evaluation, it is recommended that this contract be awarded to the highest-rated, apparent responsive, and responsible proposer, A Thousand Hills, Inc. Public Works determined the contractor's price to be reasonable for the work requested.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will not result in the displacement of any County employees as these services are presently contracted with the private sector.

CONCLUSION

Please return one adopted copy of this letter to the Department of Public Works, Administrative Services Division.

Respectfully submitted,

Reviewed by:

GAIL FARBER
Director of Public Works

RICHARD SANCHEZ
Chief Information Officer

GF:GZ:cg

Enclosures

c: Chief Executive Office (Rita Robinson)
Chief Information Office
County Counsel
Executive Office



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

July XX, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**BOARD OF SUPERVISORS EXECUTIVE OFFICE AND INTERNAL SERVICES
DEPARTMENT: HALL OF ADMINISTRATION BASEMENT REFURBISHMENT
PROJECT CATEGORICAL EXEMPTION, ESTABLISH PROJECT; APPROVE
PROJECT BUDGET, AUTHORIZE TO PROCEED WITH CAPITAL PROJECT NO.**

87186

(ALL DISTRICTS – 3 VOTES)

SUBJECT

These actions will find the Hall of Administration Basement Refurbishment Project categorically exempt from the provisions of the California Environmental Quality Act; approve the capital project budget; and authorize the Board Executive Officer and Director of Internal Services Department (ISD) to carry out the project, including the acquisition of new modular furniture.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed Hall of Administration Basement Refurbishment Project is exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the project.
2. Approve a total Project budget of \$1,388,000 for the Hall of Administration Basement Refurbishment Project, Capital Project No. 87186.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

3. Authorize the Board of Supervisors Executive Officer and the Director of ISD, or their designees, to carry out the capital project.
4. Authorize the Director of ISD to purchase new modular furniture and begin renovations using Board-approved Job Order Contract and ISD staff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the proposed Hall of Administration Basement Refurbishment Project (Capital Project No. 87186) exempt from the California Environmental Quality Act (CEQA) and allow the Board of Supervisors Executive Office and the ISD to implement the proposed project.

Rooms B-47 and B-57 of the Hall of Administration serve as headquarters for ISD's building crafts operations to maintain County buildings throughout the Civic Center area. The existing footprint includes space for ISD building crafts staff, supervisors, and administrative support, including offices, reception, conference area, lockers, file/storage rooms, and shop space. In July 2012, the Superior Court contracted out building maintenance services that were previously provided by ISD. The Court's action reduced ISD's space needs at the Hall of Administration.

The Board of Supervisors Executive Office has identified the need for additional staff space within the Hall of Administration (HOA). Currently, Commission Services Division (CSD) staff are spread throughout the basement, third and fourth floor. The proposed Project will relocate and group together CSD staff, create office and conference space for these 8-10 staff for the Executive Office using approximately 1,300 square feet of shop space formerly occupied by ISD building crafts.

The remaining, larger part of the Project will replace the suspended ceiling in ISD's building crafts space, create a staff women's locker room and restroom, refurbish the existing staff men's locker room and restroom to comply with Americans with Disabilities Act (ADA) and building code requirements, and include ADA alterations to the public women's restroom and accessible path of travel. The project will employ a mix of Board-approved Job Order Contract (JOC) and County staff. ISD will purchase and install modular furniture, and provide project management and related services. The Project schedule and budget summary are provided in Attachments I & II.

Green Building/Sustainable Design Program

The Project supports the Board's Green Building/Sustainable Design Program, by recycling demolition materials and using construction materials and modular furniture that are composed, in part, of recycled materials. This will reduce the amount of

demolition materials that would otherwise be disposed in landfills, reduce the consumption of natural resources, and reduce the production of synthetic materials, which in turn reduces carbon emissions.

Implementation of Strategic Plan Goals

The proposed Project supports County Strategic Plan Goals Number 1 for Operational Effectiveness, by providing employees with safe and efficient working space. Placing the Commission Services Division staff in close proximity will promote operating efficiencies.

FISCAL IMPACT/FINANCING

The total estimated Project cost is \$1,388,000 which includes plans and specifications, plan check, construction, change orders, consultant services, miscellaneous expenditures, Civic Art allocation, and County services. The Project is fully funded with prior year departmental net county cost (\$358,000 from the Executive Office and \$1,030,000 from ISD) and is budgeted in the 2014-2015 Capital Projects/Refurbishments' budget, Project No. 87186. The Project budget summary is included as Attachment I.

Operational Budget Impact

There will be minimal impact on ISD's Operating Budget. The space that is being transferred to the Board of Supervisors Executive Office was utilized for shop work and storage. Once the Space Assignment Notice is updated to reflect a lower occupancy factor, ISD's share of the Hall of Administration Proprietorship budget is expected to decrease by approximately \$25,000 per year. The Board of Supervisors Executive Office will assume the costs for the space, and will not require additional funding in its operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to the Board's Civic Art Policy adopted December 7, 2004, and revised on December 15, 2009, 1 percent of the design and construction cost of the proposed Project has been allocated to the Civic Art Special Fund.

A standard previously-awarded JOC contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees are included in the contract.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from the provisions of CEQA. The proposed Project includes interior alterations of an existing public facility, including demolition of walls, painting, electrical, voice and data wiring, testing, and certification. The work is, therefore, within a class of projects that has been determined not to have a significant effect on the environment in that it meets criteria set forth in Section 15301(a) of the State CEQA Guidelines and Class 1(d) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the Project is not located in a sensitive environment and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make use of the exemption inapplicable based on the Project records.

Upon your Board's approval of the proposed Project, ISD will file a Notice of Exemption with the Registrar Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Work on this Project will be performed during both regular work hours and after hours to minimize the impact on services to other County departments or the public. Impacted staff will be relocated during the refurbishment period to existing vacant spaces within ISD. There is no employee impact as a result of these agreements.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division, and to ISD.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:RLR:DJT

Attachment

c: Executive Officer, Board of Supervisors

County Counsel
Internal Services

DRAFT

ATTACHMENT I

**HALL OF ADMISTRATION BASEMENT REFURBISHMENT PROJECT
CATEGORICAL EXEMPTION,
APPROVE CAPITAL PROJECT BUDGET,
AUTHORIZATION TO PROCEED
CAPITAL PROJECT NO. 87186
(ALL DISTRICTS – 3 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Design/Engineering	June 2014
Jurisdictional Agency Review	July 2014
Job Order Contract/Work Order Authorization	August 2014
Substantial Completion	February 2015
Final Acceptance	March 2015

II. PROJECT BUDGET SUMMARY

Budget Category		Project Budget
Land Acquisition		
Construction		
	Job Order Contract	\$699,558
	Low Bid Construction Contract	
	Change Orders	\$70,000
	Unforeseen Conditions	
	Departmental Crafts	\$45,000
	Youth Employment	
	Construction Consultants	
	ISD Labor	
	Misc. Expense	
	Gordian Group	\$13,500
	Civic Arts	\$7,700
	Subtotal	\$835,758
Programming/Development		
Plans and Specifications		
	Plans and Specifications	\$156,630
	A/E Supplemental Agreements	
	A/E Reimbursable Costs	
	Subtotal	\$156,630
Consultant Services		
	Deputy Inspection	
	Site Planning	
	Hazardous Materials Testing/Hygienist	\$10,000
	Geotech/Soils Test	
	Material Testing	
	Cost Estimating	



Los Angeles County Registrar-Recorder/County Clerk

Dean C. Logan
Registrar-Recorder/County Clerk

July 29, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**REQUEST APPROVAL TO EXTEND TERM OF AGREEMENT NUMBER
76470 WITH SOE SOFTWARE CORPORATION FOR ELECTION ONLINE TRAINING
SYSTEM MAINTENANCE AND SUPPORT SERVICES
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)
CIO RECOMMENDATION: APPROVE (X)**

SUBJECT

Request Board approval to extend the term of the Agreement with SOE Software Corporation which will expire on August 11, 2014, for an additional year and six month-to-month options. The extension of the Agreement term will allow the Registrar-Recorder/County Clerk the time necessary to complete a solicitation for the Election Online Training System.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Registrar-Recorder/County Clerk (RR/CC), or designee, to execute the attached Amendment to Agreement Number 76470 with SOE Software Corporation (Contractor) and extend Election Online Training System maintenance and support services for an additional twelve month period commencing August 12, 2014 through August 11, 2015, with six month-to-month options, at the discretion of the Department Head, or designee, and after review by County Counsel. The total cost of this amendment if all option periods are exercised is \$133,845. Funding for the Amendment in the amount of \$89,230 is included in the Fiscal Year (FY) 2014-15 Budget. Funding in the amount of \$44,615 for the six month-to-month options will be included in the 2015-16 Budget.

2. Delegate authority to Department Head, or designee, to terminate the Amendment, in whole or in part, once RR/CC has completed the solicitation and entered into a new Agreement.
3. Delegate authority to Department Head, or designee, to prepare and execute amendments to the Agreement to incorporate or change any contracting provision required by the Board of Supervisors, Chief Executive Officer, or designee.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

On February 12, 2008, your Board approved an Agreement allowing RR/CC to acquire the license and maintenance of a web-based online training curriculum appropriate to elections conducted in the State of California and the County of Los Angeles (County). The Agreement provides online training sessions for pollworkers throughout the County during each major Countywide election.

The purpose of the recommended action is to obtain approval to extend the term of the current Agreement which will expire on August 11, 2014. RR/CC is requesting a one year extension from August 12, 2014 through August 11, 2015, plus an additional six month-to-month options.

RR/CC launched an in-depth review of the technology being used by the current vendor, as well as other technologies available in the market to determine whether a solicitation would be financially practicable and flexible enough to meet the needs of RR/CC. This is consistent with the County's Strategic Goal of fiscal and financial responsibility, in that RR/CC is determined to find the best and most affordable solution possible while ensuring the continued success of all minor and major elections impacted by the online training system.

This extension will allow RR/CC to release a solicitation that is in the Department's best interests, that will meet or exceed County requirements, and will avoid any service interruption during this lengthy election period which, includes the upcoming November 4, 2014 General Election.

RR/CC will provide Contractor oversight for the services provided and have delegated authority to execute the extension provision of the proposed Amendment, to terminate this extension, and update any necessary contracting provisions in whole or in part at the sole discretion of the RR/CC once the solicitation process has been completed and entered into an Agreement for said services.

Implementation of Strategic Plan Goals:

Goal No. 1, Operational Effectiveness: Approval of the recommendation to extend the Agreement will allow seamless continuation of maintenance and support services for RR/CC's Election Online Training System to support timely delivery of customer-oriented and efficient public services.

FISCAL IMPACT/FINANCING:

The total cost of this amendment if all option periods are exercised is \$133,845. Funding in the amount of \$89,230 for the recommended one year extension for continued maintenance and support services is included in the Department's FY 2014-15 Budget. Funding in the amount of \$44,615 to exercise the six month-to-month extension options will be included in the FY 2015-16 Budget, if extensions are required to complete the solicitation.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On February 12, 2008, your Board approved a four year Agreement with the Contractor including two 1-year and six month-to-month extension options for the purchase and implementation of an Election Online Training System which incorporated licensing and maintenance.

The Chief Information Office (CIO) reviewed this Board letter and recommends approval. The CIO determined that because the recommended action does not include any new information technology related matters, no formal CIO Analysis is required.

The Chief Executive Office has reviewed and approved this Board letter. County Counsel has reviewed this Board letter and approved the attached Amendment Number Six as to form.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommended Amendment will allow RR/CC to receive uninterrupted maintenance and support services for Election Online Training until the solicitation process is completed. No other impact to current services is anticipated.

CONCLUSION

Authority to extend the term of the Agreement will allow RR/CC to complete the solicitation process for Election Online Training System maintenance and support services will ensure continued service during upcoming election periods, including the November General Election.

Respectfully submitted,

Reviewed by:

DEAN C. LOGAN
Registrar-Recorder/County Clerk

RICHARD SANCHEZ
Chief Information Officer

DCL:RF:jw

The Honorable Board of Supervisors
July 29, 2014
Page 4 of 4

Attachments (4)

- c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Chief Information Officer

**County of Los Angeles
BOARD OF SUPERVISORS
RISK MANAGEMENT OVERVIEW
JUNE 19, 2014**

Purpose

As directed by the Board of Supervisors on February 21, 2012, this Risk Management Overview was developed to describe risk issues, trends, and mitigation measures undertaken to address these risks.

This overview provides information about risk issues in the department of the Board of Supervisors.

Department Overview

The Board of Supervisors is the governing body of the County of Los Angeles, a charter County that enacts ordinances, directs overall operations of County departments and districts, and oversees the delivery of services within the County. The Executive Office staff provides support services to the Board of Supervisors. Our department continues to focus on reducing exposures, claims and litigation expense, as well as advancing risk management practices.

The department's risk exposure derives from bodily injury and/or property damage as a result of automobile accidents, bodily injuries due to slips, trips and falls and repetitive motion trauma. Due to the low risk exposure, low workers' compensation frequency and expense, our department has designated the Acting Chief, Human Resources Manager to oversee the daily activities of one Senior Departmental Personnel Technician who performs all of the Risk Management, Safety and Return to Work functions. We continue to focus on keeping Board of Supervisors, Executive Office and Commission staff informed on Industrial Injury and Illness Prevention.

Risk Management Coordinator Name:	Evon Coburn
Safety Officer/Coordinator Name:	Dorean Losoya / Evon Coburn
Return-to-Work Coordinator Name:	Evon Coburn

**County of Los Angeles
BOARD OF SUPERVISORS
RISK MANAGEMENT OVERVIEW
JUNE 19, 2014**

Risk Issues, Trends, Mitigation Measures

RISK ISSUE #1
Issue: Liability arising from the use of vehicles while conducting County business.
Trends: The Board of Supervisors department has approximately 200 employees who drive County-Owned and personal vehicles for County related business. A great deal of our department's actual and potential liability arises from the use of vehicles while conducting County business
Mitigation Measure: Our plan during this Fiscal Year was to utilize the Department of Health Services' Motor Vehicle Safety and Defensive Drivers Training program by offering the training to all Board of Supervisors, Executive Office and Commission staff. We will also require all mileage permittees and employees that are assigned a County-Owned vehicle to complete this training as a corrective action plan if they are involved in any preventable or non-preventable vehicle accidents while conducting County business.
Results: Our departments training coordinator has included an advertisement to promote the Motor Vehicle Safety and Defensive Drivers Training program in all email announcements of the Department of Human Resources Learning Academy offerings. Our department has required employees involved in vehicle accidents to complete the training. As of this date, we have required (3) Board and Executive Office employees take the training after being involved in a vehicle accident.

**County of Los Angeles
BOARD OF SUPERVISORS
RISK MANAGEMENT OVERVIEW
JUNE 19, 2014**

RISK ISSUE #2

Issue: Repetitive Motion Injuries, Slip, Trips and Falls.

Trends:

The Board of Supervisors, Executive Office and Commission staff often perform tasks that require repetitive motion such as composing agenda entries, minute entries, communications, statements of proceedings, legal notices for meetings of the Board of Supervisors, data entry and assignments which may require traveling from division to division or to an offsite field location. Due to the nature of the work performed by the department's employees, the frequency of claims fluctuate from year to year.

Mitigation Measure:

During December of 2009, our department required all employees to complete a mandatory training on the department's Industrial Injury and Prevention Program (IIPP) and we require all new hire and transfer employees to complete the IIPP training upon their transfer into this department.

Our departments Risk Management Plan is to review the current Industrial Injury and Prevention Program, update any necessary information and provide to all staff as a refresher training.

Results: Since the completion of the original training in 2009 and the continued requirement to ensure new staff are trained on the prevention of industrial injuries, the number of claims filed and reported on our departments Risk Management Plan have not exceeded the amount of claims filed prior to requiring the mandatory training in 2009. The number of repetitive motion, slips, trips and fall workers compensation claims filed during each fiscal year after the training are as followed:

- FY 09/10 – (13) claims filed due to repetitive motion injuries and or slip, trips, falls and vehicle accidents.
- FY 10/11 – (09) claims filed due to repetitive motion injuries and or slip, trips, falls and vehicle accidents.
(05) claims filed due exposure to fumes from the construction of the Grand Avenue Park. *(this number was included in our RMP report)*
- FY 11/12 – (09) claims filed due to repetitive motion injuries and or slip, trips, falls and vehicle accidents.
- FY 12/13 – (11) claims filed due to repetitive motion injuries and or slip, trips, falls and vehicle accidents.
- FY 13/14 – (07) claims filed due to repetitive motion injuries and or slip, trips, falls and vehicle accidents as of May 15, 2014.

The IIPP training is currently being reviewed and updates should be completed by June 30, 2014.

**County of Los Angeles
BOARD OF SUPERVISORS
RISK MANAGEMENT OVERVIEW
JUNE 19, 2014**

Metrics

1. Liability Claim Performance

Measure	Actual FY 2010-11	Actual FY 2011-12	Actual FY 2012-13
Total number of all claims. ¹	15	15	12
Number of General Liability claims.	12	10	9
Total paid ² for General Liability claims.	\$182,300	\$30,750	\$0.00
Number of Vehicle Liability claims.	3	5	3
Total paid ² for Vehicle Liability claims.	\$72,087	\$3,980	\$2,611
Number of Medical Malpractice claims.	0	0	0
Total paid ² for Medical Malpractice claims.	\$0.00	\$0.00	\$0.00

1. Number of claims is the total of all claims (including all suffixes) entered into the Risk Management Information System (RMIS) during the fiscal year.
2. Total paid is based on transaction dates within each fiscal year as listed in RMIS.

2. Workers' Compensation Claim Performance

Measure	Actual FY 2010-11	Actual FY 2011-12	Actual FY 2012-13
Number of new Workers' Compensation claims filed during the period.	14	9	11
Total Workers' Compensation expense paid during the period.	\$138,863	\$500,878	\$169,457
Total paid for Salary Continuation/Labor Code 4850 during the period.	\$211	\$6,161	\$0.00
Number of employees ¹ as of June 30.	391	387	392
Workers' Compensation Claim Report Rate (number of claims reported per 100 employees) for the period.	3.58	2.33	2.81
Benchmark: Countywide Average Workers' Compensation Claim Report Rate (all departments).	11.68	11.19	11.40
Benchmark: Countywide Average Workers' Compensation Claim Report Rate (all departments, excluding Fire, Probation, Sheriff).	6.67	6.83	6.86
Benchmark: Countywide Average Workers' Compensation Claim Report Rate (Fire, Probation, Sheriff only).	25.04	22.78	23.46
Workers' Compensation Expense Rate (expenses paid per current employee). ²	\$355	\$1,294	\$432
Benchmark: Countywide Average Workers' Compensation Expense Rate (all departments).	\$3,266	\$2,258	\$2,273
Benchmark: Countywide Average Workers' Compensation Expense Rate (all departments, excluding Fire, Probation, Sheriff).	\$2,179	\$2,179	\$2,258
Benchmark: Countywide Average Workers' Compensation Expense Rate (Fire, Probation, Sheriff only).	\$6,167	\$6,822	\$7,241

1. Number of employees is the sum of currently filled full-time and part-time positions.
2. Workers' Compensation Expense Rate is amount paid in a given year divided by the current employee count. The amount paid includes payment for claims of current and former employees, including retirees.

**County of Los Angeles
BOARD OF SUPERVISORS
RISK MANAGEMENT OVERVIEW
JUNE 19, 2014**

3. Return-to-Work Performance (industrial and non-industrial cases)

Measure	Actual FY 2010-11	Actual FY 2011-12	Actual FY 2012-13
Number of active return-to-work cases as of June 30.	5	7	8
Number of cases closed in the prior year.	3	5	1
Number of employees on work hardening transitional assignment agreements as of June 30.	0	0	1
Number of employees on conditional assignment agreements as of June 30.	0	0	0

4. Vehicle and Fleet Safety Performance

Measure	Actual FY 2010-11	Actual FY 2011-12	Actual FY 2012-13
Number of Department-owned vehicles.	76	75	75
Total number of vehicle accidents involving Department-owned (or leased) vehicles.	8	5	7
Total cost paid for damage involving Department-owned (or leased) vehicles (not including third party claim/damage cost).	\$5,220	\$9,590	\$6,133
Number of miles driven by Department-owned (or leased) vehicles.	491,690	495,036	389,784
Number of vehicle accident involving Department-owned (or leased) vehicles per 100,000 miles driven.	1.63	1.01	1.80
Number of Department permittee drivers as of June 30.	126	126	99
Total number of vehicle accidents involving permittee drivers.	1	1	0
Total cost paid for damage involving vehicles driven by permittee drivers (not including third party claim/damage cost).	\$0	\$1,547	\$0
Number of permittee miles driven during period.	41,444	41,242	67,371
Number of vehicle accidents involving permittee drivers per 100,000 miles driven.	2.41	2.42	0