

W.F.a.

AGENDA COVER MEMO

DATE: 10/19/2005

TO: Lane County Board of Commissioners

DEPT.: Board of Commissioners

PRESENTED BY: Members of the S.A.V.E. Committee

AGENDA ITEM TITLE: ORDER/In the Matter of Awarding Non-cash S.A.V.E. Awards to Miriam Bolton, H&HS Administration and Judy Borgstahl, H&HS Administration.

I. MOTION

MOVE APPROVAL OF BOARD ORDER AWARDING MIRIAM BOLTON, H&HS ADMINISTRATION, FORTY (40) HOURS OF TIME MANAGEMENT

AND

MOVE APPROVAL OF BOARD ORDER AWARDING JUDY BORGSTAHL, H&HS ADMINISTRATION, EIGHT (8) HOURS OF TIME MANAGEMENT

II. ISSUE OR PROBLEM

The S.A.V.E. (Suggestions Are Valuable to Employees) Committee reviewed two proposals, one submitted by Miriam Bolton, H&HS Administration and Judy Borgstahl, H&HS Administration. Both proposals are worthy of a reward. The Committee has recommended awards to the Board of Commissioners.

III. DISCUSSION

A. Background

The S.A.V.E. Committee met and reviewed the attached proposals. The Committee has reviewed the proposals at length and found them worthy of considerable merit.

The Bolton proposal requests that a **BABY CHANGING STATION** be installed in the basement and second floor restrooms in the PSB building. The S.A.V.E. committee members were surprised when the proposal was reviewed that PSB did not have any type of facility to accommodate infants and toddlers in the restrooms. Upon discussing it, the SAVE Committee realized the need for the equipment and how much the lack of such facilities must have impacted the families that do visit PSB. Vital Records and Children and Families both serve citizens who often come in with infants. A Baby Station would provide a safe and sanitary place to change diapers or address any other need that might be done between parent and infant that should be done in private instead of out in the open. This proposal does not save the county money per se, but the intangible good will that would be created from the implementation of this proposal would be repaid a thousand fold by each grateful parent or caretaker.

The Borgstahl proposal describes employee efficiency in expense reimbursement. Ms. Borgstahl suggested DIRECT DEPOSIT as a means of reimbursing county employees for their expenses. Currently, all expenses are reimbursed on a separate check that the employee has to pick up. If attached to DIRECT DEPOSIT, this would save time and work interruption for the employee. In reviewing Borgstahl's proposal, the S.A.V.E. committee invited Central Finance employees, Dave Shiffer and Sally Havicus to provide information regarding feasibility, implementation and just general overview of how this would impact Central Finance. Both were very receptive to the idea but said that at this time implementation would be a problem because the software does not have the capability at this time. Having the expense check attached to direct deposit would save the county money in terms of no job loss hours. Now each employee has to pick up his or her own expense check and this takes away time from work especially for agencies that are off site i.e. Public Works.

The committee arrived at the decision to award different amounts of TM for the different proposals because the Lane Manual 2.455 item (6) states that "*Awards may include time management, gift certificates, or other non-cash items*". The committee interpreted this to mean that it had discretion as to how much TM or other non-cash awards could be presented. In reviewing the proposals the committee agreed that the BABY CHANGING STATION was an idea that was long overdue and would benefit all, employees and the public.

The S.A.V.E. Committee consists of the following members:

Peter Sorenson, *Board of County Commissioners*
Connie Perry, *Health and Human Services, representing AFSCME*
Kevin Brown, *Public Works, representing Admin/Professional*
Steve Davis, *Lane County Sheriff's Office, representing non-represented staff*
Chuck Forester, *Lane Workforce Partnership, representing Department managers*
Faye Stewart, *Board of Commissioners, Alternate*
Lori Green, *Land Management, Alternate*
Deanna Makin, *Public Works, Alternate*
Marc Swindling, *Youth Services Alternate*
Lisa Smith, *Youth Services Alternate*

B. Analysis

S.A.V.E. stands for *Suggestion Are Valuable to Employees*. The County has determined that creative ideas determine recognition and reward. The committee determined each proposal addressed the criteria outlined in Lane Manual 2.455 (2). The proposals improved operations, methods, procedures, product quality, service, working conditions and workflow. They promoted coordination and public relations. The S.A.V.E. Committee is composed of five members: two management and three non-management employees, plus alternates. The Committee solicits and reviews proposals that meet the criteria outlined in Lane manual. The Committee then recommends non-cash awards to the Board of County Commissioners who then make the final award to staff for their ideas.

Both proposals will receive TM from their respective departments. The estimated budget impact of these awards is approximately \$1,500. There are sufficient funds in the existing budget of Health and Human Services (where both employees are employed) to cover this additional expense.

C. Alternatives/Options

1. Award Miriam Bolton 40 hours of Time management. Award Judy Borgstahl 8 hours of Time management.
2. Provide Miriam Bolton and/or Judy Borhstahl alternative recognition for their proposals, to be determined by the Board of County Commissioners.

D. Recommendations

The S.A.V.E. Committee recommends awarding Miriam Bolton 40 hours of Time management.
The S.A.V.E. Committee recommends awarding Judy Borgstahl 8 hours of Time management.

E. Timing

With Board approval, the additional time management hours will be added to the respective staff's time management account through the Human Resources Division.

IV. IMPLEMENTATION/FOLLOW-UP

Staff will work with Human Resources to implement the awards.

V. ATTACHMENTS

1. Board Order
2. Board Order
3. Bolton Proposal
4. Borgstahl Proposal

ORDER NO.) IN THE MATTER OF AWARING MIRIAM
) BOLTON, H&HS, A S.A.V.E. AWARD OF 40
) HOURS OF TIME MANAGEMENT.
)
)

WHEREAS, the S.A.V.E. Committee found the Bolton proposal to meet the standards needed to be eligible for consideration by the Board of County Commissioners as per Lane Manuel 2.453; and

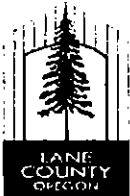
WHEREAS, the Board of County Commissioners as the governing body of Lane County may, in accordance with Lane Manual 2.453, award employees for their S.A.V.E. proposals;

DATED this day of , 2005.

APPROVED AS TO FORM
Date 10/11/05 _____ line county _____
Jesse Atiles
OFFICE OF LEGAL COUNSEL

ORDER NO.) IN THE MATTER OF AWARDING JUDY
) BORGSTAHL, H&HS, A S.A.V.E. AWARD OF 8
) HOURS OF TIME MANAGEMENT.
)
)

APPROVED AS TO FORM
Date 10/11/05 Lane County
Teresa J. Smith
OFFICE OF LEGAL COUNSEL



S.A.V.E. PROPOSAL FORM

Name Judy Borgstahl
Department H E H S
Section Admin
Work Address 125 E 8th
Email Address Judy.Borgstahl@co.lane.or.us
Work Phone 682-6528
Position/Title Sr. Act Clerk
Signature Judy Borgstahl
PROPOSAL SUBJECT Reimburse via payroll

READ CAREFULLY: The evaluator(s) of your proposal may better understand your proposal by discussing it with you; they must know who you are in order to contact you.

The following suggestion is the result of an IDEA THAT I INITIATED and is submitted for consideration under the conditions of the SAVE Committee as set forth on this form. I have read those rules and understand and agree that Lane County shall have the right to make full use of my proposal. My submission of a proposal and/or acceptance of any award shall not form the basis of a claim against the SAVE Committee or Lane County.

Date 2/17/05

1. I propose that: (Be specific - describe in detail your suggested improvement.)

Employee reimbursements be completed via payroll rather than issuing vouchers/checks. All reimbursements could be processed by adding to the employee paycheck in much the same process as a payroll deduction but it would be an addition to net pay.

2. Describe the present situation, condition, method, procedure, as thoroughly as possible. Identify what needs improvement. (See Rule #2 of the instructions.)

Numerous reimbursements are processed & checks issued to employees for: travel reimbursement, meeting expense, mileage reimbursement, & supplies purchased by employees. Checks are printed weekly at a cost of \$10.00+ per check. Employees are notified checks are ready & use County or personal time to pick up check. Many employees are off site & must travel to pick up check.

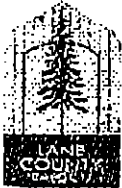
3. Describe how the change can be made (what steps or procedures are needed). Describe all procedures necessary to implement your proposal. Identify all known direct and indirect costs. The department budget officer and your supervisor may be good resources. If necessary, attach additional explanations, sketches or other supporting data to this form.

An adjustment could be processed & added to the employees net pay or a negative payroll deduction would be entered. We currently have numerous plr deductions (life ins, united way, parking, etc). This would eliminate printing an accounts payable check as well as employee time to sort checks, notify employees, assist employees (during plr process), as well as most paychecks are directly deposited in employees accounts.

4. How will your proposed change improve the present situation, or benefit a department or the County? Be specific. Show calculations and basis for calculations if your proposal will save money and/or time. If your proposal will not produce monetary savings, describe precisely the other benefits of your proposal.

1. Eliminate printing reimbursement checks (about 10.00 per check)
2. Most employees have direct deposit (eliminate trip to bank)
3. Employees would receive reimbursement check 1-2 weeks earlier
4. Employees would no longer need to travel to Admin office to pick up check
5. Admin- employees would no longer spend time distributing reimbursement checks

Suggestions Are Valuable to Employees



S.A.V.E. PROPOSAL FORM

Name Miriam BoltonDepartment H & HSSection AdministrationWork Address 125 E 8th AveEmail Address miriam.bolton@co.lane.or.usWork Phone 682-3778Position/Title Executive AssistantSignature Miriam BoltonDate 6/29/05

READ CAREFULLY: The evaluator(s) of your proposal may better understand your proposal by discussing it with you; they must know who you are in order to contact you.

The following suggestion is the result of an IDEA THAT I INITIATED and is submitted for consideration under the conditions of the SAVE Committee as set forth on this form. I have read those rules and understand and agree that Lane County shall have the right to make full use of my proposal. My submission of a proposal and/or acceptance of any award shall not form the basis of a claim against the SAVE Committee or Lane County.

PROPOSAL SUBJECT

1. I propose that: (Be specific - describe in detail your suggested improvement.)

Changing stations (for babies) be installed in the basement and 2nd floor restrooms. Vital Records & Children & families both serve citizens who often come in with infants. Changing Stations would provide them with a safe and sanitary place to change diapers.

2. Describe the present situation, condition, method, procedure, as thoroughly as possible. Identify what needs improvement. (See Rule #2 of the instructions.)

I have witnessed several mothers changing their baby's diapers on the sink counters. This is both unsafe & unsanitary for staff who also use these restrooms. Most other public restrooms now have hanging changing stations available.

3. Describe how the change can be made (what steps or procedures are needed). Describe all procedures necessary to implement your proposal. Identify all known direct and indirect costs. The department budget officer and your supervisor may be good resources. If necessary, attach additional explanations, sketches or other supporting data to this form.

These can be installed in the large alter-abled stalls. They cost less than \$200 each and could be installed by county facilities staff. Sanitation could be done by current janitorial crew as part of bathroom cleaning.

4. How will your proposed change improve the present situation, or benefit a department or the County? Be specific. Show calculations and basis for calculations if your proposal will save money and/or time. If your proposal will not produce monetary savings, describe precisely the other benefits of your proposal.

This suggestion falls under 2d,e & 1. It will prevent accidental falls from counters, promote safe practices and provides a convenience to the public.

Suggestions Are Valuable to Employees

INSTRUCTIONS FOR COMPLETING S.A.V.E. PROPOSAL FORM

Thank you for your interest in the SAVE program. Please keep the following in mind when filling out the form:

1. If you need help in completing this form, call any of the SAVE Committee members listed below.

Steve Davis
Mike Russell
Chuck Forster
Peter Sorenson
Connie Perry

Marc Swindling
Lisa Smith
Kate McDonald
Don Hampson
Lori Green

2. Fill out the proposal form completely. Providing detailed information will enable the Committee to more easily understand your savings proposal and its intended benefits.

3. Submit your completed proposals to:
Chris McCoy, Fleet
3040 North Delw Hwy, Eugene, OR 97408
SAVE Committee
Email to: Lane County SAVE Committee@co.lane.or.us

NOTE: Employees in the Public Safety Department shall submit savings proposal forms through their chain of command for forwarding to the Committee.

INSTRUCTIONS

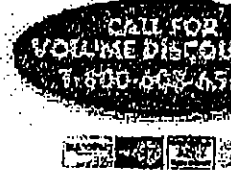
Proposal Submission

1. All employees of the County will be eligible to make savings proposals and receive awards; a supervisor may submit a proposal on behalf of an employee. Department and Program Managers and Supervisors shall be eligible for awards and/or recognition.
2. **Eligibility.** To be eligible, a proposal must be written on a SAVE Proposal Form, signed by the employee, and should suggest the accomplishment of one or more of the following:
 - a. Eliminate useless operations, duplications, safety hazards.
 - b. Improve: methods, procedures, product quality, service, working conditions, tools, material handling, security, departmental layouts, or work flow.
 - c. Increase: productivity, employee motivation, life and use of tools, equipment and supplies.
 - d. Prevent: accidents, work errors.
 - e. Promote: cooperation, coordination, safety practices, or public relations.
 - f. Recommend: new services, new methods.
 - g. Reclaim: defective materials, scraps.
 - h. Reduce: equipment use, errors, working space, steps, or non-productive effort.
 - i. Save: time, materials, labor, money, energy to the employee's job or others.
 - j. Produce revenue.
 - k. Innovation.
 - l. Savings or convenience to the public.
3. **Ineligible proposals include:**
 - a. Proposals made by any member of the Committee.
 - b. Proposals that duplicate one that is already under consideration by the Committee.
 - c. Proposals that take the form of complaints or grievances, relating to personnel policies, or collective bargaining.
 - d. Proposals that criticize other employees or their work performance.
 - e. Proposals and recommendations that are already identified in a circulated document, e.g., internal or external audits, department work plans, and proposed or approved budgets.
4. **Evaluation.** The Committee shall notify the employee's department director of any proposal considered to have merit. The department director shall provide information and comment to the Committee so that the evaluation can continue. If the proposal affects other departments, those departments shall also become involved in the evaluation. If additional information regarding a proposal is required, the Committee may request the employee's presence in an evaluation meeting. Any employee so called shall be excused from work without loss of pay. The author of any proposal will be kept informed of its status. If a proposal is rejected, the reasons will be explained. Full disclosure of Committee deliberations is considered essential for adequate communication between the Committee and the employees. Proposals that are found eligible by the Committee will be forwarded to the Board of County Commissioners with a recommended award.
5. **Non-Adopted Proposals.** Should a proposal not be adopted within one year following the date of its non-adoption, it will receive no further consideration for an award, unless within 30 days following the one-year period, the employee requests in writing that the proposal be held open for an additional one-year period. In this case, the proposal will remain eligible for award consideration if adopted during the additional one-year period.
6. **Preferential Hiring Status.** If an implemented proposal does result in displacement of an employee, that employee shall have preferential hiring status for other positions open within the organization, consistent with procedures outlined in the Administrative Procedures Manual, Chapter 3, Section 54.
7. **All Decisions Final.** The Committee shall make a recommendation as to whether an employee proposal award should be made and subject to the rules and regulations adopted pursuant to L.M. 2.450 through 2.455, the Committee shall recommend the nature and extent of the award. Recommendations are forwarded to the Board of County Commissioners as discussed in L.M. 2.455(f). If at any time an employee wishes to reopen a denied proposal to present new or additional information, the Committee will review its decision and provide an informal report to the Board.

Suggestions Are Valuable to Employees



WASHROOM ACCESSORIES	RESTROOM SIGNS	DIAPER CHANGING STATIONS	BATHROOM STALLS	SOAP DISPENSERS
GUEST ACCESSORIES	MIRRORS	BRASS NUMBERS & LETTERS	ACCESS DOORS	ROOF HATCHES & SMOKE VENTS
FLOOR HATCHES	WALL LOUVERS	DOOR GRILL & GLASS KITS	SECURITY CAMS & MIRRORS	FIRE CABINETS



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How to Use a Baby Changing Station.

Categories:

Brocar Products
Diaper-Depot®
Koala Bear Kare®
Safe-Strap Co.



Koala Bear Kare® Baby Changing Station - Horizontal Design
Diaper Changer -- Free Shipping --
Our Price: \$148.00



Koala Bear Kare® Baby Changing Station - Vertical Design
Diaper Changer -- Free Shipping --
Our Price: \$148.00



Koala Bear Kare® Oval Baby Changing Station
Diaper Changer -- Free Shipping --
Our Price: \$148.00



Brocar - Baby Changing Station Horizontal Model 100-EH
Horizontal Polyethylene Diaper Changing Station --Free Shipping--
Our Price: \$105.00



Brocar - Baby Changing Station Vertical Model 100-EV
Vertical Polyethylene Diaper Changing Station --Free Shipping--
Our Price: \$125.00



Diaper-Depot® Oval Baby Changing Station by SSC, Inc. (Safe-Strap Co.)
Our Price: \$143.75



World Dryer - DryBaby Changing Station
Our Price: \$175.50