

W. C. A.

Memorandum Date: May 14, 2008
Order Date:

TO: Board of County Commissioners
DEPARTMENT: Board of Commissioners
PRESENTED BY: Members of the S.A.V.E. Committee
AGENDA ITEM TITLE: ORDER/IN THE MATTER OF recognizing Mark Swanson in Youth Services a S.A.V.E. award of 4 hours of Time Management

I. MOTION

Move to recognize the S.A.V.E. award granted to Mark Swanson in the Department of Youth Services consisting of 4 hours of Time Management.

II. AGENDA ITEM SUMMARY

The Board is asked to recognize a SAVE award of 4 hours of TM that was awarded to Mark Swanson in Youth Services by the SAVE Committee for his suggestion that identified duplication of food services.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Pursuant to Lane Manual 2.450 – The program referred to as S.A.V.E. (Suggestions Are Valuable to Employees), shall be administered by a five member Committee composed of two management and three non-management employees plus alternates. Their alternates are pulled from the same group.

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

Faye Stewart, *Board of County Commissioners*
Peter Sorenson, *Board of County Commissioners/alternate*
Lori Green, *Land Management/representing AFSCME*
Janice Larkin, *MS Finance/alternate*
Kevin Brown, *Public Works representing Admin/Professional*
Deanna Makin, *Public Works/alternate*
Stewart Bolinger, *Auditor/representing Department directors*
Kay Blackburn, *Financial Services Manager/alternate*
Steve Davis, *Lane County Sheriff/representing non-represented staff*
Marc Swindling, *Youth Services/alternate*
Christine McCoy, *Staff*

Proposals submitted by employees are reviewed by the S.A.V.E. Committee according to the standards set forth in Lane Manual 2.455 (2). Each suggestion is submitted for department approval. If department director agrees to go forth, the S.A.V.E. Committee evaluates each proposal according to criteria developed by the committee referencing the Lane Manual guidelines.

B. Policy Issues

The Committee shall provide awards for cost saving proposals. (Revised by Order No. 01-4-18-3, Effective 4.18.01)

C. Board Goals

The Board is in agreement that recognition of employees' suggestions or ideas contribute to the overall well being and increase job productivity of the employee. Recognition of an employee is essential in the employee accepting ownership/responsibility in the work place.

D. Financial and/or Resource Considerations

The cost of for the awards given by the S.A.V.E. committee are either budgeted within the employee's department for Time Management awards, or in the case of gift certificates or other awards, are paid out of the S.A.V.E. Committee's FY 07-08 allocated budget of \$2,440.

E. Analysis

Mark Swanson's proposal suggested stopping the double tray process for community service youth as the youth go out on the crew for the day. Detention/Phoenix youth are fed "sack breakfasts" by food services. Sometime ago, Detention/Phoenix staff was asked to order "early trays" for youth going to community service. Thus, two different staff members were ordering the youth two different breakfasts and the youth were getting "double fed". Even though the cost savings were minimal, the duplication of food trays was considered a responsible observation on the part of Mark Swanson. According to Lane Manual 2.455 (2) SAVE Program Rules

To be eligible, a proposal ... and suggest the accomplishment of **one** or more of the following:

- (a) Eliminate useless operations, **duplications**, safety hazards...
- (h) Reduce: equipment errors, working space, steps, or **non-productive effort**...

F. Alternatives/Options

1. Recognize the award granted to Mark Swanson by the S.A.V.E. Committee.
2. Not recognize the award as granted and request some type of further review.

V. TIMING/IMPLEMENTATION

The practice of double "breakfast Trays" has been discontinued as soon as Mark Swanson's proposal came to light.

VI. RECOMMENDATION

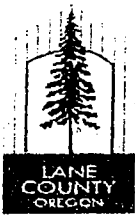
It is recommended that the Board recognize the award for Mark Swanson.

VII. FOLLOW-UP

Staff will work with Human Resources & Financial Services to implement the award of 4 hours of Time Management to Mr. Swanson's bank of Time Management.

VII. ATTACHMENTS

Board Order
Mark Swanson's proposal



S.A.V.E. PROPOSAL FORM

1/15/08
Cm

Name Mark Swanson
 Department Detention/Phoenix
 Section _____
 Work Address 2727 MLK Blvd
 Email Address _____
 Work Phone 682-7932
 Position/Title Groupworker
 Signature Mark Swanson

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 1/14/08

PROPOSAL SUBJECT No early trays for community service youth in Detention/Phoenix.

1. I propose that: (Be specific - describe in detail your suggested improvement.)
The kitchen no longer serve early trays to Detention/Phoenix youth going to community service. The youth should only receive breakfast during community service.

2. Describe the present situation, condition, method, procedure, as thoroughly as possible. Identify what needs improvement. (See Rule #2 of the instructions.)
Presently the youth are served 2 breakfasts. One in Detention/Phoenix and on community service. Many times the youth do not eat the Detention/Phoenix breakfast, because they know they will have another opportunity during community service.

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.
Serve one breakfast. The county/kitchen could save all money spent for two breakfasts during the year and use it for other purposes. It would also save kitchen time.

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.
Save money. # of youth who leave Detention/Phoenix for community service x the cost of each breakfast = \$. Also allows for increased productivity. Increases level of safety/security in Detention/Phoenix, because a staff does not have to suggestions Are Valuable to Employees leave the unit