

# Occupational Health Services

Fund 10 • Division 22 • Department 42 • Program 421

## PROGRAM DESCRIPTION

This program was established to provide OSHA blood and airborne pathogen compliance, vaccination and testing services, and other health monitoring for District personnel, as well as other contract agencies. OHS has expanded its range of services to include pre-physical examinations, lead and cholesterol testing, and respiratory protection compliance for outside clients. Contract revenues consistently offset expenditures for this program. The OHS Program supports a Program Manager, Program Assistant, and three part time RNs (0.5 FTE, 0.25 FTE, and 0.25 FTE).

## BUDGET SUMMARY

Expenditures	2005-06 Actual	2006-07 Actual	2007-08 Budget	2008-09 Budget
Personnel Services	\$172,617	\$180,091	\$188,598	<b>\$234,395</b>
Materials and Services	86,807	89,826	89,150	<b>88,200</b>
Total Expenditures	\$259,424	\$269,917	\$277,748	<b>\$322,595</b>

## PERSONNEL SUMMARY

Position	2005-06 Actual	2006-07 Actual	2007-08 Budget	2008-09 Budget
Program Manager	0.50	0.50	0.50	<b>0.50</b>
Program Assistant	0.50	0.50	0.50	<b>0.50</b>
Nurse	1.00	1.00	1.00	<b>1.00</b>
Total Full-Time Equivalents (FTE)	2.00	2.00	2.00	<b>2.00</b>

Note: The Nurse employee positions reflect the sum of part-time nurses supporting external agency contracts.

## 2008-09 SIGNIFICANT CHANGES

Budgeted revenues for this cost center are \$279,000 and come primarily from contracts and fees from area agencies served.

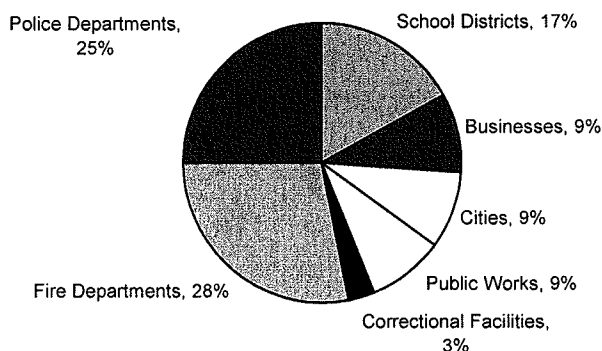
Materials and Services are scheduled conservatively and are typically increased during the budget year, should revenue exceed budgeted revenues and expenditures need to be increased commensurately. The majority of material expenses are in the form of medical supplies and laboratory services.

**Occupational Health Services, continued**

**SERVICE MEASURES (PREVIOUSLY SERVICE LEVEL OBJECTIVES)**

Service Measure	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Estimated	2008-09 Projected
Client retention	100%	100%	100%	100%	100%
Serious/adverse vaccination reactions	0%	0%	0%	0%	0%
Billings and collections within 60 days	98%	96.7%	95%	90%	95%

**OHS Agency Contracts**



**2007-08 SERVICE MEASURES (PREVIOUSLY SERVICE LEVEL OBJECTIVES)**

- **Provide comprehensive communicable disease services** to District employees and contract agencies to maintain OSHA compliance.

**Goal(s):** IV  
**Service Type(s):** Mandatory  
**Measured By:** Number of agencies and District employees provided training. Data will be gathered based on the calendar year to facilitate timely budget documentation. Approximately 120 presentations given to District and outside agencies annually.  
**Status or Outcome:** The District continued to have 100% client retention and maintain OSHA compliance for the District and contract agencies. Number of presentations is estimated to exceed 120.

- **Develop and implement new and updated OHS services and programs** for TVF&R employees and current contract agencies.

**Goal(s):** IV  
**Service Type(s):** Essential, Discretionary  
**Measured By:** Report of new and updated services.  
**Status or Outcome:** Provided extensive OHS services to a number of agencies, including supporting the City of Beaverton Wellness Program with cholesterol testing, body fat composition testing, and fit-for-duty pre-physical testing for Multnomah County Sheriff Office dive team.

- **Provide education, intervention, and referral** for communicable disease and occupational health issues.

**Goal(s):** IV  
**Service Type(s):** Mandatory  
**Measured By:** Number of calls fielded to the exposure service, medical referrals to outside providers and educational presentations.  
**Status or Outcome:** Provided medical referral to a number of District employees and outside agencies for conditions such as Nor virus exposure, MRSA treatment, and exposure and general maladies.

**2007-08 SERVICE MEASURES (PREVIOUSLY SERVICE LEVEL OBJECTIVES), CONTINUED**

- **Provide excellent and safe health services.**

**Goal(s):** IV  
**Service Type(s):** Discretionary  
**Measured By:** Number of adverse reactions and customer satisfaction surveys.  
**Status or Outcome:** Maintained no serious adverse reactions and limited reports of post-vaccination injection site tenderness and swelling. The majority of those responding to the customer satisfaction surveys rated as "5" (excellent). Detailed information included in the OHS Annual Report.

- **Maintain partnerships with public agencies and businesses** by promoting and providing occupational health services.

**Goal(s):** IV  
**Service Type(s):** Discretionary  
**Measured By:** Number of contracted outside agencies.  
**Status or Outcome:** Maintained 100% client retention, currently serving greater than 60 outside agencies for a variety of occupational services. Also, added a number of new agencies including Lake Oswego and Sherwood Police Departments, OLCC, and the Oregon Lottery.

- **Provide accurate and timely data collection and billing systems.**

**Goal(s):** IV  
**Service Type(s):** Essential  
**Measured By:** Number of invoices paid within 60 days; goal is 95%.  
**Status or Outcome:** This goal has been met.

- **Continue to maximize revenue-producing services** to provide cost recovery of the OHS program.

**Goal(s):** IV, VII  
**Service Type(s):** Discretionary  
**Measured By:** Total revenues.  
**Status or Outcome:** Revenues exceeded expenses again last fiscal year and appear on track to repeat this year.

- **Provide effective post-exposure follow-up** through facilitation of the 24-hour exposure consortium.

**Goal(s):** IV  
**Service Type(s):** Essential  
**Measured By:** Number of clients served and phone calls fielded. Currently, approximately 10,000 combined persons covered. Data will be gathered based on the calendar year to facilitate timely budget documentation.  
**Status or Outcome:** The exposure call service has continued to be a successful consortium with the City of Portland, Portland Fire and Rescue, and Multnomah County Sheriff's Office. Staff continues to receive high praise from outside clients with no significant issues or service disruptions last year. Call volumes remain on track with last year's numbers. A detailed report is included in the OHS Annual Report.

- **Maintain intranet and Internet web sites.**

**Goal(s):** IV  
**Service Type(s):** Discretionary  
**Measured By:** Increased updates and formatting on websites.  
**Status or Outcome:** TVF&R and OHS website provides a monthly calendar of clinical activities and access. This site has streamlined the release of medical records and access of the vaccination records process.

## ***Occupational Health Services, continued***

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### **2007-08 CHANGE STRATEGIES**

- **Expand Occupational Health and Wellness services to additional contract agencies.**

**Primary Goal:** VII  
**Budget Impact:** Resource Neutral  
**Key Tasks:** Currently, OHS staff provides annual occupational health services by contract to four area fire departments, City of Beaverton, Dept. of Corrections, Oregon State Police, and Multnomah County Sheriff; with additional nursing support there is little impact to normal OHS operations. By providing services such as pre-physical exams, respiratory compliance, and educational seminars to contract agencies, OHS revenues continue to exceed expenses. Expanding existing services to additional contract agencies will have a moderate impact on daily OHS operations. An additional part-time OHS employee may be necessary, especially to ensure there is no adverse impact to the provision of services to TVF&R's personnel.  
**Status or Outcome:** Any further expansion of services will require additional support. Any added resources would be tied to contract revenues which would keep budget impact neutral.

- **Expand use and functionality of OHS multi-media educational tools.**

**Primary Goal:** VII  
**Budget Impact:** Resource Neutral  
**Key Tasks:** OHS will work with Media Services and Training to expand existing, and develop additional, multi-media educational tools covering the areas of communicable diseases, safety information, and wellness topics such as physical fitness, nutrition, and injury prevention. This strategy would allow mandatory as well as educational information to be distributed to all District members and contract agencies in a convenient, cost-effective, and time-sensitive manner.  
**Status or Outcome:** Staff is currently trying to "work the bugs out" of newly installed software and programs and continue their optimistic attitude that new technologies will have a positive impact and reduce estimated 120 blood borne pathogen lectures currently provided in person.

### **2007-08 ADDITIONAL ACCOMPLISHMENTS**

- Provided OHS Wellness Services to City of Beaverton employees, including cholesterol testing for more than 90 individuals. Also, provided services including body composition, blood pressure testing, Wellness Newsletters, and a comprehensive report.
- Expanded OHS services to Scappoose Fire, Multnomah County Dive Team, Lake Oswego and Sherwood Police Departments, and more.
- Provided accurate and comprehensive data for recent District OSHA inspection.
- Provided technical and educational support to a number of contract agencies in response to the Noro Virus and MRSA.

### **2008-09 SERVICE MEASURES**

- **Provide comprehensive communicable disease services** to District employees and contract agencies to maintain OSHA compliance.

**Goal(s):** VI  
**Service Type(s):** Mandatory  
**Measured By:** Number of agencies and District employees provided training. Data will be gathered based on the calendar year to facilitate timely budget documentation. Approximately 120 presentations given to District and outside agencies annually.

**2008-09 SERVICE MEASURES, CONINUED**

- **Develop and implement new and updated OHS services and programs** for TVF&R employees and current contract agencies.

**Goal(s):** VI  
**Service Type(s):** Essential, Discretionary  
**Measured By:** Report of new and updated services.

- **Provide education, intervention, and referral for communicable disease** and occupational health issues.

**Goal(s):** IV  
**Service Type(s):** Essential, Mandatory  
**Measured By:** Number of calls fielded to the exposure service, medical referrals to outside providers, and educational presentations.

- **Provide excellent and safe health services.**

**Goal(s):** IV  
**Service Type(s):** Essential, Discretionary  
**Measured By:** Number of adverse reactions and customer satisfaction surveys.

- **Maintain partnerships with public agencies and businesses** by promoting and providing occupational health services.

**Goal(s):** IV  
**Service Type(s):** Discretionary  
**Measured By:** Number of contracted outside agencies.

- **Provide accurate and timely data collection and billing systems.**

**Goal(s):** IV  
**Service Type(s):** Essential, Management  
**Measured By:** Number of invoices paid within 60 days; goal of 95%.

- **Continue to maximize revenue-producing services** to provide cost recovery of the OHS program.

**Goal(s):** IV, VII  
**Service Type(s):** Essential, Discretionary  
**Measured By:** Total revenues.

- **Provide effective post-exposure follow-up** through facilitation of the 24-hour exposure consortium.

**Goal(s):** IV  
**Service Type(s):** Essential, Discretionary  
**Measured By:** Number of clients served and phone calls fielded. Currently, approximately 10,000 combined persons covered. Data will be gathered based on the calendar year to facilitate timely budget documentation.

- **Maintain intranet and Internet web sites.**

**Goal(s):** IV  
**Service Type(s):** Discretionary  
**Measured By:** Increased updates and formatting on websites.

**2008-09 CHANGE STRATEGIES**

- **Evaluate the Possible Expansion of Occupational Health and Wellness Services to Additional Contract Agencies** - Currently, OHS staff provides annual occupational health services by contract to other government agencies with little impact to regular OHS operations. By providing services such as pre-physical exams, fitness evaluations, and educational seminars to contract agencies, TVF&R is able to offset OHS operational costs by 20-25%. Expanding existing services to additional contract agencies is anticipated to offset operational expenses by up to 50%. The application of TVF&R staff time to prepare for and administer off-site services will have a moderate impact on daily OHS operations. An additional part-time OHS employee may be necessary, especially to ensure no adverse impact on the provision of services to TVF&R's members.

**Goal(s):** VII  
**Budget Impact:** Resource Neutral  
**Duration:** Year 2 of 2  
**Budget Description:** Any further expansion of services will require additional support. Any added resources would be tied to contract revenues, which would keep budget impact neutral.  
**Partner(s):** Wellness

- **Increase Multi-Media Education Tools** - Expand use and functionality of OHS multi-media educational tools. OHS will work with Media Services and Training to expand existing, and develop additional, multi-media educational tools covering the areas of communicable diseases, safety information, and wellness topics such as physical fitness, nutrition, and injury prevention. This strategy would allow mandatory, as well as educational information to be distributed to all District members and contract agencies in a convenient, cost-effective, and time-sensitive manner.

**Goal(s):** VII  
**Budget Impact:** Resource Neutral  
**Duration:** Year 2 of 2  
**Budget Description:** Staff is currently trying to "work the bugs out" of newly installed software and programs and continue their optimistic attitude that new technologies will have a positive impact and reduce an estimated 120 bloodborne pathogen lectures currently provided in person by staff.  
**Partner(s):** Information Technology, Media Services

## Occupational Health Services

	Actual Prior FY 2006	Actual Prior FY 2007	Budget Prior FY 2008	Budget Proposed FY 2009	Budget Approved FY 2009	Budget Adopted FY 2009
<b>10421 General Fund</b>						
5002 Salaries & Wages Nonunion	102,752	108,044	118,607	141,697	141,697	141,697
5004 Vacation Taken Nonunion	4,935	3,270	11,730	14,014	14,014	14,014
5006 Sick Taken Nonunion	700	637				
5008 Personal Leave Taken Nonunion	107	38				
5010 Comp Taken Nonunion	34	76				
5015 Vacation Sold	4,120	1,788	3,760	2,994	2,994	2,994
5016 Vacation Sold at Retirement		594				
5021 Deferred Comp Match Nonunion	1,191	1,947	995	3,161	3,161	3,161
5120 Overtime Union	125					
5121 Overtime Nonunion	683	593	1,017	700	700	700
5201 PERS Taxes	19,853	20,711	18,600	30,823	30,823	30,823
5203 FICA/MEDI	8,506	8,659	10,456	12,436	12,436	12,436
5206 Worker's Comp	1,846	1,856	2,836	3,097	3,097	3,097
5207 TriMet/Wilsonville Tax	707	772	885	1,076	1,076	1,076
5208 OR Worker's Benefit Fund Tax	59	55	108	80	80	80
5211 Medical Ins Nonunion	21,486	24,521	15,381	18,731	18,731	18,731
5221 Post Retire Ins Nonunion	950	1,250	600	1,350	1,350	1,350
5230 Dental Ins Nonunion	3,397	3,954	2,468	2,736	2,736	2,736
5240 Life/Disability Insurance	986	1,326	1,155	1,500	1,500	1,500
5280 Physical Exams/Shots	180					
<b>Total Personnel Services</b>	<b>172,617</b>	<b>180,091</b>	<b>188,598</b>	<b>234,395</b>	<b>234,395</b>	<b>234,395</b>
5300 Office Supplies	454	308	600	500	500	500
5301 Special Department Supplies	4,715	2,360	4,000	2,500	2,500	2,500
5302 Training Supplies	65	26	100	100	100	100
5320 EMS Supplies	56,395	65,688	76,500	69,000	69,000	69,000
5330 Noncapital Furniture & Equip	445					
5340 Software Expense/Upgrades	142					
5350 Apparatus Fuel/Lubricants	750	597	750	500	500	500
5367 M&R Office Equip	154	17	250	250	250	250
5413 Consultant Fees	4,000	4,000	4,000	4,000	4,000	4,000
5414 Other Professional Services	13,683	11,059	5,000	5,000	5,000	5,000
5415 Printing	198	120	250	200	200	200
5417 Temporary Services	1,721	1,178	1,000	1,000	1,000	1,000
5430 Telephone	1,168	1,122	1,200	1,200	1,200	1,200
5461 External Training			500	500	500	500
5462 Travel and Per Diem	2,677	3,024	2,000	3,000	3,000	3,000
5484 Postage, UPS & Shipping	7	8	50	25	25	25
5500 Dues & Subscrip			50	25	25	25
5570 Misc Business Exp	233	319	400	400	400	400
<b>Total Materials and Services</b>	<b>86,807</b>	<b>89,826</b>	<b>96,650</b>	<b>88,200</b>	<b>88,200</b>	<b>88,200</b>
<b>Total General Fund</b>	<b>259,424</b>	<b>269,917</b>	<b>285,248</b>	<b>322,595</b>	<b>322,595</b>	<b>322,595</b>

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# Wellness Program

Fund 10 • Division 22 • Department 43 • Program 425

## PROGRAM DESCRIPTION

The Wellness Program provides uniformed personnel a yearly physical and fitness assessment as outlined in the District's Joint Wellness Fitness Initiative. The Wellness Program coordinates the new hire process for all District employees and works with Human Resources to facilitate the return-to-work and fit-for-duty processes. The program provides a variety of wellness and fitness resources for all District personnel. The program is managed by allocated FTEs; 0.5 FTE Program Manager, 0.5 FTE Program Assistant, and 1.0 FTE Wellness Program Coordinator.

## BUDGET SUMMARY

Expenditures	2005-06 Actual	2006-07 Actual	2007-08 Budget	2008-09 Budget
Personnel Services	\$198,633	\$220,101	\$292,128	<b>\$312,983</b>
Materials and Services	45,825	56,963	64,664	<b>69,100</b>
Total Expenditures	\$244,458	\$277,064	\$356,792	<b>\$382,083</b>

## PERSONNEL SUMMARY

Position	2005-06 Actual	2006-07 Actual	2007-08 Budget	2008-09 Budget
Wellness Program Coordinator	1.00	1.00	1.00	<b>1.00</b>
Program Manager	0.50	0.50	0.50	<b>0.50</b>
Program Assistant	0.50	0.50	0.50	<b>0.50</b>
Total Full-Time Equivalents (FTE)	2.00	2.00	2.00	<b>2.00</b>

## 2008-09 SIGNIFICANT CHANGES

Personnel Services reflects the allocated share of employee costs divided between this and the Occupational Health program. Also budgeted is \$11,950 for union overtime for peer fitness trainers, assistance with District fitness exams, and meetings. \$96,800 is budgeted in 5280 for physical exams related to new hires, annual staff exams, and return-to-work and fit-for-duty assessments for all career and volunteer firefighters.

Within Materials and Services, \$30,000 in Other Professional Services represents funding for laboratory services to analyze the results of District employee physicals and cholesterol screening as well as bloodborne exposures.

**Wellness Program, continued**

**SERVICE MEASURES (PREVIOUSLY SERVICE LEVEL OBJECTIVES)**

Service Measure	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Estimated	2008-09 Projected
Completed annual pre-physicals for all uniformed staff	99%	99%	99%	99%	99%
Completed annual physicals for all uniformed staff	99%	99%	99%	99%	99%
Completed annual fitness assessments	90%	75%	70%	95%	95%
Survey aerobic activity participation in line personnel	72%	68%	75%	75%	80%
Survey strength training participation in line personnel	43%	45%	43%	45%	50%
Survey flexibility participation in line personnel	30%	28%	34%	35%	40%

Pre-Physical Examinations	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Projected
TVF&R uniformed staff	268	283	301	306	300
TVF&R volunteers	85	68	76	40	70
TVF&R Fire Prevention	17	17	16	18	18
City of Lake Oswego	41	46	49	43	50
Columbia River Fire & Rescue	46	-	-	-	-
City of Wilsonville (hearing tests)	-	28	33	25	30
Woodburn Rural Fire Protection District	-	28	-	-	-
City of Cornelius Police (hearing tests)	12	12	16	-	16
Other (new hires, Administration, Training, Fleet Maintenance personnel)	30	31	71	36	40
<b>Total Annual Exams</b>	<b>499</b>	<b>513</b>	<b>562</b>	<b>468</b>	<b>524</b>

**2007-08 SERVICE MEASURES (PREVIOUSLY SERVICE LEVEL OBJECTIVES)**

- **Provide annual pre-physical examinations** for all uniformed and volunteer personnel; attain greater than 95%.

**Goal(s):** IV  
**Service Type(s):** Essential  
**Measured By:** Number of examinations completed.  
**Status or Outcome:** Pre-physical exams for uniformed personnel were completed in January-February 2007, with 99% compliance (301). Volunteer pre-physical exams were completed in August-December 2007, with 85% compliance (76).

- **Provide annual physical examinations** for all uniformed and volunteer personnel; attain greater than 95%.

**Goal(s):** IV  
**Service Type(s):** Essential  
**Measured By:** Number of examinations completed.  
**Status or Outcome:** Physical exams for uniformed personnel were completed in February-April 2007, with 99% compliance (301). Volunteer physical exams were completed in August-December 2007. There was not good compliance with volunteer personnel and staff is developing corrective actions to address this.

**2007-08 SERVICE MEASURES (PREVIOUSLY SERVICE LEVEL OBJECTIVES), CONTINUED**

- **Provide pre-hire physicals** for new District employees.

**Goal(s):** IV  
**Service Type(s):** Discretionary  
**Measured By:** Number of physicals completed.  
**Status or Outcome:** Wellness Services conducted 71 new hire physical exams in 2007-2008. These included administrative personnel, uniformed personnel, and contract agencies.

- **Provide annual fitness assessment** for all uniformed personnel; attain 90%.

**Goal(s):** IV  
**Service Type(s):** Essential  
**Measured By:** Number of assessments completed.  
**Status or Outcome:** Physical fitness assessments were completed in April-June 2007. Wellness Services completed 70% of all uniformed personnel. Due to the mandatory nature of the Wellness initiative, this number must increase to greater than 95% in 2008-2009.

- **Streamline return-to-work and fit-for-duty processes** with the assistance of Human Resources and Training Divisions.

**Goal(s):** IV  
**Service Type(s):** Discretionary  
**Measured By:** Satisfaction surveys.  
**Status or Outcome:** The return-to-work process has been streamlined by a partnership between Occupational Health Services and Human Resources. The fit-for-duty SOG is currently being approved and will be finalized soon.

- **Coordinate Peer Fitness Trainer (PFT) program.** Increase PFT roles and responsibilities.

**Goal(s):** IV  
**Service Type(s):** Discretionary  
**Measured By:** Number of tasks completed.  
**Status or Outcome:** Wellness Services currently has six certified Peer Fitness Trainers, who participate in all Wellness Committee meetings and are actively involved in the CPAT process.

- **Evaluate annual wellness questionnaire** and determine appropriate educational seminars.

**Goal(s):** IV  
**Service Type(s):** Discretionary  
**Measured By:** Member participation and satisfaction surveys.  
**Status or Outcome:** The annual wellness questionnaire provides staff with statistics regarding wellness-related trends and outcomes. This data is valuable in tailoring educational seminars and injury prevention programs.

- **Work with Behavioral and Occupational Health Staff to increase familiarity of mental health** avenues within the District.

**Goal(s):** IV  
**Service Type(s):** Discretionary  
**Measured By:** Employee satisfaction survey.  
**Status or Outcome:** The Behavioral Health Specialist provides ongoing behavioral health support to all District personnel. Individual counseling sessions have increased dramatically, as well as EAP usage. This can be attributed to employee recognition of and potential benefit of available resources.

## ***Wellness Program, continued***

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### **2007-08 SERVICE MEASURES (PREVIOUSLY SERVICE LEVEL OBJECTIVES), CONTINUED**

- **Aggregate annual fitness assessment data** and share with District staff.

**Goal(s):** IV  
**Service Type(s):** Management  
**Measured By:** Increase/decrease in fitness measures.  
**Status or Outcome:** The annual fitness assessment provides Wellness with statistics regarding fitness-related trends and outcomes. This data is valuable in tailoring educational seminars and injury prevention programs.

- **Develop and present annual Wellness performance measures** to management.

**Goal(s):** IV  
**Service Type(s):** Management  
**Measured By:** Performance measures data set.  
**Status or Outcome:** The annual Wellness report was presented to management staff in March 2007. The information included wellness activities, medical wellness, wellness questionnaire, fitness assessments, injury prevention, cost analysis, fitness consultations, and wellness news.

### **2007-08 CHANGE STRATEGIES**

- **Expand Occupational Health and Wellness services** to additional contract agencies.

**Primary Goal:** VII  
**Budget Impact:** Resource Neutral  
**Key Tasks:** Currently, OHS staff provides annual occupational health services by contract to four area fire departments, City of Beaverton, Dept. of Corrections, Oregon State Police, and Multnomah County Sheriff with additional nursing support there is little impact to normal OHS operations. By providing services such as pre-physical exams, respiratory compliance, and educational seminars to contract agencies, OHS revenues continue to exceed expenses. Expanding existing services to additional contract agencies will have a moderate impact on daily OHS operations. An additional part-time OHS employee may be necessary, especially to ensure there is no adverse impact to the provision of services to TVF&R's personnel. Revenues from OHS continue to offset the Wellness budget by approximately 10%. Expansion of these services would increase the profit margin.  
**Status or Outcome:** Any further expansion of services will require additional support. Any added resources would be tied to contract revenues, which would keep budget impact neutral.

- **Expand use and functionality of OHS multi-media educational tools.**

**Primary Goal:** VI  
**Budget Impact:** Resource Neutral  
**Key Tasks:** OHS will work with Media Services and Training to expand existing, and develop additional, multi-media educational tools covering the areas of communicable diseases, safety information, and wellness topics such as physical fitness, nutrition, and injury prevention. This strategy would allow mandatory as well as educational information to be distributed to all District members and contract agencies in a convenient, cost-effective, and time-sensitive manner.  
**Status or Outcome:** Wellness is currently preparing a second educational curriculum on Microsoft Producer software, which connects raw video with Microsoft PowerPoint. The end product is an easy to use, video-based tutorial that can be economically distributed via the World Wide Web. Wellness is also looking at expanding the fitness assessment database. The current database is very limited in reporting health statistics. The new database will streamline data entry and expand the reporting capabilities of health and fitness data. Recently, OHS purchased a DVD burner for the Training Center. This will allow OHS to expand bloodborne pathogen training to additional contract agencies via DVD.

**2007-08 ADDITIONAL ACCOMPLISHMENTS**

- Wellness Services provided health education, fitness routines, and healthy recipes for the annual safety stand-down.
- Wellness personnel participated in the annual benefits fair with information regarding ergonomic challenges at the computer workstation and various exercises to stay injury-free throughout the work day.
- Coordinated the annual fitness challenge - 84 personnel participated.
- Wellness Services coordinated a health fair for the City of Beaverton, which included cholesterol testing, blood pressure checks, and body composition testing.
- Hosted and presented at the annual Northwest Wellness Coordinators meeting in September. This group meets semi-annually to discuss wellness challenges and successes.

**2008-09 SERVICE MEASURES**

- **Provide annual pre-physical examinations** for all uniformed and volunteer personnel; attain greater than 98% compliance.

**Goal(s):** IV  
**Service Type(s):** Essential  
**Measured By:** Number of examinations completed

- **Provide annual physical examinations** for all uniformed and volunteer personnel; attain greater than 98% compliance.

**Goal(s):** IV  
**Service Type(s):** Essential  
**Measured By:** Number of examinations completed

- **Provide pre-hire physicals** for new District employees.

**Goal(s):** IV  
**Service Type(s):** Essential  
**Measured By:** Number of physicals completed

- **Provide annual fitness assessment** for all uniformed personnel; attain 95% compliance.

**Goal(s):** IV  
**Service Type(s):** Essential  
**Measured By:** Number of assessments completed

- **Streamline Return-to-Work and Fit-for-Duty processes** with the assistance of Human Resources and Training Divisions.

**Goal(s):** IV  
**Service Type(s):** Discretionary  
**Measured By:** Satisfaction surveys

- **Coordinate Peer Fitness Trainer (PFT) program. Increase PFT roles and responsibilities.**

**Goal(s):** IV  
**Service Type(s):** Discretionary  
**Measured By:** Number of tasks completed

## ***Wellness Program, continued***

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### **2008-09 SERVICE MEASURES, CONTINUED**

- **Evaluate annual wellness questionnaire** and determine appropriate educational seminars.

**Goal(s):** IV  
**Service Type(s):** Discretionary  
**Measured By:** Member participation and satisfaction surveys

- **Work with Behavioral Health and Occupational Health staff** to increase familiarity of mental health avenues within the District.

**Goal(s):** IV  
**Service Type(s):** Discretionary  
**Measured By:** Employee satisfaction surveys

- **Aggregate annual fitness assessment data** and share with District staff.

**Goal(s):** IV  
**Service Type(s):** Management  
**Measured By:** Increase/decrease in fitness measures

- **Develop and present annual Wellness performance measures** to management.

**Goal(s):** IV  
**Service Type(s):** Management  
**Measured By:** Performance measures report

### **2008-09 CHANGE STRATEGIES**

- **Evaluate Possible Expansion of Occupational Health and Wellness Services to Additional Contract Agencies** - Currently, OHS staff provides annual occupational health services by contract to other government agencies with little impact to regular OHS operations. By providing services such as pre-physical exams, fitness evaluations, and educational seminars to contract agencies, TVF&R is able to offset OHS operational costs by 20-25%. Expanding existing services to additional contract agencies is anticipated to offset operational expenses by up to 50%. The application of TVF&R staff time to prepare for and administer off-site services will have a moderate impact on daily OHS operations. An additional part-time OHS employee may be necessary, especially to ensure no adverse impact on the provision of services to TVF&R's members.

**Goal(s):** VII  
**Budget Impact:** Resource Neutral  
**Duration:** Year 2  
**Budget Description:** Any further expansion of services will require additional support. Any added resources would be tied to contract revenues, which would keep budget impact neutral.  
**Partner(s):** Occupational Health Services

- **Increase Multi-Media Education Tools** - Expand use and functionality of OHS multi-media educational tools. OHS will work with Media Services and Training to expand existing, and develop additional, multi-media educational tools covering the areas of communicable diseases, safety information, and wellness topics such as physical fitness, nutrition, and injury prevention. This strategy would allow mandatory, as well as educational information to be distributed to all District members and contract agencies in a convenient, cost-effective, and time-sensitive manner.

**Goal(s):** VII  
**Budget Impact:** Increase Required  
**Duration:** Year 2  
**Budget Description:** Staff is currently trying to "work the bugs out" of newly installed software and programs. They continue their optimistic attitude that new technologies will have a positive impact and reduce an estimated 120 bloodborne pathogen lectures currently provided in person by staff.  
**Partner(s):** Operations

## Wellness Program

	Actual Prior FY 2006	Actual Prior FY 2007	Budget Prior FY 2008	Budget Proposed FY 2009	Budget Approved FY 2009	Budget Adopted FY 2009
<b>10425 General Fund</b>						
5002 Salaries & Wages Nonunion	97,759	109,371	109,716	122,171	122,171	122,171
5004 Vacation Taken Nonunion	4,170	4,962	10,691	12,083	12,083	12,083
5006 Sick Taken Nonunion	862	1,136				
5008 Personal Leave Taken Nonunion	463	523				
5010 Comp Taken Nonunion	1,560	521				
5015 Vacation Sold	848	1,788	2,284	2,582	2,582	2,582
5016 Vacation Sold at Retirement		594				
5021 Deferred Comp Match Nonunion	221	499	1,520	4,028	4,028	4,028
5120 Overtime Union	134	406	11,950	11,950	11,950	11,950
5121 Overtime Nonunion	1,035	135	1,656	1,656	1,656	1,656
5201 PERS Taxes	24,082	26,721	24,000	29,287	29,287	29,287
5203 FICA/MEDI	8,159	9,032	10,543	11,817	11,817	11,817
5206 Worker's Comp	2,477	2,104	2,963	2,943	2,943	2,943
5207 TriMet/Wilsonville Tax	679	724	896	1,022	1,022	1,022
5208 OR Worker's Benefit Fund Tax	61	56	108	71	71	71
5211 Medical Ins Nonunion			11,464	24,975	24,975	24,975
5221 Post Retire Ins Nonunion	424	600	1,200	1,800	1,800	1,800
5230 Dental Ins Nonunion	1,129	1,164	3,063	3,648	3,648	3,648
5240 Life/Disability Insurance	1,112	598	1,574	2,000	2,000	2,000
5270 Uniform Allowance		110				
5280 Physical Exams/Shots	53,458	57,314	96,800	80,000	80,000	80,000
5290 Employee Tuition Reimburse		1,743	1,700	950	950	950
<b>Total Personnel Services</b>	<b>198,633</b>	<b>220,101</b>	<b>292,128</b>	<b>312,983</b>	<b>312,983</b>	<b>312,983</b>
5300 Office Supplies	755	313	750	750	750	750
5301 Special Department Supplies	2,392	3,040	3,500	3,500	3,500	3,500
5302 Training Supplies	1,944	2,550	3,500	3,500	3,500	3,500
5303 Physical Fitness	5,921	6,276	9,064	9,500	9,500	9,500
5320 EMS Supplies	4,489	9,584	8,000	9,000	9,000	9,000
5330 Noncapital Furniture & Equip	2,412	320	500	750	750	750
5340 Software Expense/Upgrades		216				
5350 Apparatus Fuel/Lubricants		60				
5361 M&R Bldg/Bldg Equip & Improv			500	500	500	500
5367 M&R Office Equip	84	17	250	500	500	500
5413 Consultant Fees			750			
5414 Other Professional Services	23,494	30,458	30,000	32,000	32,000	32,000
5415 Printing	352	13	400	400	400	400
5417 Temporary Services	75		2,500	2,500	2,500	2,500
5461 External Training	594	269	1,750	2,500	2,500	2,500
5462 Travel and Per Diem	2,301	2,355	2,500	2,750	2,750	2,750
5500 Dues & Subscrip	189	220	200	200	200	200
5570 Misc Business Exp	823	1,272	500	750	750	750
<b>Total Materials and Services</b>	<b>45,825</b>	<b>56,963</b>	<b>64,664</b>	<b>69,100</b>	<b>69,100</b>	<b>69,100</b>
<b>Total General Fund</b>	<b>244,458</b>	<b>277,064</b>	<b>356,792</b>	<b>382,083</b>	<b>382,083</b>	<b>382,083</b>

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