



6/7/10

www.theccpinc.com

**Celebrating over 30 years of supporting individuals with disabilities
in their efforts to attain a satisfying lifestyle**

FAST FACTS ABOUT CCP

- CCP provides service for over 1000 people each year
- CCP employs over 1000 people in 24 counties in Minnesota
- 76% of our revenue goes towards payroll, payroll taxes, and benefits.

CURRENT COST SAVING MEASURES done (or soon to be done) since fall of 2009

- Combining all offices to one phone system.
- Renegotiating cable/internet rates
- Reducing heat/cooling/electric bills where possible
- Expanded current software to track training to significantly reduce work loads
- Reduced administrative structure by one Full Time position (this was the second in 15 months – both done through attrition, not lay off)
- Combined offices at Iris Park Place and reduced copier and postage meter leases
- Reduced mileage reimbursement rate
- Eliminated cost of live checks and implemented pay cards

Survey Response:

Thank all of you who participated in the recent staff survey. The responses were discussed by all members of the CCP senior management team. Below is some background information that effects the funding of the services we provide and our response to the survey comments.

At the time the survey was sent out until mid-May, there was talk at the legislature of a 2.5% funding cut, then up to 7% but we finally held our own with no cut at all! A special thank you to each of you who called or wrote to your legislators about the needs of people with disabilities. However, the legislators kept limitations on growth which has affected our ability to provide services to more people.

Though there was no reduction in funding, there was no cost of living increase. This means we receive the same amount of funding per person for 2010-2011 as we did for 2009-2010. Every year the cost of

living does go up – rent, groceries, utilities, recreation, etc... According to the US Bureau of Labor and Statistics, the consumer price index has increase by 2.2% from 5/1/09-4/30/10. So with prices going up and funding staying the same and limits on business expansion, we asked once again for your ideas.

There were some recurring themes that come up in the survey responses regarding staffing and benefits. We hope you find our answers helpful in understanding how decisions are made.

The first item is staffing. Staffing (raw wages, payroll taxes, benefits) accounts for 76% of our budget (each department may vary). When we serve fewer people, we often can have fewer staff working. However, we do need to maintain certain staffing ratios and/or provide the hours of service that we have contracted with the county. So when all the people we serve are present, we cannot reduce staffing.

Secondly, we would like to grow as a means of being able to bring in more revenue without needing to increase fixed costs (like office rent, software, administrative staff. However, there is still a state moratorium on opening corporate foster care homes and the number of slots open for people to get on the CADI waiver is slowing down. So even though we would like to grow, our options are limited by some things out of our control. Yet we are still trying to move forward into new areas – Adult Day Care, Shelter Needy, ILS, etc.

Thirdly, PTO/Holidays was a recurring theme in comments. Unfortunately just giving staff time off without pay doesn't save money in the budget since the staff would have to be backfilled by someone else. However, CCP does recognize the need for staff to have additional time off and has established a wide variety of Leaves of Absences that address specific staff needs – please see HR Procedure 124 for the complete list and details. (Ask your supervisor if you don't know where to find this.) We encourage staff to request time off for their own holidays per their religion/ethnic origin instead of just looking for the "traditional" western holidays like Christmas, New Years and/or Memorial Day.

Lastly, there were a lot of comments about saving on incidentals – the "little things" as contrast to payroll – like groceries, supplies, heat, etc. We couldn't agree more. We would like to look at lower heating in the winter and lower cooling in the summer (this was rated the top option of cost savings on the survey) as well as saving on other utility bills (at the homes, work sites and administrative offices) by turning off lights when not in use, turning off computers when not in use, etc. All these little things can add up and it takes each and every one of us to do our part – from our direct support professionals, to administrative staff to management.

So to summarize, for now when we are trying to make up for budget shortfalls due to no cost of living increase, we are focusing on reducing staffing when we can per the rules/regulations each program has to follow and to also find cost savings as we can with the "little things. And thank you all for helping us with this effort.