

MEMORANDUM
PLACER COUNTY HEALTH AND HUMAN SERVICES
Administrative Services

TO: Honorable Board of Supervisors
FROM: Richard J. Burton, M.D., M.P.H.
Placer County Health Officer and Director of Health and Human Services
DATE: March 8, 2011
SUBJECT: FY 2010-11 Health & Human Services Budget Revisions

ACTION REQUESTED:

The Board is requested to take the following actions:

- a. Approve the attached FY 2010-11 Health & Human Services Budget Revisions in the combined amount of \$2,032,100.
- b. Authorize the Purchasing Manager to purchase the vehicles, HVAC, laboratory, medical, and computer-related items detailed in the attached Additions to the Master Fixed Asset List, and
- c. Approve the addition of new equipment to the County Master Fixed Asset List in the amount of \$238,626.

No additional County General Funds are required.

BACKGROUND:

On September 28, 2010 your Board adopted the County's FY 2010-11 Final Budget. The FY 2010-11 budget included all fixed assets and revenues anticipated as well as expenditures based upon HHS service utilization patterns experienced by the Department during FY 2009-10. Subsequent to the final budget being adopted, the Department received its final State and Federal funding allocations.

The attached mid-year budget revision incorporates various increased Federal, State and grant revenues that will allow the Department to enhance laboratory and office automation, expedite service authorization, and replace County vehicles crucial to the Department's roles in fraud prevention and child protective services.

These budget revisions allow the FY 2010-11 Final Budget to be updated to reflect final Federal, State, and grant program funding for the year. They result in increased expenditure authority of \$2.032 million to ensure the appropriate amount of revenues and expenditures authority for HHS while remaining within the County General Fund contribution approved by the Board in the FY 2010-11 Final Budget.

Adjustments are detailed on the attached budget revisions and include the following:

Newly Identified Funding: Reconciling final Federal, State and grant funding allocations across HHS results in increased revenues of approximately \$2.032 million dollars. This is due to proactive HHS management of the State allocation process as well as significant programmatic caseload growth in mandated programs. Specifically, these funds include:

- Replacement of Public Health Laboratory equipment crucial to emergency response and daily operations (\$107,200)
- Office automation equipment in Environmental Health hazardous material management, that improves efficiency and service to local businesses (\$19,800)
- Assist low income veterans to live in the community rather than more restrictive and costly institutional settings (\$250,000)
- Implementation of office automation and a call center approach to the eligibility process, and staffing to efficiently handle the ever-increasing number of low income families who are eligible for nutritional assistance through the food stamp program (\$502,300)

- Provision of life saving medical care to residents with physical and/or mental illness who require the expertise of our local community hospitals and physician specialists through enhanced Medi-Cal revenues (\$1,047,800)
- Replacement of four aging County vehicles recommended by Fleet Services (\$105,000):
 - 2000 Jeep Cherokee – Tahoe. Used primarily for Child Protective Services, Public Health, and Welfare Fraud Investigators.
 - 1997 Jeep Cherokee – CSOC/Enterprise. Used by Child Welfare Services.
 - 2001 Jeep Cherokee – CSOC/Enterprise. Used by Child Welfare Services.
 - 2001 Ford Taurus – Welfare Fraud Investigation/Rocklin.

Additional Expenditure Authority: The newly identified funding listed above is the result of increased caseload growth and essential equipment replacement needs that have surfaced since the approval of the FY 2010-11 final budget. This increase in the Department's budgeted expenditure levels by \$2.032 million dollars does not require any additional County General Funds. In addition, these budget revisions provide spending authority for the purchase of fixed assets in the amount of \$238,626. The items are all related to the services to county residents described above and will be added to the County's Master Fixed Asset List as shown on the attached list.

FISCAL IMPACT:

These budget revisions reconcile the FY 2010-11 Budget to final Federal, State and grant funding, and the County General Fund contribution remains as it was in the approved FY 2010-11 Final Budget.

The budget revisions total \$2,032,100 and have no County General Fund impact, and no additional County General Funds are required.

Attachments

- FY 2010-11 Budget Revisions
- Additions to Master Fixed Asset List

Vehicle Info:

PAS DOCUMENT NO.

BUDGET REVISION

POST DATE:

- Cash Transfer Required
- Reserve Cancellation Required
- Establish Reserve Required

- Auditor-Controller
- County Executive
- Board of Supervisors

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
14	BR	\$ 1,104,600	8

ESTIMATED REVENUE ADJUSTMENT											APPROPRIATION ADJUSTMENT										
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
14	006		100		530730	60700	7160			\$ 288,300	14	014				530730	60700	3776			\$ 25,000
14	006		100		530730	60700	7240			\$ 214,000	14	014				530730	60700	1303			\$ 364,000
14	020		100		530730	60700	5001			\$ 25,000	14	014				530730	60700	2555			\$ 138,300
19	006		250	200	006601		8782			\$ 25,000	19	014		250	200	006601		4451			\$ 25,000
TOTAL											TOTAL										
\$ 552,300											\$ 552,300										

REASON FOR REVISION: INCREASE APPN: 53070 Human Services appropriation for the following items: Intelegy Corporation \$138,300 to implement a Service Center business model; \$25,000 to purchase an IHSS Fraud Investigations vehicle; \$364,000 to increase OPEB expenditure for one time cost.

Prepared by Brian Ruppel Ext 7693
 Department Head [Signature]
 Board of Supervisors [Signature]

Date: 3/8/11
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Budget Revision # _____ FOR INDIVIDUAL DEPT USE

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BUDGET REVISION

PAS DOCUMENT NO.

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
14	BR	214,400.00	5

Cash Transfer Required

Reserve Cancellation Required

Establish Reserve Required

my Auditor-Controller

County Executive

Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT											APPROPRIATION ADJUSTMENT										
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
14	006			100	994276	94276	7131			40,000.00	14	015		100		994276	94276	1002			51,832.00
											14	015		100		994276	94276	1300			11,403.00
											14	015		100		994276	94276	1301			3,965.00
											14	014		100		994276	94276	4451			107,200.00
TOTAL										40,000.00	TOTAL										174,400.00

REASON FOR REVISION: Adjust revenue and appropriations in Community Health (Appn # 42760) for the purchase of four Public Health Laboratory fixed assets.

Prepared by Stan Hapak Ext 1841

Department Head *[Signature]*

Board of Supervisors *[Signature]*

Date: 3/8/11

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PAS DOCUMENT NO.

BUDGET REVISION

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
14	BR	39,600.00	3

- Cash Transfer Required
- Reserve Cancellation Required
- Establish Reserve Required

- Auditor-Controller
- County Executive
- Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT											APPROPRIATION ADJUSTMENT										
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
14	006		100		994282	94280	8212			19,800.00	14	014		100		994282	94280	4451			16,126.00
											14	014		100		994282	94280	1002			3,674.00
TOTAL										19,800.00	TOTAL										19,800.00

REASON FOR REVISION: To record new Environmental Protection Trust Fund private agency grant revenue to purchase a scanning system for the CUPA program and to fund related staff salaries.

Prepared by Mori Boone Ext 1833
 Department Head [Signature]
 Board of Supervisors [Signature]

Date: 3/8/11
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Budget Revision # _____ FOR INDIVIDUAL DEPT USE

PAS DOCUMENT NO.

BUDGET REVISION

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
BR		180,000.00	8

- Cash Transfer Required
- Reserve Cancellation Required
- Establish Reserve Required

- Auditor-Controller
- County Executive
- Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT											APPROPRIATION ADJUSTMENT										
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
14	006				429511	95BSG	8746			90,000.00	14	014				429511	95119	1002			8,200.00
											14	014				429511	95119	1300			1,825.00
											14	014				429511	95119	1301			627.00
											14	014				429511	95119	2511			625.00
											14	014				429511	95119	2555			67,723.00
											14	014				429511	95119	2931			700.00
											14	014				429511	95001	4451			10,300.00
TOTAL										90,000.00	TOTAL										90,000.00

REASON FOR REVISION: Increase revenue and appropriations in Community Clinics (Appn # 42950) to purchase an exam table and to record revenue and expenditures related to a grant received to evaluate the impact of health care reform on Placer County.

Prepared by Karen Fukasawa Ext 7228
 Department Head [Signature]
 Board of Supervisors [Signature]

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BUDGET REVISION

POST DATE:

Cash Transfer Required

3/1 Auditor-Controller

Reserve Cancellation Required

County Executive

Establish Reserve Required

Board of Supervisors

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
14	BR	\$ 500,000	2

ESTIMATED REVENUE ADJUSTMENT										APPROPRIATION ADJUSTMENT											
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
14	006		103		530123	53010	7265			\$ 250,000	14	014		103		530123	53010	3079			\$ 250,000
TOTAL										\$ 250,000	TOTAL										\$ 250,000

REASON FOR REVISION: INCREASE APPN: 53010 HOUSING ASSISTANCE SERVICES TO RECORD ADDITIONAL REVENUES AND EXPENDITURES RELATED TO LEASE UP ACTIVITIES.

Prepared by Brian Rupprecht Ext 7693
 Department Head *James C. Hamilton*
 Board of Supervisors _____

Date: 3/8/11

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PAS DOCUMENT NO.

BUDGET REVISION

POST DATE:

- Cash Transfer Required
- Reserve Cancellation Required
- Establish Reserve Required

- 31. Auditor-Controller
- County Executive
- Board of Supervisors

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
14	BR	210,000.00	4

ESTIMATED REVENUE ADJUSTMENT											APPROPRIATION ADJUSTMENT											
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	
19	006		250	200	006601		8782			52,500.00	14	014		100		994297	94297	3776			52,500.00	
											14	015		100		994297	94297	1002			52,500.00	
											19	014		250	200	006601				4451		52,500.00
TOTAL										52,500.00	TOTAL										157,500.00	

REASON FOR REVISION: To transfer \$52,500 to Public Works for the purchase of two vehicles for the Children's System of Care (Appn # 42970).

Prepared by Jim Nissen Ext 2813
 Department Head [Signature]
 Board of Supervisors [Signature]

Date: 3/8/11
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PAS DOCUMENT NO.

BUDGET REVISION

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
14	BR	110,000.00	4

Cash Transfer Required
 Reserve Cancellation Required
 Establish Reserve Required

3/1 Auditor-Controller
 County Executive
 Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT

APPROPRIATION ADJUSTMENT

DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
19	006		250	200	006601		8782			27,500.00	14	014		100		994200	94200	3776			27,500.00
											14	015		100		990603	90603	1002			27,500.00
											19	014		250	200	006601		4451			27,500.00
TOTAL										27,500.00	TOTAL										82,500.00

REASON FOR REVISION: To transfer \$27,500 to Public Works for the purchase of a midsize 4X4 replacement vehicle for the HHS Admin Tahoe office.

Prepared by Lori Boone Ext 1833
 Department Head [Signature]
 Board of Supervisors [Signature]

Date: 3/8/11
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BUDGET REVISION

POST DATE:

Cash Transfer Required

3/11 Auditor-Controller

Reserve Cancellation Required

County Executive

Establish Reserve Required

Board of Supervisors

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
14	BR	2,000,000.00	3

ESTIMATED REVENUE ADJUSTMENT											APPROPRIATION ADJUSTMENT										
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
14	006		100		995302	95302	7498			1,000,000.00	14	014		100		995302	95302	3080			900,000.00
											14	014		100		995302	95302	3081			100,000.00
TOTAL										1,000,000.00	TOTAL										1,000,000.00

REASON FOR REVISION: To increase revenue and expenditures due to higher outside medical provider costs and Medi-Cal revenue.

Prepared by Stan Hapak Ext 1841
 Department Head [Signature]
 Board of Supervisors [Signature]

Date: 3/8/11

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ADDITIONS TO THE MASTER FIXED ASSET LIST

Health and Human Services Department

<u>Appropriation/Program</u>	<u>Qty.</u>	<u>Description</u>	<u>Cost</u>
42000/HHS-Tahoe	1	Midsized 4x4 SUV	\$ 27,500
42760/PH Laboratory	1	Millipore water purification system	\$ 12,700
42760/PH Laboratory	1	Refrigerated bench centrifuge system	\$ 9,500
42760/PH Laboratory	1	Steam sterilizer	\$ 45,000
42760/PH Laboratory	1	Air intake system	<u>\$ 40,000</u>
		Subtotal for Appn 42760	\$107,200
42820/Environ. Health	1	Scanning system	\$ 16,126
42950/Clinics	1	Examination Table	\$ 10,300
42970/Child Welfare	1	Midsized 4x4 SUV	\$ 27,500
42970/Child Welfare	1	Intermediate Sedan	<u>\$ 25,000</u>
		Subtotal for Appn 42970	\$ 52,500
53070/Welfare Fraud	1	Intermediate Sedan	\$ 25,000
		Total Fixed Asset Additions	\$238,626

