

# HEALTH AND HUMAN SERVICES AGENCY

## Health & Human Services Agency – Administration

### Mission

Health & Human Services Agency (HHS) Administration provides administrative and fiscal support to the four programmatic divisions of HHS including Behavioral Health, Public Health, Community Services, and Social Services.

### HHS Admin Financial Summary

	14/15 Actuals	15/16 Budget	16/17 Dept Requested	16/17 CAO Recommend	Change from Budget to Recommend	% Change
Charges for Service	4,113,064	4,360,808	4,110,615	4,110,615	(250,193)	-6%
Misc.	18,649	-	-	-	-	0%
<b>Total Revenue</b>	<b>4,131,713</b>	<b>4,360,808</b>	<b>4,110,615</b>	<b>4,110,615</b>	<b>(250,193)</b>	<b>-6%</b>
Salaries and Benefits	6,433,583	6,740,348	7,011,701	7,011,701	271,353	4%
Services & Supplies	1,349,330	1,480,725	1,510,634	1,510,634	29,909	2%
Fixed Assets	7,178	-	43,500	43,500	43,500	0%
Intrafund Transfers	8,849	319,089	445,193	445,193	126,104	40%
Intrafund Abatements	(4,339,244)	(4,617,158)	(4,835,408)	(4,835,408)	(218,250)	5%
<b>Total Appropriations</b>	<b>3,459,696</b>	<b>3,923,004</b>	<b>4,175,620</b>	<b>4,175,620</b>	<b>252,616</b>	<b>6%</b>
<b>NCC</b>	<b>(672,017)</b>	<b>(437,804)</b>	<b>65,005</b>	<b>65,005</b>	<b>502,809</b>	<b>-115%</b>
<b>FTE's</b>	<b>64</b>	<b>64</b>	<b>65</b>	<b>65</b>	<b>1</b>	<b>2%</b>

### Source of Funds

Charges for Services (\$4,110,615): Comprised of interfund abatements/reimbursements between department programs for HHS Administration charges.

Net County Cost (\$65,005) – An estimate of cost recovery based on an Indirect Cost Rate.

### Use of Funds

Salaries & Benefits (\$7,011,701): Primarily regular salaries and benefits (\$4,673,125), overtime (\$20,000), and other benefit and cost applied charges (\$2,318,576).

Services & Supplies (\$1,510,634): Primarily comprised of building rents and related space costs (\$962,040), household expenses (\$8,000), cost applied liability insurance (\$35,897), staff development

(\$34,560), minor equipment purchase/maintenance (\$14,200), telephone and internet charges (\$19,400), professional and specialized services (\$87,645), miscellaneous services and supplies (\$16,700), general office expenses and postage (\$115,000) and leased copy machines (\$185,000).

Fixed Asset (\$43,500): Professional scanner (\$8,500), POD building and design (\$30,000) and security equipment (\$5,000).

Intrafund Transfers (\$445,193): Cost applied mail, store support and building maintenance (\$11,814), IT support for PC and programming services (\$25,000) and A-87 (\$408,379).

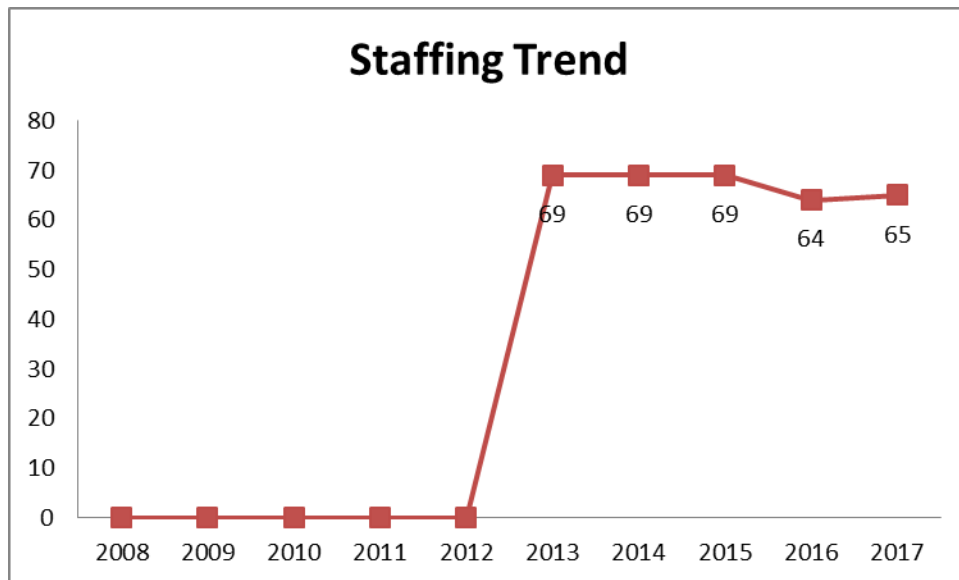
Intrafund Abatements (-\$4,835,408): Related to indirect cost allocation for HHS Administration charges.

## HEALTH AND HUMAN SERVICES AGENCY

### Staffing Trend

Staffing for the Health and Human Services Agency Administration has increased by 0.80 FTE due to a transfer from Community

Services. The recommended staff allocation for FY 2016-17 is 65.10. The division currently has 64.10 FTEs on the West Slope and 1.00 FTEs at South Lake Tahoe.



## HEALTH AND HUMAN SERVICES AGENCY

<b>2016-17 Summary of Department Programs</b>				
	Appropriation	Revenue	Net County Cost	Staffing
HHSA Administration	\$4,175,620	\$4,110,615	\$65,005	65.10
<i>TOTAL</i>	<i>\$4,175,620</i>	<i>\$4,110,615</i>	<i>\$65,005</i>	<i>65.10</i>

### Program Summary

#### *HHSA Administration*

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 three divisions of HHSA through an Indirect Cost Rate (ICR).

### Chief Administrative Office Recommendation

The Health and Human Services Agency Administration Division was created 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.

The total Recommended Budget for the Administration Division represents a decrease of revenues of \$250,193 or 6% and an increase in appropriations of \$252,616 or 6% when compared to the FY 2015-16 approved budget. As a result, the Net County Cost is increasing \$502,809. This represents a status quo budget.

At the beginning of the year the Division calculates an Indirect Cost Rate (ICR) that is charged out to all Divisions in the Health and Human Services agency based on direct salary dollars. Due to fluctuations in actual salary dollars spent throughout the year, sometimes the department collects more revenue than necessary which rolls into the General Fund as fund balance and will be used to fund the Net County Cost in future years.

# HEALTH AND HUMAN SERVICES AGENCY

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## Financial Information by Fund Type

**FUND TYPE:** 10 GENERAL FUND  
**DEPARTMENT:** 45 HEALTH & HUMAN SERVICES AGENCY ADM

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
<b>TYPE: R REVENUE</b>					
<b>SUBOBJ SUBOBJ TITLE</b>					
1800 INTERFND REV: SERVICE BETWEEN FUND	4,137,204	4,360,808	4,110,615	4,110,615	-250,193
<b>CLASS: 13 REV: CHARGE FOR SERVICES</b>	4,137,204	4,360,808	4,110,615	4,110,615	-250,193
<b>TYPE: R SUBTOTAL</b>	4,137,204	4,360,808	4,110,615	4,110,615	-250,193

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## Financial Information by Fund Type

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 DEPARTMENT: 45 HEALTH & HUMAN SERVICES AGENCY ADM

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD	
<b>TYPE: E EXPENDITURE</b>						
<b>SUBOBJ SUBOBJ TITLE</b>						
3000	PERMANENT EMPLOYEES / ELECTED	4,162,621	4,541,902	4,673,125	4,673,125	131,223
3002	OVERTIME	20,000	20,000	20,000	20,000	0
3004	OTHER COMPENSATION	4,200	4,200	4,200	4,200	0
3005	TAHOE DIFFERENTIAL	2,400	2,400	2,400	2,400	0
3020	RETIREMENT EMPLOYER SHARE	958,379	958,379	1,013,266	1,013,266	54,887
3022	MEDI CARE EMPLOYER SHARE	65,894	65,894	67,790	67,790	1,896
3040	HEALTH INSURANCE EMPLOYER	975,046	975,046	1,017,575	1,017,575	42,529
3042	LONG TERM DISABILITY EMPLOYER	11,357	11,357	11,677	11,677	320
3043	DEFERRED COMPENSATION EMPLOYER	2,412	2,412	7,589	7,589	5,177
3046	RETIREE HEALTH: DEFINED	48,279	48,279	68,497	68,497	20,218
3060	WORKERS' COMPENSATION EMPLOYER	43,279	43,279	52,982	52,982	9,703
3080	FLEXIBLE BENEFITS	67,200	67,200	72,600	72,600	5,400
<b>CLASS: 30</b>	<b>SALARY &amp; EMPLOYEE BENEFITS</b>	<b>6,361,067</b>	<b>6,740,348</b>	<b>7,011,701</b>	<b>7,011,701</b>	<b>271,353</b>
4040	TELEPHONE COMPANY VENDOR	1,368	1,368	1,400	1,400	32
4041	COUNTY PASS THRU TELEPHONE CHARGES	26,500	26,500	18,000	18,000	-8,500
4080	HOUSEHOLD EXPENSE	5,500	5,500	5,000	5,000	-500
4082	HOUSEHOLD EXP: OTHER	3,000	3,000	3,000	3,000	0
4086	JANITORIAL / CUSTODIAL SERVICES	62,280	62,280	62,280	62,280	0
4100	INSURANCE: PREMIUM	31,004	31,004	35,897	35,897	4,893
4101	INSURANCE: ADDITIONAL LIABILITY	760	760	0	0	-760
4144	MAINT: COMPUTER	3,000	3,000	3,000	3,000	0
4180	MAINT: BUILDING & IMPROVEMENTS	9,036	9,036	5,000	5,000	-4,036
4182	MAINT: RENTAL PROPERTY	205	205	0	0	-205
4220	MEMBERSHIPS	600	600	1,400	1,400	800
4260	OFFICE EXPENSE	36,153	36,153	35,000	35,000	-1,153
4261	POSTAGE	60,000	60,000	80,000	80,000	20,000
4262	SOFTWARE	600	600	4,200	4,200	3,600
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	1,473	1,473	2,000	2,000	527
4264	BOOKS / MANUALS	700	700	700	700	0
4266	PRINTING / DUPLICATING SERVICES	1,500	1,500	1,500	1,500	0
4300	PROFESSIONAL & SPECIALIZED SERVICES	69,945	69,945	87,645	87,645	17,700
4400	PUBLICATION & LEGAL NOTICES	700	700	500	500	-200
4420	RENT & LEASE: EQUIPMENT	104,192	194,955	185,000	185,000	-9,955
4421	RENT & LEASE: SECURITY SYSTEM	24,552	24,552	23,964	23,964	-588
4440	RENT & LEASE: BUILDING &	689,297	689,297	681,508	681,508	-7,789
4461	EQUIP: MINOR	11,900	11,900	2,400	2,400	-9,500
4462	EQUIP: COMPUTER	17,234	17,234	8,800	8,800	-8,434
4500	SPECIAL DEPT EXPENSE	0	0	10,000	10,000	10,000
4502	EDUCATIONAL MATERIALS	2,000	2,000	2,000	2,000	0
4503	STAFF DEVELOPMENT	17,285	17,285	34,560	34,560	17,275
4529	SOFTWARE LICENSE	3,300	3,300	3,500	3,500	200

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## Financial Information by Fund Type

**FUND TYPE:** 10 GENERAL FUND  
**DEPARTMENT:** 45 HEALTH & HUMAN SERVICES AGENCY ADM

	MID-YEAR PROJECTION	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
4600 TRANSPORTATION & TRAVEL	3,640	3,640	3,302	3,302	-338
4602 MILEAGE: EMPLOYEE PRIVATE AUTO	10,570	10,570	7,990	7,990	-2,580
4605 RENT & LEASE: VEHICLE	2,500	2,500	8,500	8,500	6,000
4606 FUEL PURCHASES	700	700	1,000	1,000	300
4608 HOTEL ACCOMMODATIONS	500	500	2,300	2,300	1,800
4620 UTILITIES	187,968	187,968	189,288	189,288	1,320
<b>CLASS: 40 SERVICE &amp; SUPPLIES</b>	<b>1,389,962</b>	<b>1,480,725</b>	<b>1,510,634</b>	<b>1,510,634</b>	<b>29,909</b>
6040 FIXED ASSET: EQUIPMENT	0	0	35,000	35,000	35,000
6042 FIXED ASSET: COMPUTER SYSTEM	0	0	8,500	8,500	8,500
<b>CLASS: 60 FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>43,500</b>	<b>43,500</b>	<b>43,500</b>
7200 INTRAFUND TRANSFERS: ONLY GENERAL	0	0	408,379	408,379	408,379
7223 INTRAFND: MAIL SERVICE	47	47	118	118	71
7224 INTRAFND: STORES SUPPORT	2,411	2,411	1,696	1,696	-715
7229 INTRAFND: PC SUPPORT	19,000	19,000	25,000	25,000	6,000
7231 INTRAFND: IS PROGRAMMING SUPPORT	19,000	19,000	0	0	-19,000
7232 INTRAFND: MAINT BLDG & IMPROVMNTS	5,545	5,545	10,000	10,000	4,455
7250 INTRAFND: NOT GEN FUND / SAME FUND	261,967	273,086	0	0	-273,086
<b>CLASS: 72 INTRAFUND TRANSFERS</b>	<b>307,970</b>	<b>319,089</b>	<b>445,193</b>	<b>445,193</b>	<b>126,104</b>
7350 INTRFND ABATEMENTS: GF ONLY	-4,694,578	-4,617,158	-4,835,408	-4,835,408	-218,250
<b>CLASS: 73 INTRAFUND ABATEMENT</b>	<b>-4,694,578</b>	<b>-4,617,158</b>	<b>-4,835,408</b>	<b>-4,835,408</b>	<b>-218,250</b>
<b>TYPE: E SUBTOTAL</b>	<b>3,364,421</b>	<b>3,923,004</b>	<b>4,175,620</b>	<b>4,175,620</b>	<b>252,616</b>
<b>FUND TYPE: 10 SUBTOTAL</b>	<b>-772,783</b>	<b>-437,804</b>	<b>65,005</b>	<b>65,005</b>	<b>502,809</b>
<b>DEPARTMENT: 45 SUBTOTAL</b>	<b>-772,783</b>	<b>-437,804</b>	<b>65,005</b>	<b>65,005</b>	<b>502,809</b>

# HEALTH AND HUMAN SERVICES AGENCY

## Health and Human Services Agency (HHSA)

### HHSA Administration

*65.10*

<b>Administration</b>	
<b><i>Administrative, Placerville</i></b> <span style="float: right;"><b><i>26.10</i></b></span>	
Director of Health & Human Services	1.00
Administrative Services Officer	2.00
Administrative Technician	2.00
Assistant Director of Health Services	0.10
Chief Assistant Director of HHSA	1.00
Department Analyst I/II	11.00
Deputy Director	2.00
Executive Assistant	1.00
Health Program Manager	1.00
Office Assistant I/II	3.00
Sr. Department Analyst	1.00
Sr. Office Assistant	1.00

<b>Fiscal</b>	
<b><i>Fiscal, Placerville</i></b> <span style="float: right;"><b><i>38.00</i></b></span>	
Accountant I/II	8.00
Administrative Technician	1.00
Chief Fiscal Officer	1.00
Department Analyst I/II	4.00
Fiscal Assistant I/II	2.00
Fiscal Technician	12.00
Office Assistant I/II	-
Program Manager	3.00
Sr. Accountant	1.00
Sr. Department Analyst	1.00
Supervising Accountant/Auditor	5.00
<b><i>Fiscal, South Lake Tahoe</i></b> <span style="float: right;"><b><i>1.00</i></b></span>	
Fiscal Assistant I/II	1.00