

Memorandum



Date: February 21, 2017

To: Honorable Chairman Esteban L. Bovo, Jr.
and Members, Board of County Commissioners

Agenda Item No. 2B5
March 7, 2017

From: Carlos A. Gimenez
Mayor

Subject: FY 2016-17 Report of Employee Ideas/Suggestions (First Quarter)

Pursuant to Resolution R-777-14 sponsored by Commissioner Barbara J. Jordan and approved by the Board of County Commissioners (Board) on September 3, 2014, attached is the FY 2016-17 First Quarter Report (September 1 – December 31) that provides a list of County employees whose cost-saving or efficiency-maximizing ideas/suggestions have been implemented.

Since the third quarter of FY 2014-15, no employee suggestions have been approved for cash awards. We can report this quarter that three (3) ideas were successfully implemented by County departments, with a projected annual savings of \$132,837. A total of \$5,700 is being awarded to employees. Below is a summary by department of the ideas implemented:

Department	Employee Name	Tangible/ Intangible	Reward	Savings
Water and Sewer	Manuel Infante	Intangible	\$ 400	-
RER	Lisset Guasch	Intangible	\$ 300	-
Fire Rescue	Lt. Joe Prendes	Tangible	\$5,000	\$132,837
Total			\$5,700	\$132,837

These awards are funded by the departments that accepted the ideas and received the resulting benefits. In accordance with Employee Suggestion Program A.O. 7-8, employees who submit ideas/suggestions that, based on departmental review, do not yield tangible savings are eligible to receive between \$50 and \$1,000, and those whose ideas are deemed to yield tangible savings to the County are awarded 10 percent of the projected annual savings, with a maximum of \$5,000.

If you have any questions, please contact Arleene Cuellar, Director, Human Resources Department, at 305-375-1589, or me directly.

Per Ordinance 14-65, this memorandum will be placed on the next available applicable Committee meeting agenda and subsequently placed on the next available Board of County Commissioners meeting agenda.

Attachment

- c: Abigail Price-Williams, County Attorney
- Geri Bonzon-Keenan, First Assistant County Attorney
- Office of the Mayor Senior Staff
- Edward Marquez, Deputy Mayor, Office of the Mayor
- Arleene Cuellar, Director, Human Resources Department
- Neil Singh, Interim Commission Auditor
- Eugene Love, Agenda Coordinator

Employee Ideas Suggestions
First Quarter Year 2016-17

Department Name	Idea Number	Employee Name	Title	Idea Summary	Reward Issued	Intangible/ Tangible*	Annual Savings
Water and Sewer	28-1570	Manuel Infante	Register Protection Device for Construction Meters	Construction meters, also known as floating meters, are rented to customers and read every three months. Meters are the way the Department measures consumption, charges and generates revenue. Often, when the meters are returned, the register glass is scratched or broken. When this happens, the meter must be repaired and tested by a technician before being returned to service. Mr. Infante designed a modification which uses a piece of metal locked in place by a tamper-resistant screw to keep the lip shut on the meters, while providing access to staff when necessary. This has prevented damage to the meter glass. Mr. Infante is recommended for an intangible award of \$400.	\$400	Intangible	
Department of Regulatory and Economic Resources	28-1572	Lisset Guasch	Change Wording of Notice of Violation, Include Permit Required to Remove Work	Ms. Guasch recommended modifying the message in the Notice of Violations mailed to property owners who have done work without a permit. The clarification helped property owners understand that permits were required for any subsequent work. The change has helped to reduce the volume of inquiries as well. Ms. Guasch is recommended for an intangible award of \$300.	\$300	Intangible	
Fire Rescue	28-1573	Lt. Joe Prendes	Revenue from Expired Pharmaceuticals	Lt. Prendes suggested the department should receive credit for any expired pharmaceuticals. Previously, the expired medications would be removed from stock and disposed of in the station's Bio-Hazard bins. This practice also increased the cost of Bio-Hazard waste pick-up and disposal. He identified a contract with reverse distributor resources within the Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP). Further research led to identifying that such resources could be accessed through the County's contract with Cardinal Health. Through Guaranteed Returns, a company which provides services related to expired, recalled, damaged or overstocked pharmaceutical product returns for government, hospitals, independent retail, chain stores and clinics, an account was established at no cost to the County. Now, this company picks up the expired pharmaceuticals, separates them into boxes and reverse ships the medications to the manufacturer. Credits from these manufacturers can range from 60% to 80% of the original cost for the medications. The first year of implementation resulted in revenue of \$132,837 and reduced waste and Bio-Hazard collection and disposal cost. Lt. Prendes is recommended for a \$5,000 tangible award.	\$5,000	Tangible	\$132,837
					\$5,700		\$132,837