MEMORANDUM

July 14, 2008

TO: Tom Carr, Fire Chief, Montgomery County Fire and Rescue Service (MCFRS)
Tom Manger, Chief of Police, Montgomery County Police Department (MCPD)
Arthur Holmes, Director, Department of Transportation (DOT)
Arthur Wallenstein, Director, Department of Correction and Rehabilitation (DOCR)
Joseph Adler, Director, Office of Human Resources (OHR)
Steven Emmanuel, Director, Department of Technology Services (DTS)

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Follow-up steps outlined in the 7/11/2008 CountyStat meeting to be presented at the October 10, 2008 (tentative) CountyStat meeting

The following items were identified for follow-up during the CountyStat meeting:

1. <u>Define specific fields within the Human Capital Management (HCM) system that can be accessed by budget and financial personnel across the county government.</u>
   Responsible parties: OHR
   Other parties involved: DTS
   Deadline: August 31, 2008

2. <u>Ensure that department budget and financial personnel have access to non-confidential portions of the Human Capital Management (HCM) system.</u>
   Responsible parties: DTS
   Other parties involved: OHR
   Deadline: August 31, 2008

3. <u>Develop guidance for departments on is an acceptable level of overtime earnings as a percentage of regular earnings by looking at past department performance.</u>
   Responsible party: CountyStat
   Other parties involved: none
   Deadline: July 31, 2008

4. <u>Report on the status of individuals with high overtime earnings as a percentage of regular earnings: reasons for the high percentage and any plans to distribute workloads more evenly.</u>
   Responsible party: MCFRS, MCPD, DOT, and DOCR
   Other parties involved: none
   Deadline: August 8, 2008

5.   Report on the final cost of opening the last pod at the Montgomery County Correctional Facility. Delineate expected personnel impacts: when has the pod been open long enough or is expected to be open long enough to justify the hiring of additional personnel?
        Responsible party: DOCR
        Other parties involved: none
        Deadline: July 22, 2008

6.   Develop a project code or codes to track overtime related to storms and snow events.
        Responsible party: DOT
        Other parties involved: none
        Deadline: August 22, 2008

7.   Disaggregate overtime use in the Department of Transportation by division.
        Responsible party: DOT
        Other parties involved: CountyStat
        Deadline: August 22, 2008

8.   Follow up with minimum staffing as an explanation for why average overtime hours at MCFRS exceed the average at MCPD.
        Responsible party: MCFRS
        Other parties involved: none
        Deadline: September 30, 2008

9.   Determine how MCPD practices for controlling overtime at the ECC and for court appearances compare with practices in other jurisdictions.
        Responsible party: MCPD
        Other parties involved: none
        Deadline: September 30, 2008

10.   Complete training on filling out the overtime reporting form.
        Responsible party: MCPD and CountyStat
        Other parties involved: none
        Deadline: September 30, 2008

cc: Timothy Firestine, Chief Administrative Officer
        Fariba Kassiri, Assistant Chief Administrative Officer