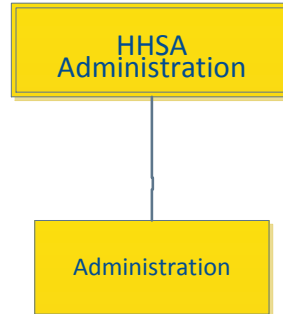




HHSA—Administration

Organizational Chart



Mission Statement

Health and Human Services Agency (HHSA) Administration provides administrative and fiscal support to the four programmatic divisions of HHSA including Mental Health, Public Health, Community Services, and Social Services. The Agency's mission statement is: With integrity and respect we provide effective, efficient, collaborative services that strengthen, empower and protect individuals, families and communities, thereby enhancing their quality of life.

Goals

Staff Investment: To encourage a safe, supportive, empowering professional culture that values learning and growth, and enhances employee innovation and purpose.

Fiscal Responsibility: To develop and sustain Agency resources through thoughtful planning and efficient practices, and foster accountability and ownership at all levels of the Agency.

Program Effectiveness/Integration: To develop collaborative partnerships and community networks that focus on quality, performance standards, outcomes and accountability through mutual goals and continuous improvement.

Agency Infrastructure: To establish a strong Agency infrastructure through the advancement of technology, appropriate staffing levels, and facility development and utilization.

Department Overview

The Administration of the Health and Human Services Agency is organized to operate in one fund:

Fund Type 10 General Fund Administration

2015-16 Summary of Division Programs				
	Appropriation	Revenue	Net County Cost	Staffing
Administration	\$3,929,438	\$4,042,767	-\$113,329	64.10
<i>TOTAL</i>	<i>\$3,929,438</i>	<i>\$4,042,767</i>	<i>-\$113,329</i>	<i>64.10</i>

Recommended Budget Highlights for HHS—Administration

The Health and Human Services Agency Administration Division was created in July 2013 to provide efficiencies in administrative and fiscal support to all the various programs across the agency. The division passes these fiscal and administrative costs to programs within the agency based on direct program salaries. All Administrative Division costs are funded from State, Federal, realignment, donations/fees, and General Fund (e.g. General Fund dollars are approximately 6 percent of revenue for the division).

The Recommended Budget represents a decrease in revenues of \$452,185 or 10% and a decrease of \$255,418 or 6% in appropriations compared to the FY 2014-15 approved budget. There is a net county cost surplus of \$113,329 for FY 2015-16 due to an issue during the first year of charging agency programs in FY 2013-14. The net county surplus is going to pay back the General Fund for dollars that it lent it during its first year.

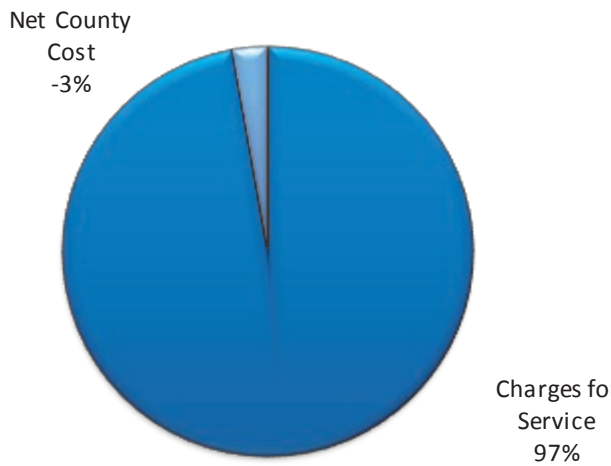
During the first year, the Health and Human Services Agency Administration, with assistance of the Chief Administrative Office and the Auditor-Controller's Office, created an indirect cost model on budgeted salaries instead of direct salaries expensed. Due to vacant positions in the programs, there were fewer charges than the budgeted model. Largely due to this reason, the division needed a cash advance from the General Fund in FY 2013-14. These funds will be paid back in total to the General Fund with the net county cost surplus during FY 2014-15 and FY 2015-16. This issue should not occur again, at the same level.

Staffing Changes

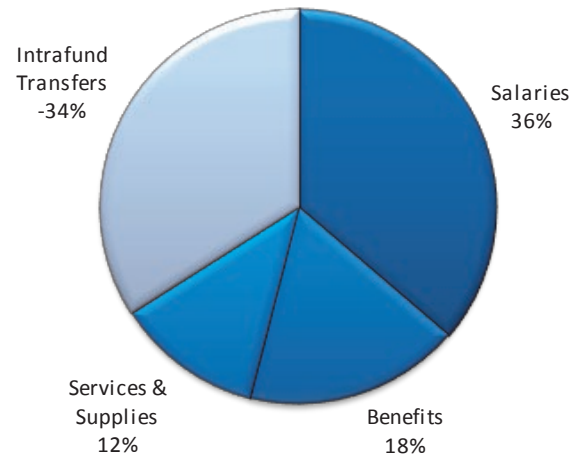
The Division requested 4.9 FTEs less than it had received during the FY 2014-15 Approved Budget. The division would like to delete two permanent vacant administration positions, while also deleting a time limited management position. The division is also requesting to transfer 1.9 FTEs to other divisions in HHS. The division is able to reduce its FTEs by 4.9 due to efficiencies obtained over the last two years since its creation. The division will continue to seek methods to obtain more efficiencies as to charge less administrative support costs to the other divisions within HHS.

	12/13	13/14	14/15	15/16	15/16
	Actual	Actual	Projected	Dept Req	CAO Rec
Charges for Service	-	3,197,890	4,256,567	4,042,767	4,042,767
Misc.	-	40	28,113	-	-
Total Revenue	-	3,197,930	4,284,680	4,042,767	4,042,767
Salaries	-	3,951,291	4,493,313	4,466,753	4,466,753
Benefits	-	1,724,119	2,143,912	2,177,611	2,177,611
Services & Supplies	-	1,231,479	1,451,785	1,474,727	1,474,727
Fixed Assets	-	4,690	18,000	-	-
Operating Transfers		2,477	21,120	-	-
Intrafund Transfers	-	(3,270,572)	(4,289,005)	(4,189,653)	(4,189,653)
Total Appropriations	-	3,643,484	3,839,125	3,929,438	3,929,438
NCC	-	445,554	(445,555)	(113,329)	(113,329)
FTE's	-	69	69	64	64

Source of Funds



Use of Funds



Source of Funds—HHS Administration

Charges for Services (\$4,042,767): Comprised of interfund abatements/ reimbursements between department programs for HHS Administration charges.

Net County Cost (-\$113,329) – There is a potential for an over collection of revenue from programmatic divisions due to the variance between the HHS Administration Indirect Cost Rate (ICR) and actual staffing levels. Any over/under collection would be recovered by HHS via a future year ICR.

Use of Funds—HHS Administration

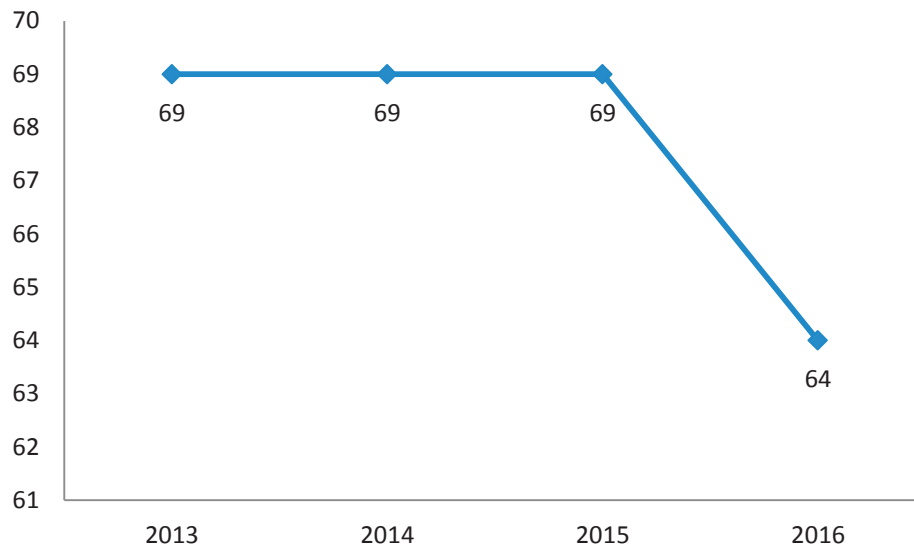
Salaries & Benefits (\$6,644,364): Comprised of regular salaries (\$4,439,313), overtime (\$20,000), retirement (\$937,390), health insurance (\$1,000,223), retiree health (\$48,279), workers compensation insurance (\$43,279), and other payroll/ insurance costs (\$155,880).

Services & Supplies (\$1,474,727): Comprised of building rents and related space costs (\$973,409); household expenses (\$8,500); cost applied liability insurance (\$31,004); staff development (\$17,285); travel/transport (\$4,140); employee and volunteer mileage reimbursements (\$10,570); vehicle rents (\$2,500) and fuel (\$700); minor equipment purchase/maintenance (\$32,134); telephone and internet charges (\$28,968), maintenance and software licenses (\$3,900); professional and specialized services (\$62,945); miscellaneous services and supplies (\$15,486); memberships (\$440); general office expenses and postage (\$87,791); and leased copy machines (\$194,955).

Intrafund Transfers (\$321,589): Comprised of charges from other departments for building maintenance and improvements (\$8,003), IT support for PC and programming services (\$40,500) and acc/auditing charges, tax collector charge and A-87 (\$273,086).

Intrafund Abatements (-\$4,511,242): Related to indirect cost allocation for HHS Administration charges.

Staffing Trend for HHSA—Administration



Staffing for the Health and Human Services Agency Administration has decreased by 4.9 FTEs due to changes in workload and Agency needs. The recommended staff allocation for FY 2015-16 is 64.10. The division currently has 63.10 FTEs on the West Slope and 1.00 FTE at South Lake Tahoe.

HHSA—Administration Program

Program Summary:

HHSA Administration was created in July 2013 to provide efficiencies in administrative and fiscal support to all the various programs in each of the four programmatic divisions of the agency. The division provides a wide range of services to the four program divisions, including maintaining and monitoring contracts, providing fiscal and budget support, facility maintenance, purchasing, billing, payroll, grant reporting, preparing items for submission to the Board of Supervisors, and internal personnel processing. The division charges programs for use of its services and recovers costs from each of the four divisions of HHSA through an Indirect Cost Rate (ICR).

El Dorado County
 Detail of Financing Sources and Financing Uses
 Governmental Funds
 Fiscal Year 2015-16

Budget Unit **45 Health & Human Services Agency**
 Function **General Government**
 Activity **Other General**

Detail by Revenue Category and Expenditure Object	2013-14	2014-15	2015-16	2015-16
	Actual	Actual Estimated <input type="checkbox"/>	Department Requested <input checked="" type="checkbox"/>	CAO Recommended
1	2	3	4	5

Charges for Services

1800 Interfund Revenue	\$ 3,197,890	\$ 4,256,567	\$ 4,042,767	\$ 4,042,767
Total Charges for Services	\$ 3,197,890	\$ 4,256,567	\$ 4,042,767	\$ 4,042,767

Miscellaneous Revenues

1942 Miscellaneous Reimbursement	\$ 40	\$ -	\$ -	\$ -
Total Miscellaneous Revenues	\$ 40	\$ -	\$ -	\$ -

Other Financing Sources

2020 Operating Transfers In	\$ -	\$ 28,113	\$ -	\$ -
Total Other Financing Sources	\$ -	\$ 28,113	\$ -	\$ -

Total Revenue	\$ 3,197,930	\$ 4,284,680	\$ 4,042,767	\$ 4,042,767
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Salaries and Employee Benefits

3000 Permanent Employees / Elected Officials	\$ 3,771,785	\$ 4,313,983	\$ 4,439,313	\$ 4,439,313
3001 Temporary Employees	20,362	-	-	-
3002 Overtime	61,168	33,524	20,000	20,000
3004 Other Compensation	82,106	138,945	5,040	5,040
3005 Tahoe Differential	14,624	4,773	2,400	2,400
3006 Bilingual Pay	1,246	2,088	-	-
3020 Employer Share - Employee Retirement	709,091	857,456	937,390	937,390
3022 Employer Share - Medi Care	54,999	61,909	64,405	64,405
3040 Employer Share - Health Insurance	929,581	1,047,502	1,000,223	1,000,223
3041 Employer Share - Unemployment Insurance	2,632	-	-	-
3042 Employer Share - Long Term Disab Insurance	5,562	11,682	11,101	11,101
3043 Employer Share - Deferred Compensation	11,158	10,511	6,934	6,934
3046 Retiree Health - Defined Contributions	-	45,913	48,279	48,279
3060 Employer Share - Workers' Compensation	-	33,939	43,279	43,279
3080 Flexible Benefits	11,096	75,000	66,000	66,000
Total Salaries and Employee Benefits	\$ 5,675,410	\$ 6,637,225	\$ 6,644,364	\$ 6,644,364

Services and Supplies

4040 Telephone Company Vendor Payments	\$ 1,526	\$ 1,368	\$ 1,368	\$ 1,368
4041 Cnty Pass thru Telephone Chrges to Depts	713	26,500	26,500	26,500
4044 Cable/Internet Service	374	1,100	1,100	1,100
4080 Household Expense	4,694	5,500	5,500	5,500
4082 Household Expense - Other	2,673	3,000	3,000	3,000
4086 Household Expense - Janitorial/Custodial	35,700	59,580	62,556	62,556
4100 Insurance - Premium	-	29,057	31,004	31,004
4101 Insurance - Additional Liability	-	760	760	760
4144 Maintenance - Computer System Supplies	-	3,000	3,000	3,000
4180 Maintenance - Building and Improvements	23,328	9,036	9,036	9,036
4182 Maintenance - Rental Property	-	205	205	205
4183 Maintenance - Grounds	-	8,148	8,148	8,148
4197 Maintenance - Building Supplies	331	-	-	-
4220 Memberships	-	404	440	440
4260 Office Expense	36,444	36,153	36,153	36,153

El Dorado County
 Detail of Financing Sources and Financing Uses
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Budget Unit **45 Health & Human Services Agency**

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Detail by Revenue Category and Expenditure Object	2013-14	2014-15	2015-16	2015-16
	Actual	Actual Estimated <input type="checkbox"/> Estimated <input checked="" type="checkbox"/>	Department Requested	CAO Recommended
1	2	3	4	5
4261 Postage	24,711	51,638	51,638	51,638
4262 Software	491	-	600	600
4263 Subscription / Newspaper / Journals	132	1,473	1,473	1,473
4264 Books / Manuals	-	700	700	700
4266 Printing / Duplicating	265	1,500	1,500	1,500
4300 Professional and Specialized Services	43,622	46,445	62,945	62,945
4400 Publication and Legal Notices	189	700	700	700
4420 Rents and Leases - Equipment	187,457	194,955	194,955	194,955
4421 Security System	-	23,376	24,552	24,552
4440 Rent & Lease - Building/Improvements	641,074	689,297	689,297	689,297
4460 Small Tools and Instruments	12	-	-	-
4461 Minor Equipment	8,497	7,000	11,900	11,900
4462 Minor Computer Equipment	21,151	28,400	17,234	17,234
4500 Special Departmental Expense	406	-	-	-
4502 Educational Materials	-	2,000	2,000	2,000
4503 Staff Development	8,348	16,884	17,285	17,285
4529 Software License	2,009	3,300	3,300	3,300
4600 Transportation and Travel	1,004	2,054	3,640	3,640
4602 Employee - Private Auto Mileage	3,970	3,788	10,570	10,570
4605 Vehicle - Rent or Lease	50	2,500	2,500	2,500
4606 Fuel Purchases	899	700	700	700
4608 Hotel Accommodations	463	1,840	500	500
4620 Utilities	180,945	189,424	187,968	187,968
Total Services and Supplies	\$ 1,231,479	\$ 1,451,785	\$ 1,474,727	\$ 1,474,727
Fixed Assets				
6042 Fixed Assets - Computer Sys Equipment	\$ 4,690	\$ 18,000	\$ -	\$ -
Total Fixed Assets	\$ 4,690	\$ 18,000	\$ -	\$ -
Other Financing Uses				
7000 Operating Transfers Out	\$ 2,477	\$ -	\$ -	\$ -
Total Other Financing Uses	\$ 2,477	\$ -	\$ -	\$ -
Intrafund Transfers				
7200 Intrafund Transfers	\$ 391	\$ 75	\$ -	\$ -
7223 Intrafund: Mail Service	-	-	47	47
7224 Intrafund: Stores Support	-	-	2,411	2,411
7229 Intrafund: PC Support	-	-	19,000	19,000
7231 Intrafund: IS Programming Support	16,797	15,500	21,500	21,500
7232 Intrafund: Maint Bldg & Improvmnts	12,608	5,545	5,545	5,545
7250 Intrafund Transfers: Non General Fund	-	-	273,086	273,086
Total Intrafund Transfers	\$ 29,796	\$ 21,120	\$ 321,589	\$ 321,589
Intrafund Abatement				
7350 Intrafund Abatement: Only Gen eral Fund	\$ (3,300,368)	\$ (4,289,005)	\$ (4,511,242)	\$ (4,511,242)
Total Intrafund Abatement	\$ (3,300,368)	\$ (4,289,005)	\$ (4,511,242)	\$ (4,511,242)
Total Expenditures/Appropriations	\$ 3,643,484	\$ 3,839,125	\$ 3,929,438	\$ 3,929,438

El Dorado County
 Detail of Financing Sources and Financing Uses
 Governmental Funds
 Fiscal Year 2015-16

Budget Unit **45 Health & Human Services Agency**
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 Activity **Other General**

Detail by Revenue Category and Expenditure Object	2013-14 Actual	2014-15 Actual <input type="checkbox"/> Estimated <input checked="" type="checkbox"/>	2015-16 Department Requested	2015-16 CAO Recommended
1	2	3	4	5
<p style="text-align: right;">Net Cost \$ (445,554) \$ 445,555 \$ 113,329 \$ 113,329</p>				

