



Human Resources Department FY2019 Proposed Budget Presentation

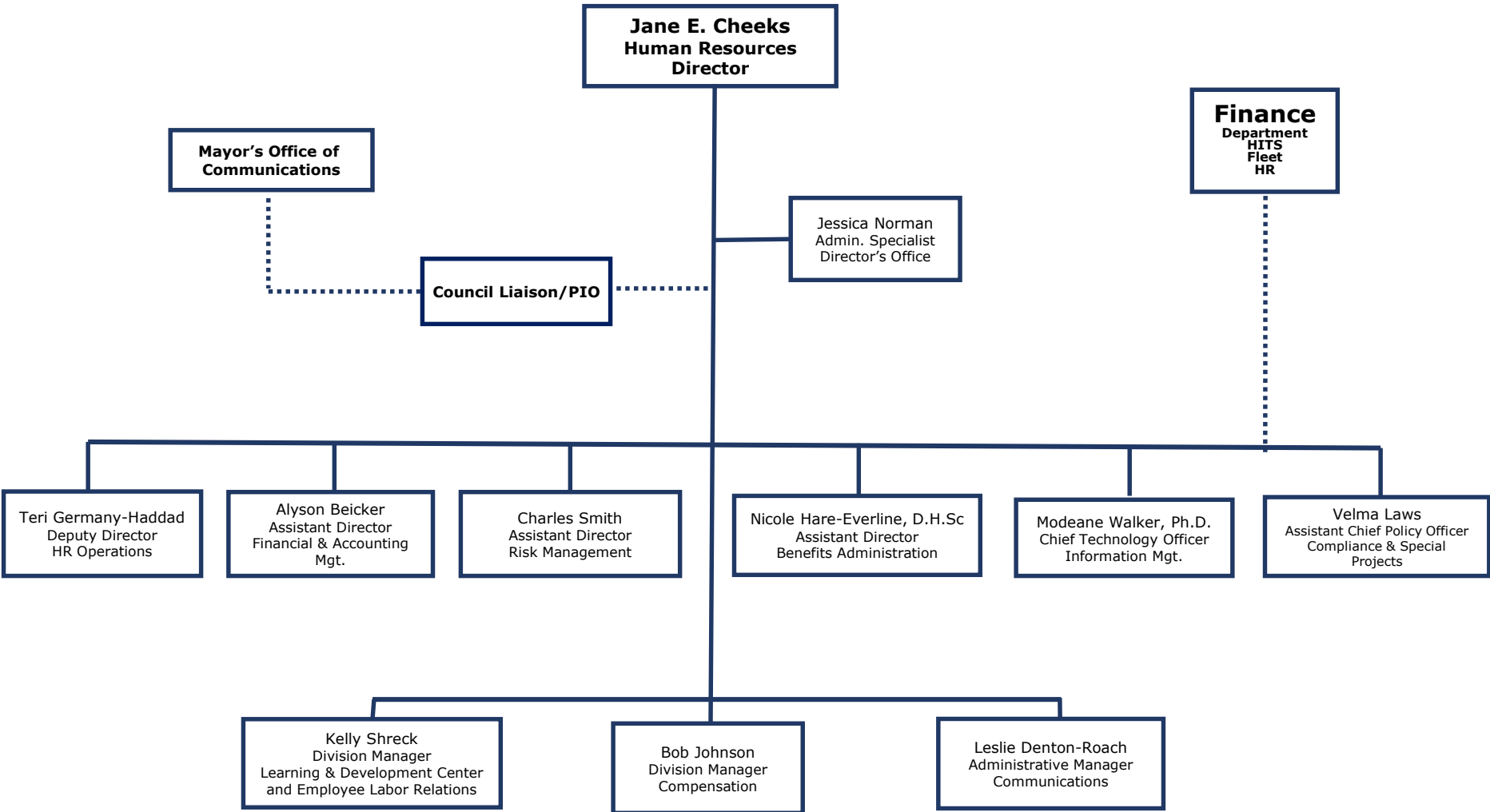
Jane E. Cheeks
HR Director

May 14, 2018



Human Resources Department

Organizational Chart



Revenue by Fund

(\$ in thousands)



Fund	FY17 Actual	FY18 Budget	FY18 Estimates	FY19 Proposed	Variance FY19 Prop/FY18 Estimates	% Change
General Fund 1000	\$10	\$10	\$10	\$5	(\$5)	(50.0%)
Central Services Revolving Fund 1002	35,185	37,108	30,818	25,939	(4,879)	(15.8%)
Workers' Compensation Fund 1011	21,612	22,707	23,855	27,249	3,394	14.2%
Health Benefits Fund 9000	359,971	388,151	387,977	411,400	23,423	6.0%
Long Term Disability Fund 9001	1,420	1,381	1,434	1,389	(45)	(3.1%)
Total	\$418,198	\$449,357	\$444,094	\$465,982	\$21,888	4.9%



Revenue Highlights

❑ **General Fund 1000**

Revenues are generated from fees collected in association with requests from the Texas Public Information Act (TPIA)

❑ **Central Services Revolving Fund 1002**

City departmental chargebacks are based on utilization and FTE allocations for the following services:

- Contingent Workforce Services
- Client Services
- Learning & Development Center

❑ **Workers' Compensation Fund 1011**

City departmental chargebacks are based on claims experience and headcount allocations

❑ **Health Benefits Fund 9000**

Revenues are contributed by City employees including benefits paid 100% by the subscriber include:

- Healthcare Flexible Spending Account
- Supplemental Life Insurance
- Dependent Care Reimbursement Plan
- Dental Plan
- Vision Plan

❑ **Long Term Disability Fund 9001**

City departmental chargebacks are based on headcount allocations

Expenditure by Fund

(\$ in thousands)



Fund	FY17 Actual	FY18 Budget	FY18 Estimates	FY19 Proposed	Variance FY19 Prop/FY18 Budget	% Change
General Fund 1000	\$2,981	\$3,189	\$3,189	\$2,720	(\$469)	(14.7%)
Central Services Revolving Fund 1002	35,185	37,108	30,818	25,939	(11,169)	(30.1%)
Workers' Compensation Fund 1011	21,595	22,461	23,610	27,000	4,539	20.2%
Health Benefits Fund 9000	366,510	387,765	380,841	409,635	21,870	5.6%
Long Term Disability Fund 9001	1,063	1,665	1,665	1,695	30	1.8%
Total	\$427,334	\$452,188	\$440,123	\$466,989	\$14,801	3.3%

% Change is the increase/ decrease of FY19 Proposed Budget compared to FY18 Budget



Expenditure Highlights

(\$ in thousands)

- ❑ **General Fund 1000 – Decreased by \$469K**
 - Reduction of \$362K by eliminating 2 FTEs and transferring 4 FTEs to Client Relations Fund 1002
 - Restricted accounts decreased by \$107K

- ❑ **Central Services Revolving Fund 1002 – Decreased by \$11,169K**
 - Contingent Workforce Services reduced annual spending by \$12,393K or 62% from an average spending of \$19,981K
 - Human Resources consolidation of Houston Public Works and Records Administration division increased by \$1,178K and 14 FTEs
 - Learning & Development Center increased by \$46K

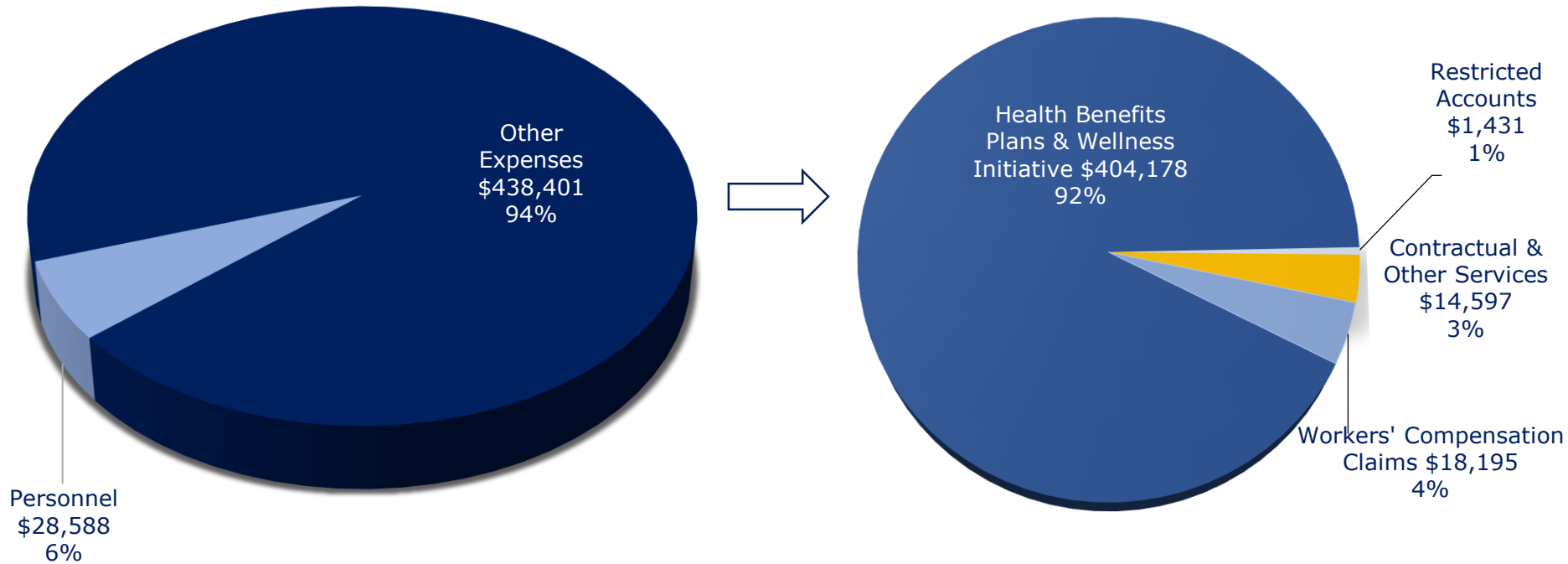
- ❑ **Workers' Compensation Fund 1011 – Increased by \$4,539K**
 - Catastrophic claim increases of \$2,102K
 - Program increases of \$253K
 - Workers' Compensation and Safety consolidation of Houston Public Works increased by \$2,184k and 24 FTEs

- ❑ **Health Benefits Fund 9000 – Increased by \$21,870K**
 - Increases are due to catastrophic illnesses and plan utilization

- ❑ **Long Term Disability Fund 9001 – Increased by \$30K**
 - Budget remains flat

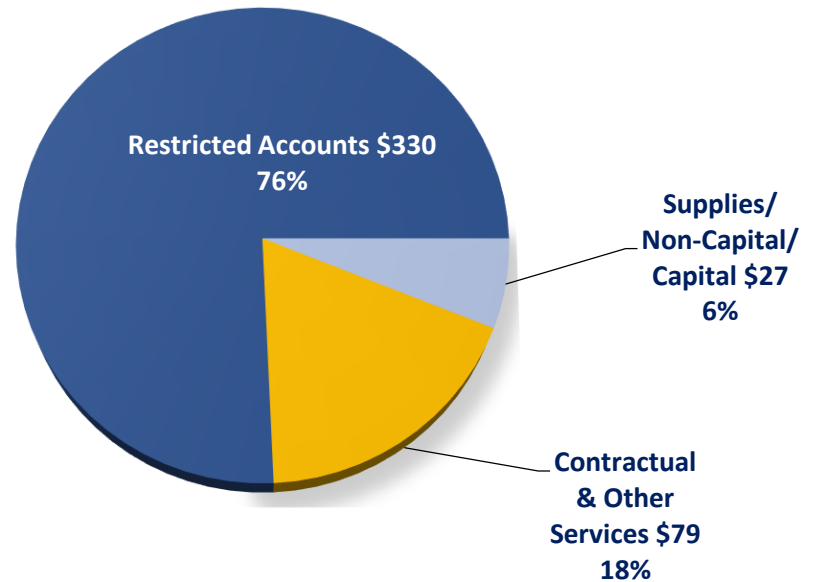
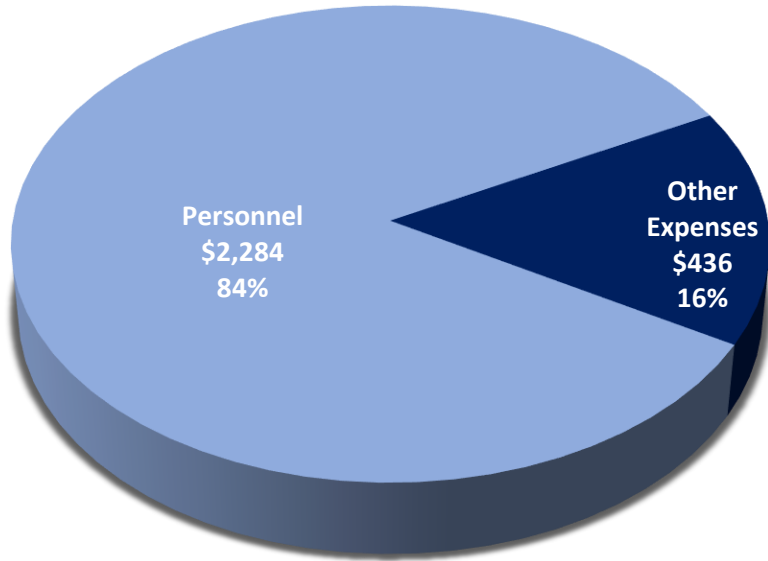
FY19 Personnel vs Non Personnel Human Resources Department

(\$ in thousands)



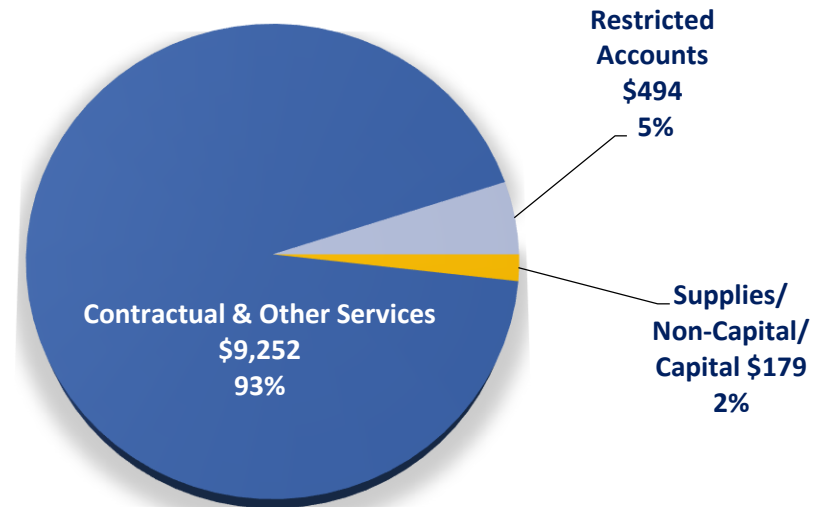
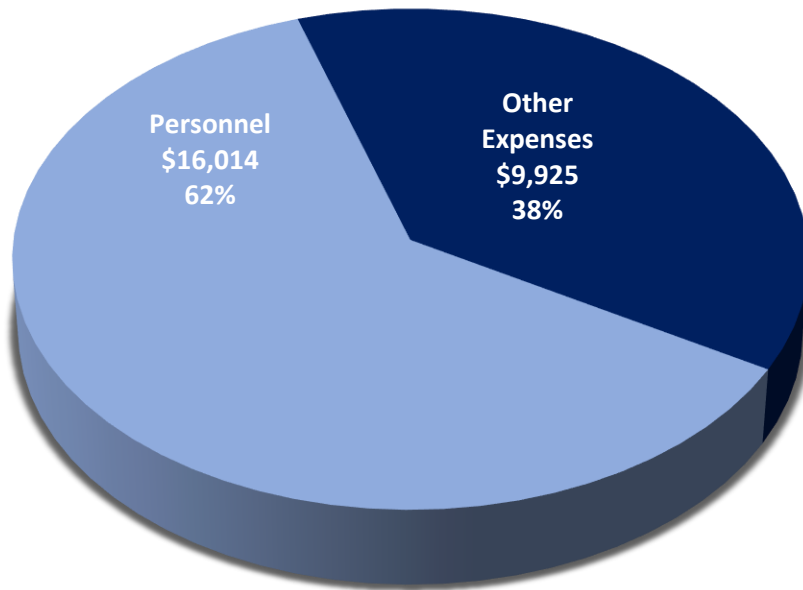
FY19 Personnel vs Non Personnel General Fund (1000)

(\$ in thousands)



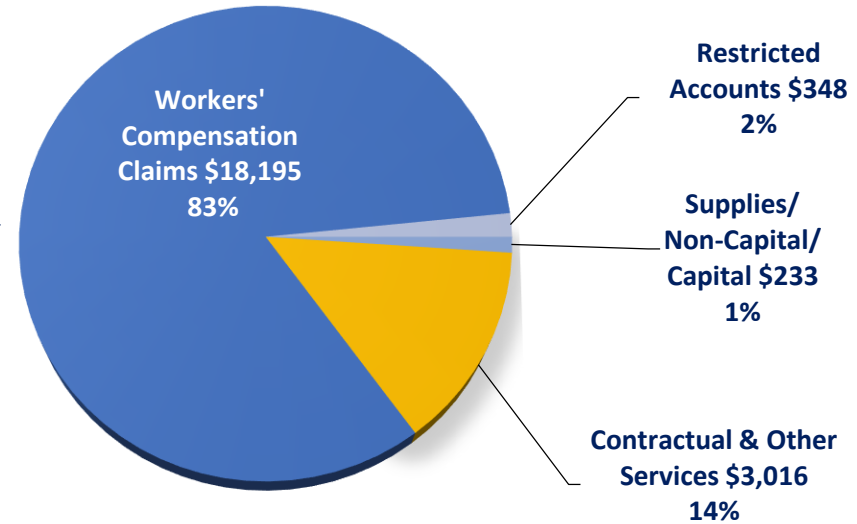
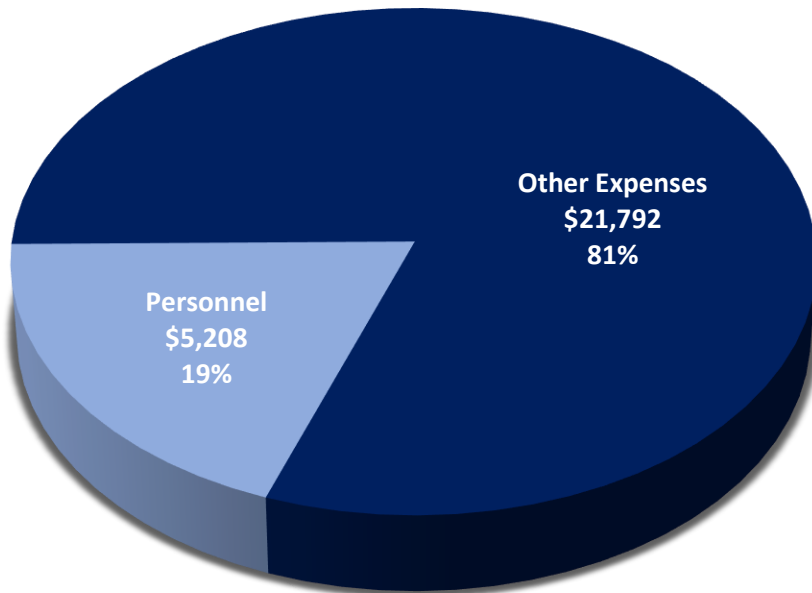
FY19 Personnel vs Non Personnel Central Services Revolving Fund (1002)

(\$ in thousands)



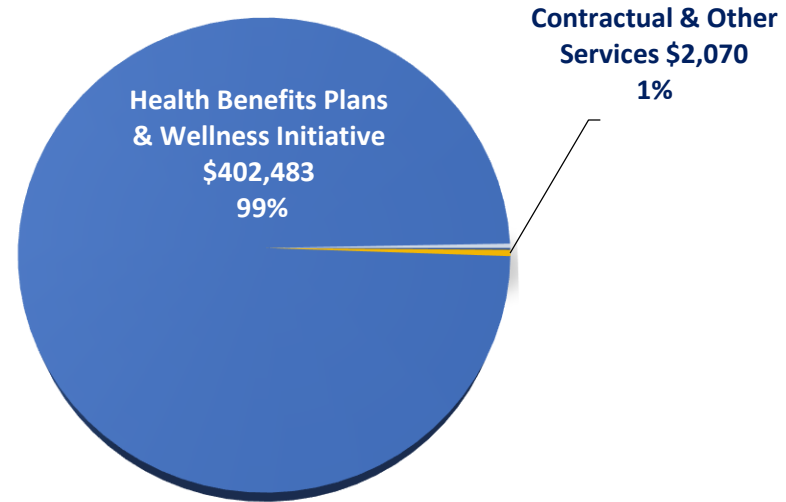
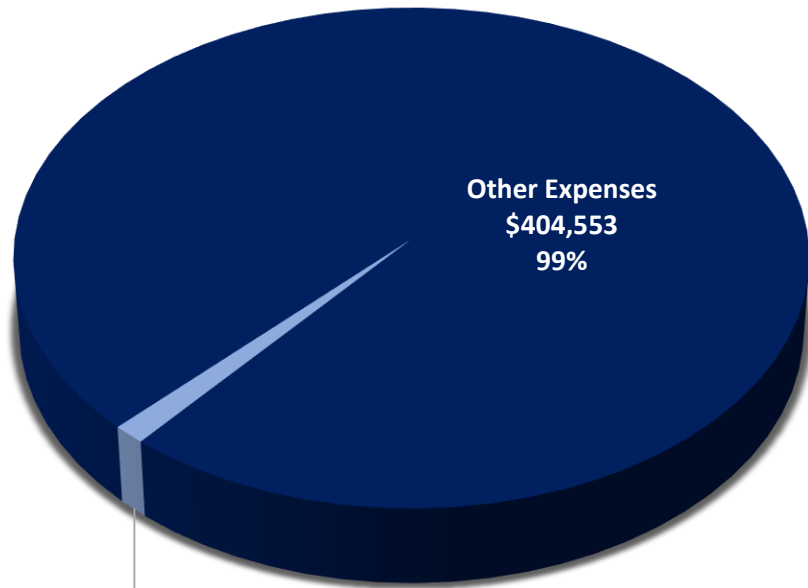
FY19 Personnel vs Non Personnel Workers' Compensation Fund (1011)

(\$ in thousands)



FY19 Personnel vs Non Personnel Health Benefits Fund (9000)

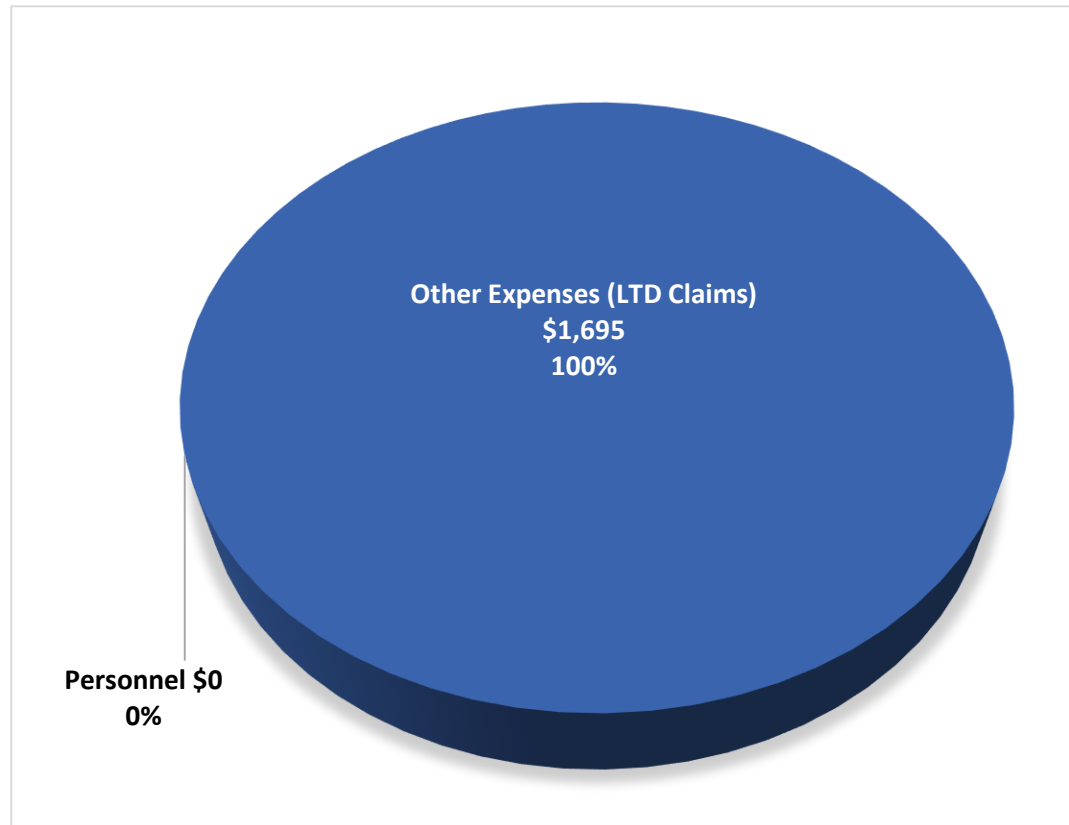
(\$ in thousands)



Personnel \$5,082
1%

Contractual & Other
Services \$2,070
1%

FY19 Personnel vs Non Personnel Long Term Disability Fund (9001) (\$ in thousands)



Departmental Reductions – General Fund 1000

(\$ in thousands)



Fund	FY17 Actual	FY18 Actual	FY19 Actual	Total Reductions
Personnel Costs	\$87	\$69	\$96	\$252
Services	33	14	10	57
Total	\$120	\$83	\$106	\$309
FTEs	1.5	1.0	2.0	4.5

FY2019 Budget Expenditure Net Change General Fund (1000)

(\$ in thousands)



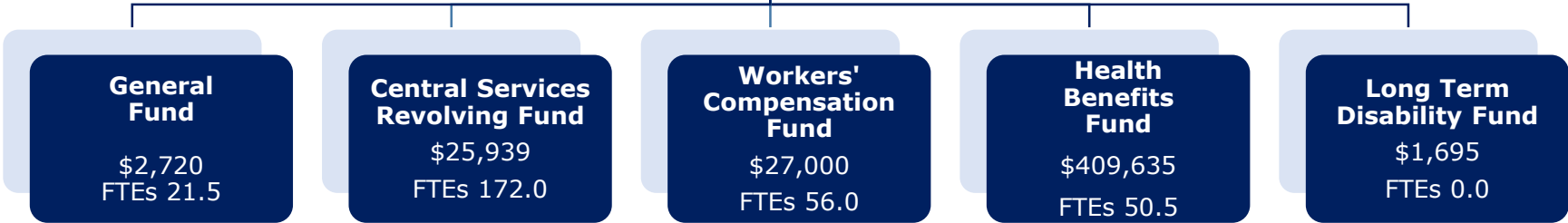
FY2019 General Fund Budget Expenditures Net Change to FY2018 Current Budget		
FY2018 Current Budget		
Operating Budget	\$ 2,752	<i>Notes</i>
Restricted Budget	\$ 437	1
FY2018 Current Budget	\$ 3,189	
Explanation of FY2018 Incremental Increase/(Decrease)		
Operating Budget Adjustments		
Budget reduction initiatives	(54)	2
Subtotal Operating Budget Adjustments	\$ (54)	
% Change from FY18 Operating Budget	(2.0%)	
Contractual or Mandated Adjustments:		
Health Benefits Active Civilian	\$ 14	
Health Benefits Active Classified (if applicable)	-	
Municipal Pension	-	
Classified Pension (if applicable)	-	
Restricted Accounts	(107)	
Program Adjustment	\$ (322)	3
Subtotal Contractual/Mandated Increases	\$ (414)	
FY2019 Proposed Budget		
Operating and Contractual Adjustments	\$ (469)	
FY2019 Proposed Budget	\$ 2,720	
% Change from FY18 Current Budget	(14.7%)	

FY19 Personnel vs Non Personnel Human Resources Department

(\$ in thousands)



Jane E. Cheeks
HR Director
 \$466,989
 FTEs 300.0



- Director's Office
- Employee Resource & Services
- Compensation
- Employee & Labor Relations

- Client Services
- General Relations
- Shared Services
- Classified Testing
- Records Administration
- Contingent Workforce Services
- Learning & Development Center

- Safety
- Physical Exam and Drug Testing Facility
- Case Management
- HR Financial & Accounting Management

- Strategic Benefits Operations
- Wellness & Employee Assistance Program (EAP)
- Communications
- Information Management
- HR Financial & Accounting Management

- Long Term Disability

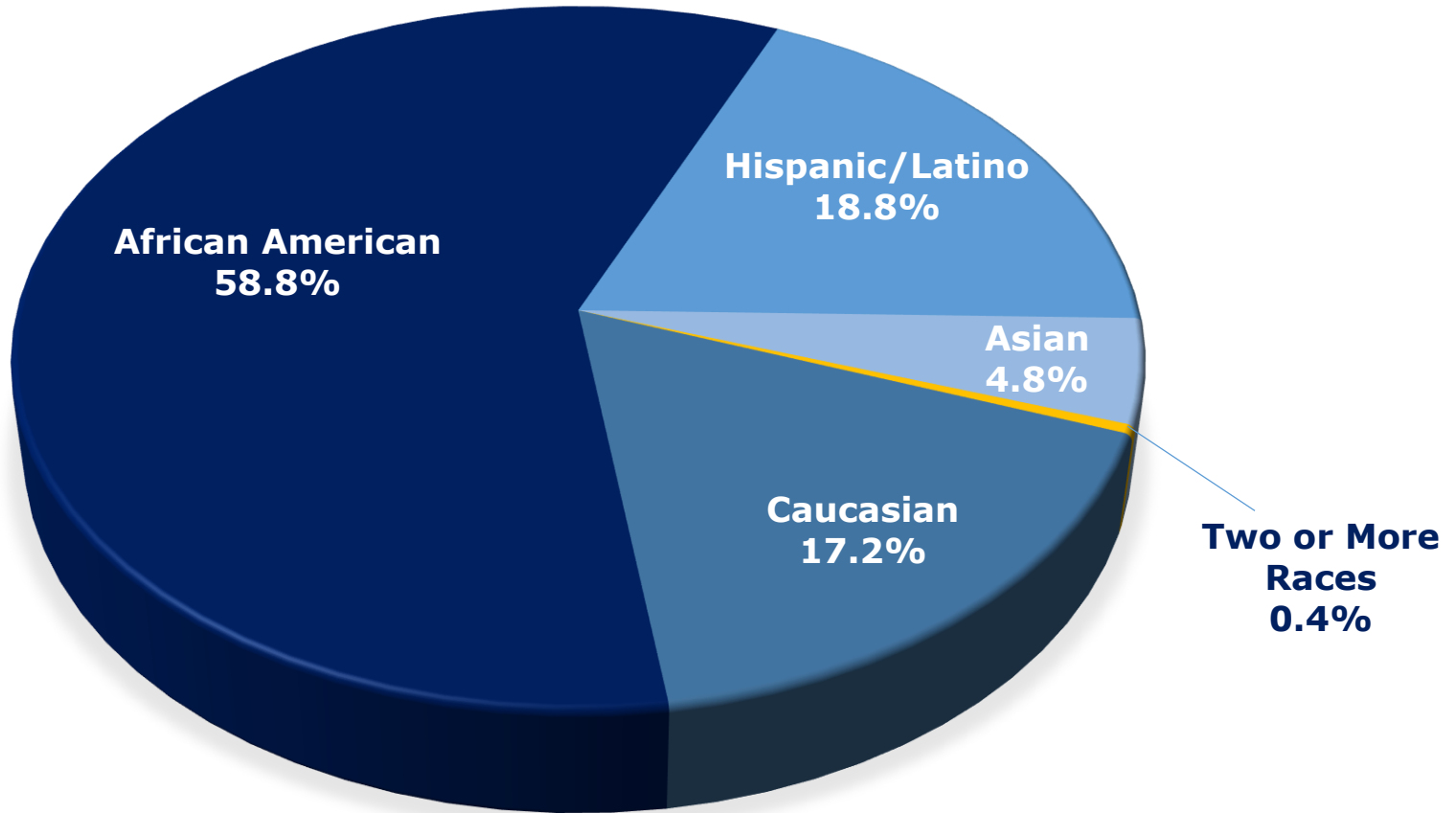


Questions



Appendix

Human Resources - Demographics





FY2018 Accomplishments

FY 2018 Accomplishments

Facilitated competitive request for proposals for Vision Insurance Plan, Employee Assistance Program (EAP), Basic and Voluntary Life Insurance and Third Party Administrator of Medical and Pharmacy plans and related ancillary services.

Leading the negotiation process for the HOPE Meet and Confer Agreement (MCA). The current MCA is in effect through June 30, 2018.

Established the "Emerging Leaders" training program which focuses on the development of the City's leaders. The program is for non-supervisory employees.

Held the third annual "Career Development Symposium" and the third "Ask the Experts" series.

FY 2019 Performance Measures



Business Process Measures	Priorities	FY17 Actual	FY18 Budget	FY18 Estimates	FY19 Proposed
---------------------------	------------	-------------	-------------	----------------	---------------

General Fund 1000

1 Year Involuntary Turnover Rate	Services & Infrastructure	N/A	3%	5%	5%
1 Year Voluntary Turnover Rate	Services & Infrastructure	N/A	10%	10%	10%
90 Day Involuntary Turnover Rate	Services & Infrastructure	N/A	1%	1%	3%
90 Day Voluntary Turnover Rate	Services & Infrastructure	N/A	2%	2%	5%
Involuntary Turnover Rate	Services & Infrastructure	N/A	<1%	<1%	2%
Time to Fill	Services & Infrastructure	N/A	70	70	62
Retirement Rate	Services & Infrastructure	N/A	2%	2%	3%
Voluntary Turnover Rate	Services & Infrastructure	N/A	4%	4%	5%

FY 2019 Performance Measures



Business Process Measures	Priorities	FY17 Actual	FY18 Budget	FY18 Estimates	FY19 Proposed
---------------------------	------------	-------------	-------------	----------------	---------------

Workers' Compensation 1011

Return to Work within 7 Days of Injury	Services & Infrastructure	N/A	34%	89%	80%
Return to Work within Maximum Disability Guideline	Services & Infrastructure	N/A	80%	73%	70%

Business Process Measures	Priorities	FY17 Actual	FY18 Budget	FY18 Estimates	FY19 Proposed
---------------------------	------------	-------------	-------------	----------------	---------------

Central Services Revolving Fund 1002

Temporary Employee Pay Rate	Services & Infrastructure	N/A	\$26	\$18	\$20
Temporary Employee Utilization by Headcount	Services & Infrastructure	N/A	539	249	125
Temporary Employee Utilization by Hours Worked	Services & Infrastructure	N/A	14000	7000	3000

FY 2019 Performance Measures



Business Process Measures	Priorities	FY17 Actual	FY18 Budget	FY18 Estimates	FY19 Proposed
---------------------------	------------	-------------	-------------	----------------	---------------

Health Benefits Fund 9000

Generic Drug Utilization	Services & Infrastructure	N/A	80%	91%	88%
Health Assessment Completion	Services & Infrastructure	N/A	50%	88%	90%