

RISK MANAGEMENT 2014 REVIEW

All figures through June 30, 2014

Significant 2014 Events:

Administration-

- Processed 30 risk claims received for 2014
- Processed 32 new WC claims for 2014
- Implemented new on-line SDS (Safety Data Sheets) management system
- Trained all City employees on new SDS online system
- Continue to research the City's areas of cyber liability exposures and the need for cyber insurance liability
- Reviewed 38 contracts for hold harmless/indemnification insurance
- Reviewed 421 certificates of insurance
- Reviewed 43 special events for liability exposures and insurance

Loss Control-

- 5 safety training sessions for DPW, Parks, Utilities and F&C field staff (21 topics covered)
- 5 seasonal training classes
- 13 General Employee training classes, 3 Supervisory training classes
- Training provided to field staff on new GHS (Globally Harmonized System) and new SDS online system.
- Collaborating with Neenah on new SDS system

Performance Data:

<u>Program</u>	<u>Criteria</u>	Actual 2011	Actual 2012	Actual 2013	Projected 2014	YTD 2014
<u>6210</u>	<u>Client Benefits/Impacts</u>					
	Average workers compensation cost per claim	\$4454	\$3777	\$6,511	\$3,710	\$4547
	Average cost per general liability claim	\$529	\$428	\$0	\$450	\$221
	Average cost per auto liability claim	\$884	\$146	\$311	\$435	\$149
	<u>Strategic Outcomes</u>					
	\$ value of claims paid	\$90,912GL + \$413,227 WC	\$21, 444 GL + \$203,959 WC	\$3424.00 GL + \$169,304 WC	\$260,000	\$7243 GL + \$145,508 WC
	\$ value of subrogation recovery	\$22,040	\$6,369	\$1010	\$12,000	\$9142
	<u>Work Process Outputs</u>					
	# of insurance policy renewals	10	10	10	10	10
	# of new insurance policies purchased	0	0	0	0	1
	# of claims filed:					
	General Liability	73	49	23	60	25

	Auto Liability	33	19	11	25	10
	Worker's comp – lost time	67	54	4	10	6
	Worker's comp – medical only			22	50	26
6220	<u>Client Benefits/Impacts</u>					
	# of people who attended safety training classes	2,800	2,800	3325	3,500	142
	<u>Strategic Outcomes</u>					
	# of safety inspections conducted	131	128	58	125	68
	# of safety problems	242	219	73	210	77
	# of safety corrections	206	203	66	190	70
	<u>Work Process Outputs</u>					
	# of educational programs given	133	19	19	15	21
	New: # of topics covered during each safety class	11				
	Ave employees per session	28	28	30	28	28

Areas of Primary Concentration for 2014:

Continue to monitor all areas of insurance to make sure the City is adequately covered for all potential losses. Continue to have safety training sessions and safety inspections to make sure all areas are in compliance. Handle all worker's compensation claims as they come in and report to the state. Continue to have central safety meetings. Continue to process and investigate all claims that come into the City. Handle all issues with special events, insurance certificates and contractor contracts. Continue to cross train other Human Resources staff on the investigation and processing of claims, insurance renewal administration and general risk training as part of our succession planning. Continue to review alternate insurance coverages.

Budget Performance Summary

The loss control budget is fine at 42.4% spent at mid year. The administration budget is extremely off at 437.2% of budget spent due to the Fox River payment to the government in May. However, the budget adjustment has not been reflected which has been offset by revenues received by the insurance carriers. The adjustment will be posted to the account in early July. Usually this account is also at a higher percentage at mid year since most insurance premiums are due in January. We will continue to work with the Finance Department on the monitoring of the risk fund.

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City of Appleton
Risk Management Fund
Summary Budget to Actual Report
For the Six Months Ending June 30, 2014

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Description	Year to Date Expense	Full Year Amended Budget	Percent of Amended Budget
Insurance Fund			
Insurance Administration	5,927,367	1,359,195	436.1 %
Risk Management	60,600	143,033	42.4 %
Total	5,987,967	1,502,228	398.6 %