

Administration and Financial Services

RECOMMENDED BUDGET • FY 2021-22

MISSION

The El Dorado County Health & Human Services Agency (HHS), Administration and Financial Services Department (Admin and Finance) provides administrative and fiscal support to the seven programmatic departments of HHS, which include Behavioral Health, Public Health, Community Services, Social Services, Animal Services, Public Guardian, and Veterans Affairs. The Department's mission is to support programs and community stakeholders by providing financial information in an efficient, collaborative, and consistent manner to ensure compliance with government regulation and fiscal accountability.

DEPARTMENT BUDGET SUMMARY

DEPT : 50 HHS ADMINISTRATION

Description	Prior Year Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Service Charges	3,612,177	3,674,748	3,702,148	27,400
Total Revenue	3,612,177	3,674,748	3,702,148	27,400
Salaries & Benefits	6,897,043	7,067,545	7,140,365	72,820
Services & Supplies	941,970	2,294,956	2,310,358	15,402
Serv/Supply Abate	(366,009)	(1,454,183)	(1,523,976)	(69,793)
Other Charges	(86,783)	0	0	0
Intrafund Transfers	470,819	546,033	666,263	120,230
Intrafund Abatement	(5,034,786)	(4,503,445)	(4,689,865)	(186,420)
Total Appropriations	2,822,254	3,950,906	3,903,145	(47,761)
FUND 1000 GENERAL FUND TOTAL	(789,923)	276,158	200,997	(75,161)

MAJOR BUDGET CHANGES

Revenue

\$27,400 Increase in Charges for Services to other HHS non-General Fund programs that fund the Admin and Finance Division through an Indirect Cost Rate (ICR).

Appropriations

Salaries and Benefits

\$44,069 Increase in Salaries and Benefits due to the movement of 0.2 FTE Program Manager allocation from Community Services to Administration and Finance.

(\$165,903) Decrease in Salaries and Benefits due to the movement of a Deputy Director allocation from Administration and Finance to Social Services.

\$203,418 Increase in Salaries and Benefits due to step increases and benefit elections of current employees, classification changes made during FY 2020-21, and vacancies in the Department that are budgeted to accommodate hiring experienced staff.

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- \$30,000 Increase in Standby Pay for staff assigned to after-hours facility and security response.
- (\$70,090) Decrease in Other Compensation primarily due to the installation of a generator at the Briw Road facility which reduces building closure and essential services compensation.
- \$47,044 Increase in CalPERS Unfunded Accrued Liability charges.
- (\$15,718) Decrease in Workers' Compensation charge, recommended at \$0 to bring the program funding level to an acceptable confidence level, as provided by the Risk Management Division.

Services and Supplies

- \$31,959 Increase in janitorial costs due to increased cleaning needed due to the coronavirus pandemic.
- \$24,401 Increase in General Liability Insurance Premium expense, as departmental charges are resuming after a rate holiday in FY 2020-21.
- (\$40,958) Decrease in operating expenses to align with historical actuals: \$24,000 decrease in Postage, \$30,800 decrease in Utilities, and \$13,842 in the remaining operating expenses.

Services and Supplies Abatement

- (\$69,793) Increase in Service and Supply Abatements due to increased costs for Services and Supplies that are allocated to other divisions according to the Space Cost Allocation Policy.

Intrafund Transfers

- \$120,230 Increase primarily due to the Cost Allocation Plan provided by the Auditor-Controller's Office.

Intrafund Abatements

- (\$159,090) Increase in Intrafund Abatements from other HHSA General Fund Programs that fund Administration and Finance through an Indirect Cost Rate (ICR).
- (\$27,330) Increase in Intrafund Abatements for the In Home Support Services (IHSS) payroll staff assigned to Administration and Finance that are funded by Social Services IHSS revenue.

PROGRAM SUMMARY

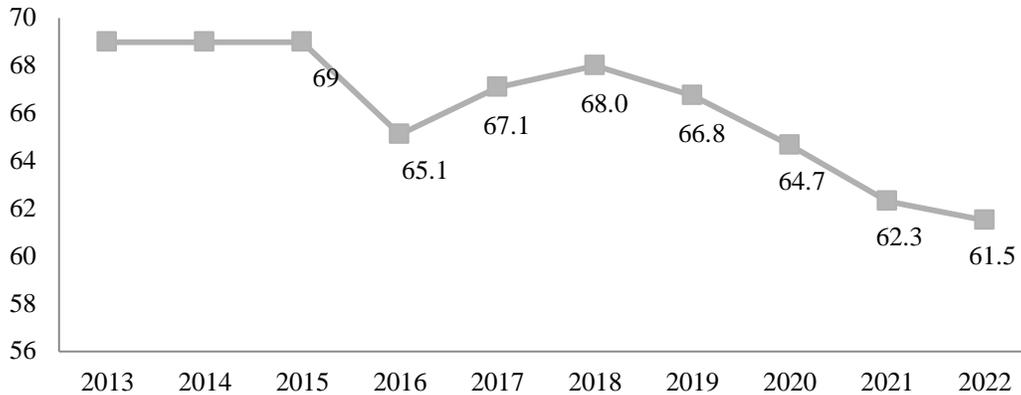
Administration and Finance was created in July 2013 to provide efficiencies in administrative and fiscal support to the various programs in each of the programmatic departments of the Agency. The Department provides a wide range of services to the seven departments, including maintaining and monitoring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

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STAFFING TREND

Staffing for Administration and Finance is recommended at 61.50 FTE. The Department requested that 0.2 FTE Program Manager be moved from the Community Services Department to Administration and Finance to provide agency-wide support. In addition, the Department is requesting the shift of a 1.0 FTE Deputy Director, Health and Human Services Agency allocation from Administration and Finance to the Social Services Department to provide programmatic support. It is recommended that the Board approve this shift in allocations as it does not increase HHSAs total FTE allocation.



RECOMMENDED BUDGET

This Budget is recommended at \$3,903,145, which is a decrease of \$47,761 (1.2%) when compared to the FY 2020-21 Adopted Budget.

The General Fund cost for this Department is recommended at \$200,997. Overall, the General Fund cost reflects a decrease of \$75,161 (27.2%) when compared to the FY 2020-21 Adopted Budget. This is due primarily to an increase in revenue from other HHSAs programs based upon a slightly higher Indirect Cost Rate (ICR). Due to the variance between budget and actuals, ICR collections may exceed or not meet Administration and Finance costs, resulting in an under or over collection. When utilizing an indirect cost rate methodology, it is anticipated that over a two-year period the costs of HHSAs Administration will be fully recovered by the programmatic departments.

The ICR methodology was changed in FY 2019-20 to be calculated using budgeted costs and prior period actual rollover amount with a base of budgeted department program salaries instead of using prior year actual costs, resulting in a significant reduction in charges to HHSAs programs. This change resulted in a more stable ICR year over year, which reduces the significant swings in over and under collections and reduces the cyclical financial burden on programs.

CAO Adjustments

No CAO adjustments are recommended.

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Source & Uses of Funds

The Health and Human Services Agency Administration and Financial Services Department was created to provide efficiencies in administrative and fiscal support to all the programs across the agency. The Department allocates these fiscal and administrative costs to programs within the agency based upon direct program salaries. All Administration and Finance costs are funded from state, federal, realignment, donations/fees, and General Fund.