



**RISK MANAGEMENT**

**FY2018**

**BUDGET RECOMMENDATION**

**TO COUNTY COUNCIL**

**May 9, 2017**

MISSION. ....  
 The Risk Management Office's mission is to:  
 1) clearly define the roles and responsibilities of New Castle County employees and management personnel for reporting occupational and non-occupational injuries/illnesses, (2) to ensure quality treatment of employees, (3) to define the return to work process with special emphasis on demonstrating a caring attitude toward the injured employee.

## *Risk Management Fiscal Year 2018*

**RISK MANAGEMENT  
5 Positions**

(1) Insurance and Loss Control Manager

(1) Senior Office Assistant  
 (2) Confidential Assistant  
 (1) Department Finance Officer

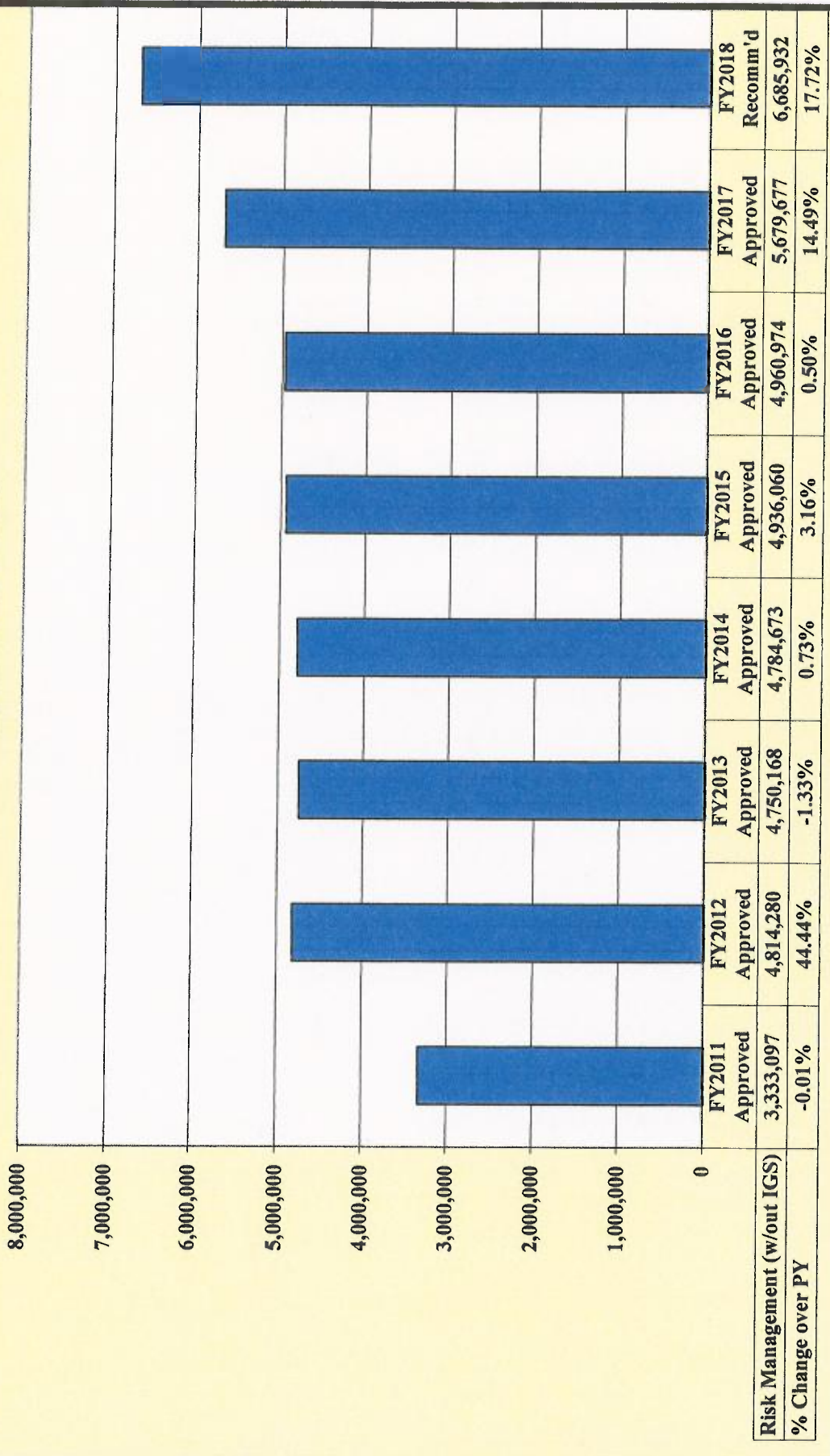
Workers  
Compensation

Risk Management

General Insurance

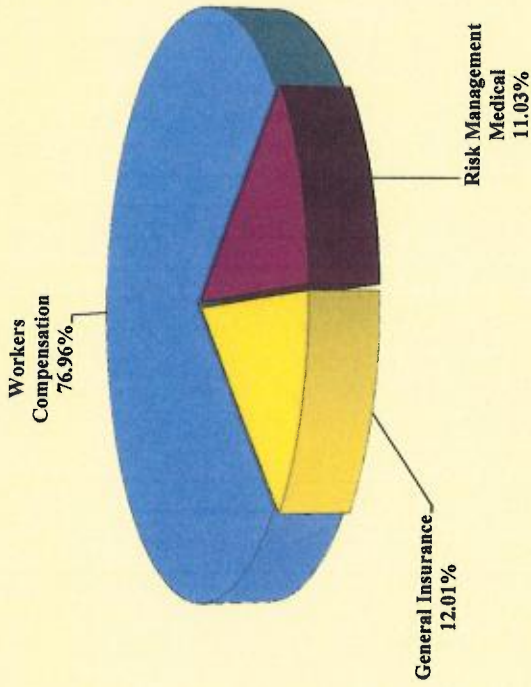
Auto Liability

**RISK MANAGEMENT**  
**Budget History**  
**FY2011 Approved through FY2018 Recommendation**  
**(Excludes IGS Credits)**



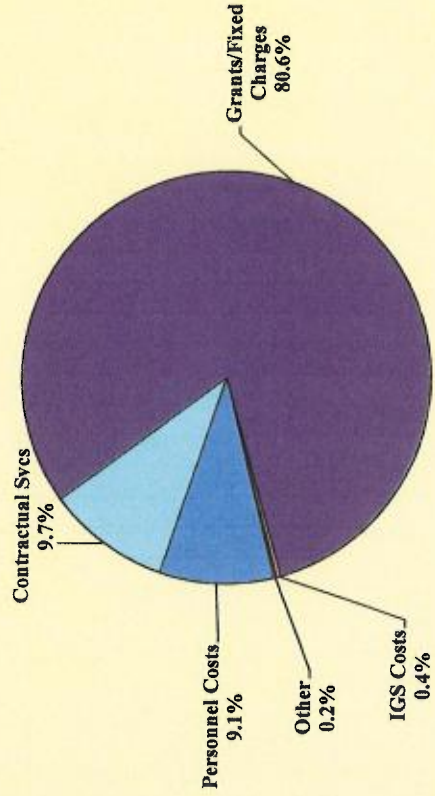


NEW CASTLE COUNTY  
RISK MANAGEMENT  
FY2018 BUDGET PRESENTATION

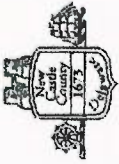


Division	FY2018 Recommended
Workers Compensation	5,145,420
Risk Management/Medical	737,512
General Insurance	803,000
<b>Recommended Budget</b>	<b>\$6,685,932</b>
Less IGS Credits (Workers Comp)	(5,145,420)
<b>Total including IGS Credit</b>	<b>\$1,540,512</b>

FY2018 Recommended

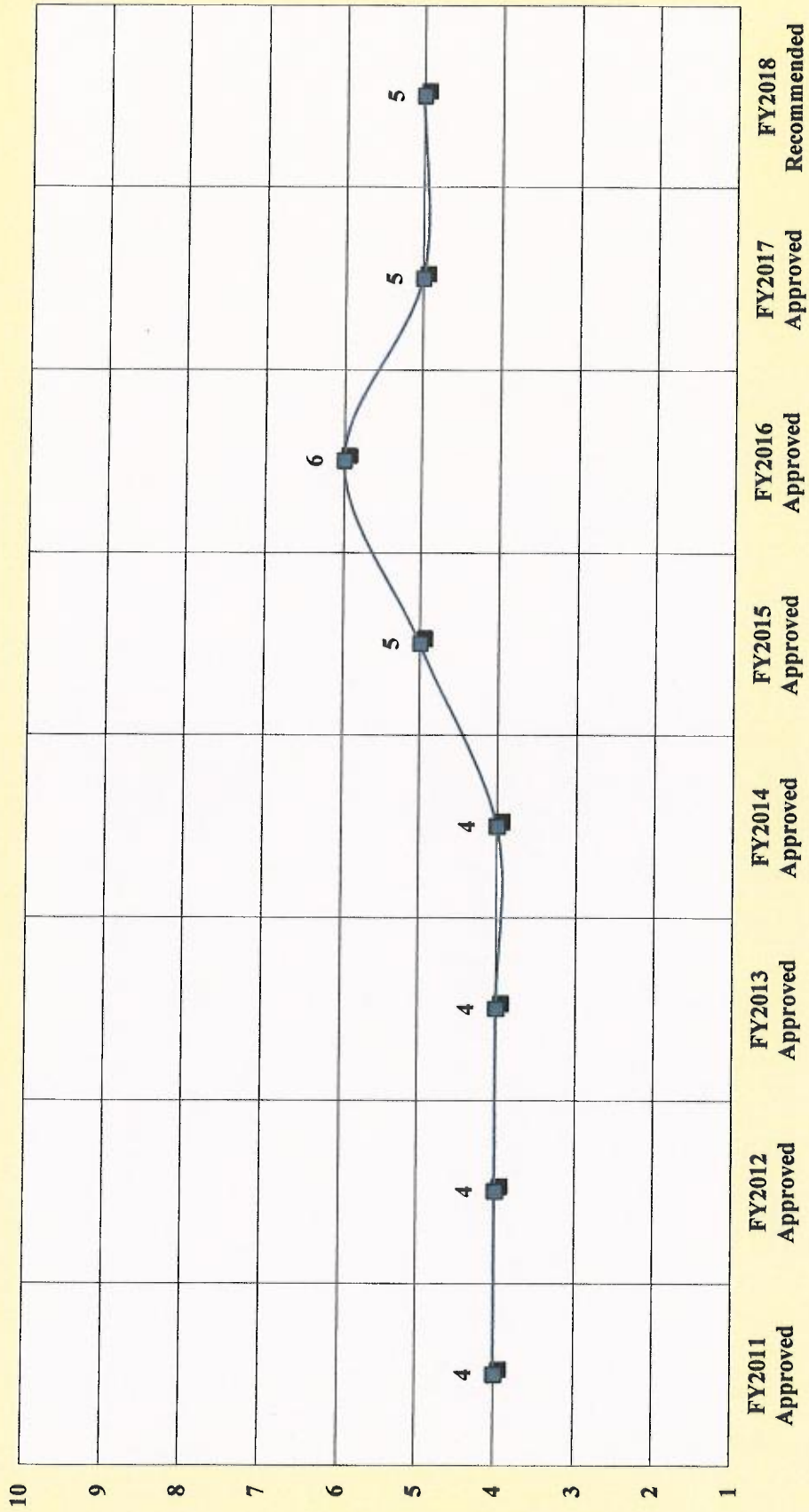


Object Level	FY2018 Recommended
Personnel Costs	\$609,147
Comm/Utilities	Included in Other
Materials and Supplies	Included in Other
Contractual Svcs	647,180
IGS Charges	25,177
Grants/Fixed Charges	5,391,738
Other	12,690
<b>Recommended Budget</b>	<b>\$6,685,932</b>
Less:	
IGS Credits (Workers Compensation)	(5,145,420)
<b>Total including IGS Credit</b>	<b>\$1,540,512</b>



NEW CASTLE COUNTY  
RISK MANAGEMENT  
FY2018 BUDGET PRESENTATION

RISK MANAGEMENT  
Position History Fiscal Years 2011 through 2018



**DIVERSITY COMPARISON 2016 - 2014**

JOB CATEGORIES	Overall Totals (Sum of Col. B-K)	NUMBER OF EMPLOYEES																			
		MALE					FEMALE														
		White (Not of Hispanic Origin) B	Black (Not of Hispanic Origin) C	Hispanic D	Asian or Pacific Islander E	American or Indian or Alaskan Native F	White (Not of Hispanic Origin) G	Black (Not of Hispanic Origin) H	Hispanic I	Asian or Pacific Islander J	American or Indian or Alaskan Native K										
Officials and Administrators	1																				
	1																				
	1																				
Professionals	1																				
	1																				
	1																				
Technicians	0																				
	0																				
	0																				
Paraprofessionals	0																				
	0																				
	0																				
Administrative Support	3																				
	3																				
	3																				
Skilled Craft Workers	0																				
	0																				
	0																				
Service-Maintenance	0																				
	0																				
	0																				
Certain Elected/Appointed Officials	1																				
	1																				
	1																				
TOTAL	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

State and Local Government Information (EEO-4) Report Format



**Risk Management  
RECOMMENDED BUDGET**

<b>Object Level</b>	<b>FY2017 Approved</b>	<b>FY2018 Recommended</b>	<b>FY2017 Approved vs. FY2018 Recommended</b>	<b>% Incr (Decr) over FY2017 Approved</b>
Salaries and Wages	\$358,429	\$389,177	30,748	8.58%
Employee Benefits	195,345	219,970	24,625	12.61%
Training and Civic Affairs	2,590	2,590	0	0.00%
Communication and Utilities	4,700	4,700	0	0.00%
Materials and Supplies	3,900	3,900	0	0.00%
Contractual Services	497,180	647,180	150,000	30.17%
Equipment Replacement	1,500	1,500	0	0.00%
Fixed Charges	4,587,000	5,391,738	804,738	17.54%
Land/Structures	-	-	0	
Contingency	-	-	0	
IGS Costs	29,033	25,177	(3,856)	-13.28%
<b>Total:</b>	<b>\$5,679,677</b>	<b>\$6,685,932</b>	<b>1,006,255</b>	<b>17.72%</b>
Intragov. Service Credits	(4,162,558)	(5,145,420)	(982,862)	23.61%
<i>Budget Inclusive of IGS Credits:</i>	<i>\$ 1,517,119</i>	<i>\$ 1,540,512</i>	<i>\$ 23,393</i>	<i>1.54%</i>



**NEW CASTLE COUNTY  
RISK MANAGEMENT  
FY2018 BUDGET DETAILS**

Object Level	FY2018 Recommended	\$ Change	% Change
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<b>Salaries and Wages :</b>	\$389,177	\$30,748	8.58%
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**Net increase attributed to:**  
Expenditures in this line reflect the salary for five full time positions, merit increases, union negotiated COLAs for eligible employees.

<b>Employee Benefits:</b>	\$219,970	\$24,625	12.61%
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**Net Increase attributed to:**  
Salary increases and employee benefit rate of 56.58%.

<b>Training and Civic Affairs:</b>	\$2,590	\$0	0.00%
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**Expenditures in this line include:**  
Conference and seminar fees and expenses, membership and dues, mileage and parking fees.

<b>Communication and Utilities:</b>	\$4,700	\$0	0.00%
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**Expenditures in this line include:**  
Local postage, overnight express postage, and all telephone service.

<b>Materials and Supplies:</b>	\$3,900	\$0	0.00%
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**Expenditures in this line include:**  
Books and subscriptions, office supplies, computer and printer cartridges.

<b>Contractual Services:</b>	\$647,180	\$150,000	30.17%
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**Expenditures in this line include:**  
Equipment repair, printing and related expenses, Other Professional Services: Third Party Administrator in General Insurance; Health Care Provider for new employee physicals, all Police recruit physicals and psychologicals; return to work, fit for duty assessments, annual and preplacement physicals for EMS and all Public Safety, CDL examinations, after hours blood draws, etc.

**Increase attributed to:** \$150,000 allocated for a Third Party Administrator in Workers Compensation.





**NEW CASTLE COUNTY  
RISK MANAGEMENT  
FY2018 BUDGET DETAILS**

Object Level	FY2018 Recommended	\$ Change	% Change
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<b>Equipment Replacement:</b>	<b>\$1,500</b>	<b>\$0</b>	<b>0.00%</b>
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Expenditures in this line include:  
Any safety or office equipment replacement.

<b>Fixed Charges:</b>	<b>\$5,391,738</b>	<b>\$804,738</b>	<b>17.54%</b>
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**Net increase attributed to:**  
Workers Compensation Indemnity payments, Workers Compensation Medical and Pharmaceutical payments, Workers Compensation Settlements and Delaware Compensation Insurance Tax which is assessed to all self-insured entities and is directly related to salaries.  
This request is in line with historical expenditures of prior years in the Workers Compensation line item payments of indemnities, medical payments, pharmaceutical payments, settlements, DE Self Insurance Tax.

<b>IGS Costs:</b>	<b>\$25,177</b>	<b>(\$3,856)</b>	<b>-13.28%</b>
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**Net decrease attributed to:**  
Workers Compensation - IS Data Processing charges from \$9,982. to \$6,177.  
Risk Medical: IS Data Processing from \$14,551. to \$14,500.

<b>Intragov. Service Credits:</b>	<b>(5,145,420)</b>	<b>(\$982,862)</b>	<b>23.61%</b>
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Workers Comp. IGS credits from (\$4,162,558) to (\$5,145,420).



NEW CASTLE COUNTY  
RISK MANAGEMENT  
FY2018 FT POSITION ADJUSTMENTS

Position addition

Position deletion

INCREASE	
#	Title
N/A	
0.00	TOTAL INCREASE

DECREASE	
#	Title
N/A	
0.00	TOTAL DECREASE



**NEW CASTLE COUNTY  
RISK MANAGEMENT  
FY2018 NEW/DELETED PROGRAMS/SERVICES**

**NEW PROGRAMS/SERVICES:**

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N/A

**DELETED PROGRAMS/SERVICES:**

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N/A



## NEW CASTLE COUNTY RISK MANAGEMENT ACCOMPLISHMENTS

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### **SIGNIFICANT ACCOMPLISHMENTS FY2017**

#### **The Office of Risk Management:**

Direct re-pricing and payments of all claims.

Risk Management continued a pro-active approach to develop a supportive relationship between departments and employees.

Continued weekly departmental status reports to General Managers advising the work status of all current workers compensation claimants.

Established a productive working relationship with our occupational health provider to reduce costs.

Continued the more effective method for Open Enrollment so that employees have a one-on-one session with individual counselors.

Successfully negotiated the Auto/General insurance Third Party Administrator contract at a 0% increase from the previous year.

Administered and resolved numerous GL claims in-house regarding tree damage resulting from inclement weather. Total of 56 non-TPA related in-house resolutions from date range 7/01/15 through 10/28/16 (saving the County \$491.00 per claim).

Gathered all pertinent financial and claim information for the annual Actuary report to ensure accurate reporting.



**NEW CASTLE COUNTY  
RISK MANAGEMENT  
FY2018 CHALLENGES**

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**FY2018 CHALLENGES/GOALS**

To control General Insurance costs by improving education, training and safety programs for New Castle County employees.

To continue to work directly with our Insurance Broker to stabilize insurance premiums.

To attempt to reduce lost time by injured employees.

To increase relations with injured employees in an attempt to avoid litigation.

To seek providers for the New Castle County network and negotiate additional discounts below the Delaware Workers Compensation fee schedule.

To continue to manage all Workers Compensation claims in-house , including repricing to the Delaware fee schedule and processing payments for all Workers Compensation claims.

To continue to work directly with employees to expedite return to full duty employment.

To strive to reduce Workers Compensation costs.



# VACANCIES

**New Castle County  
Risk Management  
VACANCIES**

Department:        ADMINISTRATION - RISK MANAGEMENT

Division	Description	Date Vacated	# of positions
	No Vacancies		
Risk Management Total			0