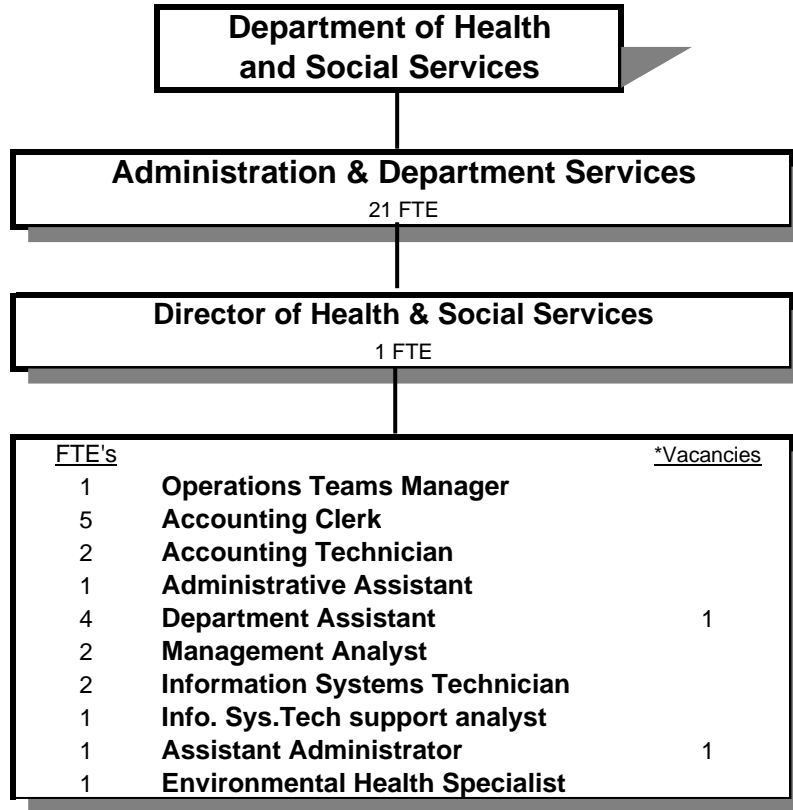
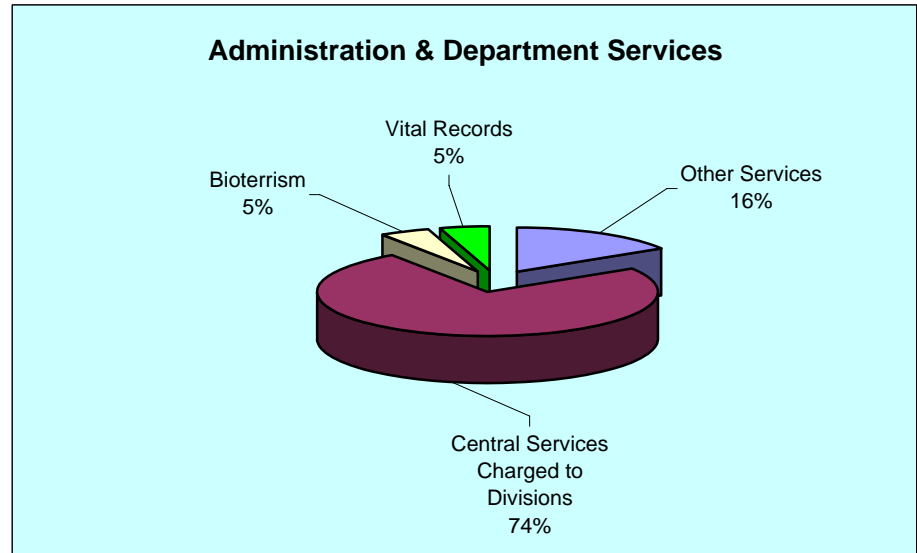


ADMINISTRATION AND DEPARTMENT SERVICES



SIGNIFICANT CHANGES IN ADMINISTRATION

-**Greater attention to management issues**
including risks, civil rights, HIPPA, program planning and quality assurance
-**Centralization of support function and staff** to provide unduplicated services to all divisions
-**Implement new Information System**
-**Move to County financial system for reporting**



**The personal services budget has been adjusted to reflect an estimated \$75,000 in vacancy credits.*

Douglas County, Oregon
 Health and Social Services Fund
 Administration and Department Services (4090)

	Actual				2005-06	2006-07		
	2001-02	2002-03	2003-04	2004-05	Budget	Proposed	Approved	Adopted
<u>RESOURCES</u>								
Beginning Balance (Use Restricted)	49,630	108,922	118,878	148,331	140,000	59,665	59,665	59,665
Intergovernmental Revenues	284,334	142,769	148,468	265,382	149,429	80,000	80,000	80,000
Charges and Other Revenues	348,961	165,686	200,275	240,565	237,221	229,465	229,465	229,465
Transfers In - Public Safety Fund	47,455	75,729						
	680,750	384,184	348,743	505,947	386,650	309,465	309,465	309,465
Total Resources	730,380	493,106	467,621	654,278	526,650	369,130	369,130	369,130
<u>REQUIREMENTS</u>								
Personal Services	1,525,657	1,355,943	1,210,943	1,219,014	1,011,701	1,259,129	1,259,129	1,259,129
Materials & Services	436,647	230,590	270,023	310,198	304,209	482,576	482,576	482,576
* Capital Outlay	55,668		63,251	68,889	29,000	4,817	4,817	4,817
Transfers Out - General Fund	46,928	39,602	39,602	39,602	310,373	313,224	313,224	313,224
Add: Expense Reimbursements from Other Divisions	(539,881)	(1,245,425)	(1,247,315)	(1,141,635)	(1,166,156)	(1,529,415)	(1,529,415)	(1,529,415)
Total Requirements	1,525,019	380,710	336,504	496,068	489,127	530,331	530,331	530,331
Resources over (under) Requirements	(794,639)	112,396	131,117	158,210	37,523	(161,201)	(161,201)	(161,201)
Staffing FTE	25.82	25.50	21.40	24.70	17.50	21.00	21.00	21.00

* Capital Outlay								
IT Network Switch						3,500	3,500	3,500
Replacement of 1 Computer						1,317	1,317	1,317
						<u>4,817</u>	<u>4,817</u>	<u>4,817</u>

Douglas County, Oregon
 Health and Social Services Fund
 Administration and Department Services

Department Detail

			Actual		2005-06 Budget	2006-07 Budget		
			2003-04	2004-05		Proposed	Approved	Adopted
207-4090-2280-02-424006	Duplicating Services	Photocopies	-5,308	-6,332	-6,000	0	0	0
207-4090-2280-02-591700	Duplicating Services	Photocopies	0	0	0	-3,500	-3,500	-3,500
207-4090-2620-00-424190	Vital Statistics	General	-81,162	-96,049	-86,860	0	0	0
207-4090-2620-00-593200	Vital Statistics	General	0	0	0	-95,000	-95,000	-95,000
207-4090-2690-00-418196	Other Health/Welfare Charges	General	-130,194	-137,017	-137,016	0	0	0
207-4090-3200-70-416266	State/Fed-Health Division	Bioterrorism Program	-15,194	-86,498	-12,413	0	0	0
207-4090-3200-70-596000	State/Fed-Health Division	Bioterrorism Program	0	0	0	-80,000	-80,000	-80,000
207-4090-3290-06-413274	State/Fed-Other Assistance	OR State Police-Domestic Prepa	-3,080	0	0	0	0	0
207-4090-3290-08-413274	State/Fed-Other Assistance	OR State Police-State Homeland	0	-41,867	0	0	0	0
207-4090-3800-01-450009	Interest	General Investments	0	0	-20,000	0	0	0
207-4090-3800-01-591700	Interest	General Investments	0	0	0	-20,000	-20,000	-20,000
207-4090-3820-03-450181	Rents, Leases and Royalties	Land & Buildings	-104,403	-129,614	-116,711	0	0	0
207-4090-3820-03-590600	Rents, Leases and Royalties	Land & Buildings	0	0	0	-110,965	-110,965	-110,965
207-4090-3879-00-450010	Miscellaneous	General	-9,402	-8,570	-7,650	0	0	0
Total Revenue			-348,743	-505,947	-386,650	-309,465	-309,465	-309,465
207-4090-4000-00	Regular Employees	General	750,775	843,868	604,552	716,308	716,308	716,308
207-4090-4030-00	Temporary Employees	General	42,041	40,629	13,741	20,918	20,918	20,918
207-4090-4050-00	Overtime	General	3,124	2,486	0	0	0	0
207-4090-4090-00	Compensated Absences	General	-581	-121,004	0	0	0	0
207-4090-4500-00	PERS	General	140,357	152,464	145,175	190,711	190,711	190,711
207-4090-4510-00	Social Security	General	58,046	64,198	47,299	62,135	62,135	62,135
207-4090-4520-00	Workers' Compensation	General	37,419	8,870	9,274	12,184	12,184	12,184
207-4090-4520-01	Workers' Compensation	Workers Comp Claims	516	651	0	0	0	0
207-4090-4530-00	Medical and Dental Insurance	General	167,177	221,982	187,950	252,000	252,000	252,000
207-4090-4540-00	Unemployment	General	12,069	4,870	3,710	4,873	4,873	4,873
Total Personal Services			1,210,943	1,219,014	1,011,701	1,259,129	1,259,129	1,259,129
207-4090-5099-00	Other Professional Services	General	18,231	11,780	42,000	15,000	15,000	15,000
207-4090-5099-20	Other Professional Services	Health Services	7,100	0	0	0	0	0
207-4090-5500-20	Intergov't Assistance	Contributions to Other Agencies	0	0	0	200,000	200,000	200,000
207-4090-6060-00	Tools	General	652	551	500	0	0	0
207-4090-6100-00	Medical Supplies	General	0	11,136	0	0	0	0
207-4090-6290-00	Software Purchases	General	1,920	1,243	5,300	1,500	1,500	1,500
207-4090-6295-00	Equipment-Noninventory	General	15,431	55,116	11,500	4,000	4,000	4,000
207-4090-6299-00	Other Materials and Supplies	General	16,164	11,801	19,100	5,600	5,600	5,600
207-4090-6400-00	Land and Building Rent	General	17,738	19,447	0	0	0	0
207-4090-6450-00	Equipment/Vehicle Rent	General	820	794	650	1,000	1,000	1,000
207-4090-6450-02	Equipment/Vehicle Rent	Copy Machines	4,773	4,707	6,250	5,700	5,700	5,700
207-4090-6500-00	Interdept Vehicle Expense	General	7,306	10,074	9,050	4,500	4,500	4,500

Douglas County, Oregon
Health and Social Services Fund
Administration and Department Services

Department Detail

			Actual		2005-06 Budget	2006-07 Budget		
			2003-04	2004-05		Proposed	Approved	Adopted
207-4090-6510-00	Equip/Vehicle Main & Repair	General	295	638	1,000	0	0	0
207-4090-6510-02	Equip/Vehicle Main & Repair	Equipment Service Contracts	55,354	51,606	60,605	70,033	70,033	70,033
207-4090-6550-00	Building and Grounds Main	General	1,376	1,471	2,000	0	0	0
207-4090-6550-10	Building and Grounds Main	Structural M&R	23,238	26,859	22,000	0	0	0
207-4090-6680-01	Communication	Telephone	59,175	50,422	33,994	45,100	45,100	45,100
207-4090-6685-00	Utilities	General	8,539	7,435	0	0	0	0
207-4090-6720-01	Fire/Liability Insurance	Liability Ins Interdept Charges	0	6,295	35,900	103,500	103,500	103,500
207-4090-6720-02	Fire/Liability Insurance	Liability Insurance	320	329	0	0	0	0
207-4090-7400-00	Office Supplies and Expenses	General	8,945	11,147	10,150	9,200	9,200	9,200
207-4090-7410-00	Postage	General	2,134	2,084	2,350	2,400	2,400	2,400
207-4090-7420-01	Duplicating Services	Photos, Photostats, Copying	322	216	650	200	200	200
207-4090-7500-00	Subscriptions, Books & Periodi	General	774	1,523	910	1,553	1,553	1,553
207-4090-7550-00	Travel	General	3,923	4,984	6,700	3,300	3,300	3,300
207-4090-7550-80	Travel	Mileage Reimbursement	5,188	4,492	9,100	1,600	1,600	1,600
207-4090-7560-00	Conventions, Schools, Seminars	General	7,104	10,874	19,300	5,600	5,600	5,600
207-4090-7580-00	Dues and Memberships	General	2,093	1,093	2,900	1,740	1,740	1,740
207-4090-7800-00	Legal Publication and Printing	General	403	1,335	1,000	500	500	500
207-4090-7820-00	Advisory Committee Expense	General	0	0	100	50	50	50
207-4090-7850-00	Pre-employment Testing	General	4	0	200	0	0	0
207-4090-7900-00	Miscellaneous	General	701	746	1,000	500	500	500
Total Materials & Services			270,023	310,198	304,209	482,576	482,576	482,576
207-4090-8100-99	Buildings and Improvements	Noninventory	46,590	0	0	0	0	0
207-4090-8200-00	Furniture and Equipment	General	0	59,267	29,000	0	0	0
207-4090-8200-99	Furniture and Equipment	Noninventory	16,661	9,622	0	4,817	4,817	4,817
Total Capital Outlay			63,251	68,889	29,000	4,817	4,817	4,817
207-4090-9500-01	Transfers Out	General Fund	39,602	39,602	310,373	313,224	313,224	313,224
207-4090-9899-02	Intrafund Transfers	Mental Health	9,061	-39,915	-53,725	0	0	0
207-4090-9899-03	Intrafund Transfers	Community Health	-3,459	-32,105	0	20,000	20,000	20,000
207-4090-9899-04	Intrafund Transfers	Senior Services	-72,705	-1,996	0	0	0	0
207-4090-9899-20	Intrafund Transfers	Environ Health	0	-44,975	-45,142	-39,662	-39,662	-39,662
207-4090-9899-22	Intrafund Transfers	Accounting	-202,011	-262,055	-274,115	-431,046	-431,046	-431,046
207-4090-9899-24	Intrafund Transfers	Offices	-184,926	-162,053	2,604	1,423	1,423	1,423
207-4090-9899-30	Intrafund Transfers	Facilities	-198,778	-180,056	-199,938	-169,880	-169,880	-169,880
207-4090-9899-40	Intrafund Transfers	MIS	-188,648	-197,295	-211,054	-338,765	-338,765	-338,765
207-4090-9899-50	Intrafund Transfers	Dept. Admin	-405,849	-221,185	-384,786	-571,485	-571,485	-571,485
Total Other Requirements			-1,207,713	-1,102,033	-855,783	-1,216,191	-1,216,191	-1,216,191

Douglas County, Oregon
 Health and Social Services Fund
 Administration and Department Services

Department Detail

	Actual		2005-06 Budget	2006-07 Budget		
	2003-04	2004-05		Proposed	Approved	Adopted
Total Expenditures	336,504	496,068	489,127	530,331	530,331	530,331

Douglas County, Oregon
 Health and Social Services Fund
 Administration and Department Services

Department Personal Services

	Actuals				2005-06		2006-07	
	2003-04		2004-05		Adopted		Adopted	
	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
Health & Social Services Admin	1.00		1.00		1.00	84,843	1.00	77,477
IS Tech Support Analyst 2					1.00	40,675		
IS Tech Support Analyst 1							1.00	46,096
Information Systems Tech	1.00		1.00		2.00	70,603	2.00	72,409
Deputy Director	1.00		1.00		1.00	45,713	1.00	54,978
Environmental Health Specialist 2							1.00	47,778
Building Maintenance Tech 3	1.00		1.00					
Custodian Supervisor	1.00		1.00					
Custodian Leadworker	1.00		1.00					
Custodian	2.20		2.20					
Operations Team Manager							1.00	63,898
Management Analyst 2	1.00		1.00		1.00	37,274	1.00	36,533
Management Analyst 1							1.00	45,011
Business Systems Analyst	1.00		1.00					
Health Dept Admin Assistant							1.00	37,949
Administrative Assistant	1.00		1.00		1.00	37,461		
Accountant	1.00		1.00					
Accounting Technician 2	1.00		1.00		1.00	42,078	1.00	42,494
Accounting Technician 1							1.00	33,224
Accounting Clerk 2	1.70		2.50		2.50	72,576	3.00	87,556
Accounting Clerk 1			1.00		2.00	54,362	2.00	51,483
Office Manager 3	1.00		1.00					
Department Assistant 4	4.00		5.00		2.00	53,788	2.00	47,793
Department Assistant 3	1.50		2.00		3.00	65,179	2.00	46,629
TOTALS								
Regular Salary & FTE	<u>21.40</u>	750,194	<u>24.70</u>	722,863	<u>17.50</u>	604,552	<u>21.00</u>	791,308
Temporary		42,041		40,629		13,741		20,918
Overtime		<u>3,124</u>		<u>2,486</u>				
Total Salary		795,359		765,978		618,293		812,226
Vacancy Credit								(75,000)
PERS		140,357		152,464	23.48%	145,175	23.48%	190,712
Social Security		58,046		64,198	7.65%	47,299	7.65%	62,135
Worker's Compensation		37,935		9,521	1.50%	9,274	1.50%	12,183
Unemployment		12,069		4,870	0.60%	3,710	0.60%	4,873
Medical & Dental Insurance		167,177		221,982	\$895/mo	187,950	\$1000/mo	252,000
TOTAL PERSONAL SERVICES		<u>1,210,943</u>		<u>1,219,013</u>		<u>1,011,701</u>		<u>1,259,129</u>

VITAL RECORDS

.....Provide birth and death certificates to general public
Transmit certified data to the Oregon Health Division

Activity Indicators

	Actual 2003-04	Actual 2004-05	Budget 2005-06	Budget 2006-07
Unduplicated Clients Served	2,153	2,056	2,250	2,200
Staffing FTE	1.13	1.45	1.60	1.40

Budget Year	Resources					Requirements							
	Beginning Carryover	Intergovern- mental	County	Other	Total	Personal Services	M & S	Capital Outlay	Transfer to General Fund	Intrafund Activity	Subtotal	Ending Carryover	Total
2006-07	59,665	0	0	95,000	154,665	61,756	6,043		1,911	28,201	97,911	56,754	154,665
2005-06	20,000	0	0	86,860	106,860	75,510	14,910		1,910	11,421	103,751	3,109	106,860

Intrafund Activity - Health Department Support Services Transfer to General Fund - General County Support Services

BIOTERRORISM

Program change 2006-07 - Bioterrorism transferred from Environmental Health to Administration

-Oversee health and medical issues for the County Disaster Response Plan
-Develop and oversee Department bioterrorism expertise and preparedness
-Establish Department Operation Center

Staffing FTE Budget
2006-07
1.00

Budget Year	Resources					Requirements							
	Beginning Carryover	Intergovernmental	County	Other	Total	Personal Services	M & S	Capital Outlay	Transfer to General Fund	Intrafund Activity	Subtotal	Ending Carryover	Total
2006-07	0	80,000	17,956	0	97,956	75,655	19,450	0	2,851		97,956	0	97,956

ADMINISTRATION AND DEPARTMENT SERVICES

Program changes 2006-07 - Accounting and IT staff transferred to Administration
 MIS services to JBH terminated 1/1/2006

-Overall department management and administration
-Department financial services includes budget, general ledger, payroll, accounts payables, accounts receivables, billing and cash receipts
-Department personnel services
-Department Information Technology support staff including technicians, analyst and project management
-Department business services including contract management, grant monitoring, statistical/financial analysis, costing, reporting, special projects and evaluation of processes for effectiveness, efficiency and conformity
-Liason to state and local committees and groups; oversee EMS Advisory Committee

Staffing FTE Budget 2005-06 Budget 2006-07
16.40 18.60

Budget Year	Resources					Requirements						
	Beginning Carryover	Intergovernmental	County	Other	Total	Personal Services**	M & S	Capital Outlay	Transfer to General Fund	Intrafund Activity	Ending Carryover	Total
2006-07	0		200,000	134,465	334,465	1,121,718	457,083	4,817	308,463	(1,557,616)	0	334,465
2005-06	0	12,413	34,708	150,361	197,482	818,686	242,299	19,000		(882,503)	0	197,482

Intrafund Activity - Health Department Support Services **Net of Vacancy Factor (75,000)
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