



BARNSTABLE COUNTY
DEPARTMENT OF HEALTH AND ENVIRONMENT
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To: County Commissioners
From: George Heufelder
Re: Request for vote to set up a fund account

I would like to appear before you at your next meeting on April 15, 2015. The purpose is to obtain permission to set up a fund account for the purpose of reimbursing our OSHA instructor on staff for obtaining the certification cards from OSHA. That authority only takes credit card payments which the staff member is willing to do if she is reimbursed. As described below, this program also offers the County a source of revenue.

Background:

Over the past years we have assisted towns in reducing the injury risk to employees in their departments by conducting environmental health and safety trainings. These trainings reduce risk, injuries and the insurance premiums to the towns. Recently, the County invested in sending some staff to training that allows them to conduct a range of Occupational Safety & Health Administration (OSHA) trainings for the towns. These trainings are in high demand and offer the towns the potential for significant savings for insurance and reduction in liability.

Following the completion of some of these trainings, OSHA requires a \$5 (five dollar) charge to obtain the certification card. THE CARD CAN ONLY BE OBTAINED BY THE TRAINER AND OSHA ONLY ALLOWS THE ONLINE PAYMENT BY CREDIT CARD. The trainer in this case is our staff. It is our desire to set up a revolving fund by which the staff can obtain reimbursement for the cards and training materials. The course participants can write their checks out to Barnstable County, and at least \$ 5.00 per participant will be deposited in the fund.

We also intend on instituting a nominal fee in some instances for conducting the courses and this will be a revenue source for the County. ***I respectfully request that you vote to set up a fund account for the purpose of receiving money to reimburse certification card fees as well as training supplies for the Department of Health and Environment.*** At the end of each fiscal year, funds remaining in the account shall be submitted to the general fund minus an amount (\$500) to ensure the ability to reimburse certification and supply costs in a timely fashion. The creation of the fund also allows the Commissioners to track specifically the revenues received in this fund and use this in the overall evaluation of the program's cost to benefit.