



**Notes Template for Moderators - 2018 Business Round Tables**  
**Committing to Continuous Improvement**  
**Nashville, Tennessee; Friday, November 2, 2018, 3:20 to 4:45 PM**

Table No. (1 to 13): 6 Topic: Innovative Ways to Reduce Overhead

Moderators: Dan Gradishar, PE & Fernando Pons, PE

Number of participants at 1st session: 6 Number of participants at 2nd session: 10

Insert an abstract of the topic here.

Reducing and optimizing overhead has a significant impact on our firm's competitiveness and profitability. Overhead expenses include indirect labor, and indirect expenditures such as insurance, office/labrent, equipment, office supplies, outside professional services, IT costs, utilities, travel, etc.

Historical areas of overhead efficiency in our industry have included strategies such as hiring contract labor, implementing small communication fees, leveraging equipment and software technology tools for productivity, and implementing office-space and equipment-optimization strategies, just to name a few.

Join this round table as we discuss and explore new best practices and new strategies in our continuous quest to harness overhead savings.

Briefly summarize the ten things from the discussion that were of most interest. This might include points discussed, concerns expressed, lessons learned, advice given, solutions offered, case histories presented, or anything else related to the topic. Expand the boxes as needed.

1	IT improvements <ul style="list-style-type: none"> <li>• Private software developer helps reduce licensing costs but have upfront cost</li> <li>• Web based provides less worries for OS upgrades</li> </ul>
2	IT Field Software (Off-shelf) <ul style="list-style-type: none"> <li>• Existing off-shelf is not debugging as much as personalized code writing</li> <li>• Smaller firms may be more effective to write reports than have software assisted field reporting</li> <li>• Off-shelf software may be more cost effective</li> </ul>
3	Tele-working <ul style="list-style-type: none"> <li>• Reduce office space footprint</li> <li>• Reduce employee commute time</li> <li>• Many people in field majority of time</li> <li>• Corporate personnel using flexible space</li> </ul>
4	Equipment Costs – Vehicles <ul style="list-style-type: none"> <li>○ Used trucks rather than new trucks</li> <li>○ Vehicle accidents when its their fault they pay for deductible</li> </ul>

	<ul style="list-style-type: none"> <li>○ Lease vehicles for summer/temp employees</li> <li>○ Lease vs buy vehicles – about same as per mile cost</li> <li>○ Stipend &amp; half IRS govt mileage for personal vehicles by some firms</li> </ul>
5	<p>Equipment Costs – Field Equipment</p> <ul style="list-style-type: none"> <li>○ Itemize &amp; number equipment</li> <li>○ eGauge by Troxler &amp; reducing costs to pick-up equipment from RSO approved location</li> <li>○ renting equipment but not many firms to rent equipment</li> </ul>
6	<p>Insurance (Medical &amp; Commercial/Professional)</p> <ul style="list-style-type: none"> <li>○ General Liability &amp; professional liability shopping it around</li> <li>○ Push brokers for insurance improvements</li> <li>○ Change broker for medical/liability/commercial</li> <li>○ 65% coverage for dependents &amp; 100% for employees for medical insurance by some firms</li> <li>○ Very high deductible insurance plan</li> <li>○ Direct pay for “Urgent Care” collaborating together &amp; the Medical Facilities organizing and pursuing small businesses in one location</li> </ul>
7	<p>Temp Labor</p> <ul style="list-style-type: none"> <li>○ Benefit costs end when you stop having subcontracted labor</li> <li>○ 1099 labor from temp firm w/ no benefit costs</li> </ul>
8	Meetings using technology w/ video conferencing
9	<p>Admin costs</p> <ul style="list-style-type: none"> <li>• Charging for invoicing &amp; admin 5% fee</li> </ul>
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Summarize the three most important items from the discussion that should be shared with GBA members:

1	Insurance – Negotiate with your BROKER for all types of insurance (medical /professional /commercial)
2	<p>Reduction of office space footprint using various methods</p> <ul style="list-style-type: none"> <li>• tele-working</li> <li>• corporate personnel using flexible space</li> </ul>

3	<p>Equipment Costs</p> <ul style="list-style-type: none"><li>• Review company vehicle versus personal vehicles with variable reimbursement strategies</li><li>• Used trucks rather than new trucks</li><li>• Vehicle accidents when its their fault they pay for deductible</li></ul>
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