

HEALTH SERVICES DEPARTMENT EMPLOYEE COST SAVINGS SUGGESTIONS

Employees from the Health Services Department have submitted 1,135 ideas as of February 11, 2009 and more come in every day. Every suggestion is being evaluated for possible cost savings. A number of these suggestions have already been implemented, and many more are under review for possible implementation. The campaign ends February 14.

Here is what is happening to some of those suggestions.

Immediate Implementation

Because there is great urgency to the County's financial situation, the Health Services Director is acting to take immediate action on the following:

- Beginning with the March issue of the Director's Report, virtually all printed copies of the publication will be discontinued. It will still be available online at cchealth.org and some small quantities will be available for those who don't have access to a computer. That should save close to \$10,000 annually.
- All Division Directors and Program managers have been asked to look closely at the systems they have in place for ordering supplies, equipment, furniture and other items. They have been reminded to use the most cost effective purchasing strategies, keeping acquisitions to a minimum and ensuring that there are controls over how supplies are being used.
- Consistent with a directive issued by the County Administrator (CAO) in December, there will be no county funds spent for food or beverages, including water, at county meetings. Purchase orders will be rejected for those items if they are bought with County funds and there is no prior approval from the CAO's office.
- All out-of-county travel and **expenses related to conferences** must be approved by the Health Services Director and will not be authorized unless there is special grant or other funding available to cover the costs. Teleconferencing will be used wherever possible to attend meetings out of county.
- A review of areas such as cell phones, Blackberries, pagers and county vehicles has been ordered to ensure that they are properly assigned and that the county costs are appropriate.
- The Health Services Personnel Director will be issuing a bulletin to supervisors and managers highlighting their responsibilities for cost containment.
- HSD has posted many ideas on their intranet site, including a list of things employees themselves can do to reduce expenses, including printing double sided, turning out lights etc.

Streamlining Operations

Many HSD employees submitted ideas about how to streamline operations as well as to reduce costs. Some of the ideas included consolidating positions, utilizing staff more effectively, acquiring software at no cost, saving energy and more. Division Directors and program managers are reviewing all those ideas. Some other ideas will no doubt be implemented soon because many of the Division Directors have commented, “this is a good idea,” “we will look into this immediately.” Others will take longer to analyze – sometimes the cost of improving a process will be beyond what can be paid for now.