

B. Revenue Sources: Appropriations to the Fund will be made as provided in Section 3. Risk Management Function, paragraph C.

C. Disbursements: In accordance with ordinance and administrative procedures, the following expenditures may be charged to the Insurance Fund Accounts:

- (1) Insurance premiums for County operations.
- (2) Costs and expenses related to administration investigation, adjustment and litigation of all insured and uninsured claims, and loss arising from the County's operations.
- (3) All costs for repairing and replacing personal property, money, and improvements to real property owned or leased by the County to the extent the County has contractually assumed risk of loss, where such property losses are within the coverage and retention level of insurance coverage carried by the County.
- (4) Assessments, licenses, fees, and bonds promulgated by state statute.
- (5) Employee worker's compensation claim expenditures in accordance to applicable statutes.
- (6) County risk management administration expenses.
- (7) Loss prevention expenditures for minor unanticipated projects not budgeted by the departments needed to immediately reduce loss frequency expense and comply with state/ federal safety and health regulations.
- (8) County unemployment obligations and related administrative expenditures.
- (9) Employee medical/dental health care claims and related administrative expenditures.
- (10) Any other insurance or self-insurance related expenditures as deemed appropriate by the County Executive within standard budgetary procedures.

D. Fund Reporting: A report shall be provided semi-annually to the County Executive and Board of County Commissioners on the financial status of the Insurance Fund accounts.

E. Fund Balance: The insurance fund balance shall be maintained at a level to pay all claims, premiums, administration expenditures, reserves and future reserves for incurred but not reported (IBNR) claims. Amounts shall not be transferred from the Insurance Fund unless a program defined by Section 2.A. is discontinued without further financial obligation and/or it is determined by a qualified independent actuary that the fund level may be adjusted.

Section 3. Risk Management Function.

A. The Department of General Services shall direct and manage all risk management and insurance programs for Multnomah County. Authority granted to the Department may be delegated to the Risk Management Section of the Finance Division. Authority granted to the Department includes, but is not limited to, the following authority:

(1) To purchase all insurance coverage required by law and contracts, or desirable for the efficient operation of County government including, but not limited to: casualty insurance, property insurance, workers' compensation insurance, and other specialty forms of coverage.

(2) To consolidate insurance coverage and combine with self-insurance as is in the best interest of the County.

(3) To acquire actuarial, claims management, investigative and appraisal services for insured and self-insured program administration.

(4) To promulgate rules and procedures to govern the administration of the County's insurance and risk management activities.

(5) To administer all loss and claims arising from and out of the County's operations including, but not limited to, the County's liability, auto, property, workers' compensation, employee health care benefits and unemployment exposures.

(6) To coordinate the claims activity with contracted claims service providers, legal counsel, and insurance companies.

(7) To identify loss exposures and administer programs to control and minimize losses sustained on County assets and property.

(8) To develop and maintain an information system for timely and accurate recording of loss experience, insurance premiums, property values, insurance fund cash flow and reserving obligations and other identified risk related information.

(9) Develop manuals and programs for training County personnel on loss control/safety techniques.

(10) To ascertain that contributions to the fund are adequate and appropriations and reserve balances are financially and actuarially sound.

B. The Department of General Services may apportion to and collect from each County department office, board, or commission its contribution to a total sum for loss reserves, administrative expenses, insurance premiums, and loss expenditures. The contribution shall be based, wherever appropriate, upon the relative exposure and loss experience of each department for each aspect of risk and will be maintained in the County's Insurance Fund and subject to annual budgetary approval.

Section 4. Loss Prevention

Departments shall be responsible to conform with County, State and Federal safety standards. Each administrator, manager, and supervisor shall be responsible to conduct their operations in a manner which will safeguard the County's assets from loss or damage and employees from employment related illness and injury. Where significant risks are identified, remedial action will be taken to reduce these exposures. Managers are responsible for reporting all losses or claims to the Department of General Services, regardless of size of loss, in a timely manner as directed by County administrative procedures.

Section 5. Authority

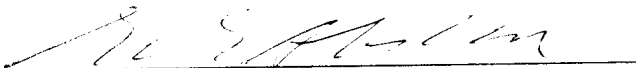
Authority for settlement of general liability claims against the county or its employees shall rest with the County Executive or his designee, except that claims arising out of the Sheriff's office shall be settled upon the authority of the Sheriff.

Adopted this 26th day of May, 1983.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

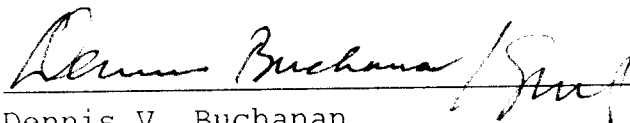
(SEAL)

By



Presiding Officer

Authenticated this 26th day of May, 1983.



Dennis V. Buchanan
County Executive

APPROVED AS TO FORM:

JOHN B. LEAHY, County Counsel
for Multnomah County, Oregon

By

