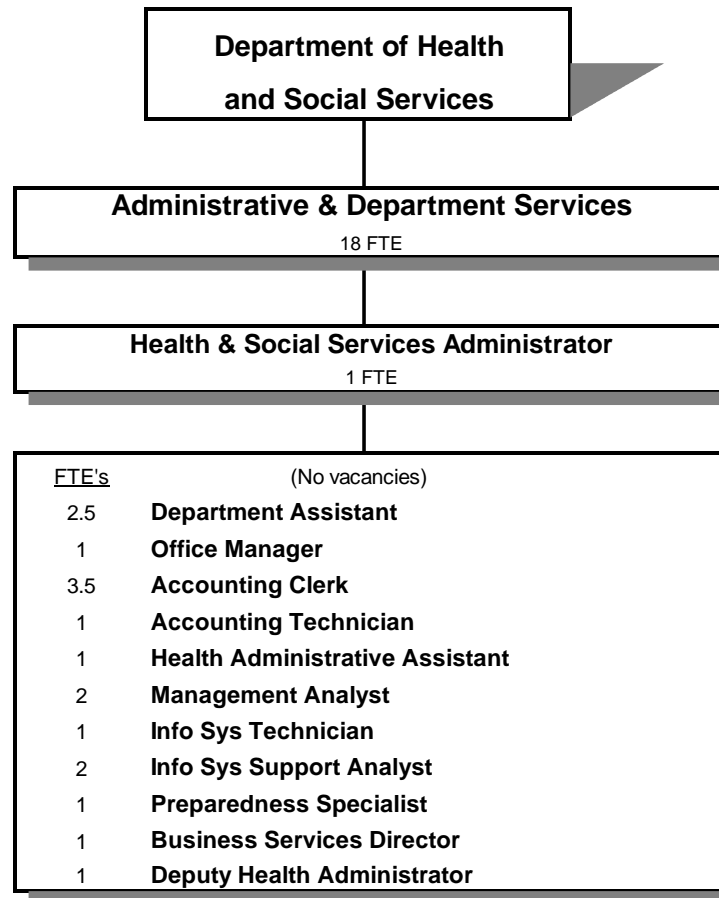


ADMINISTRATIVE AND DEPARTMENT SERVICES



SIGNIFICANT CHANGES IN ADMINISTRATIVE & DEPARTMENT SERVICES

-Birth and Death certificates now completed on-line.*
-Implementation of automated cash receipts and time entry systems.*
-Implemented management reporting system.*
-Improved contracting process.*
-Added oversight to Umpqua Transit contract and provider*
-Implementation of UniCare in process.*

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

	Actual FY 04-05	Actual FY 05-06	Actual FY 06-07	Revised Budget FY 07-08	Proposed FY 08-09	Approved FY 08-09	Adopted FY 08-09
<u>RESOURCES</u>							
Beginning Balance (Use Restricted)	148,331	187,122	64,937	69,066	72,619	72,619	72,619
Intergovernmental Revenues	265,382	(64,395)	244,917	167,210	246,699	246,699	246,699
Charges and Other Revenues	240,565	214,236	219,081	196,248	192,868	192,868	192,868
Transfers In - Public Safety Fund							
	505,947	149,841	463,998	363,458	439,567	439,567	439,567
Total Resources	654,278	336,963	528,935	432,524	512,186	512,186	512,186
<u>REQUIREMENTS</u>							
Personal Services	1,219,014	921,458	1,254,779	1,331,601	1,309,193	1,309,193	1,309,193
Materials & Services	310,198	265,017	431,778	366,485	438,706	438,706	438,706
Capital Outlay	68,889	17,006	1,663	10,000			
Transfers Out - General Fund	39,602	310,373	313,224	4,719	11,913	11,913	11,913
Add: Expense Reimbursements from Other Divisions	(1,141,635)	(1,220,112)	(1,406,075)	(1,314,956)	(1,247,626)	(1,247,626)	(1,247,626)
Total Expenditures	496,068	293,742	595,369	397,849	512,186	512,186	512,186
Ending Balance (Use Restricted)	187,122	64,937	56,447	52,631			
Total Requirements	683,190	358,679	651,816	450,480	512,186	512,186	512,186
Use of General County Resources	28,912	21,716	122,881	17,956			
Staffing FTE	24.70	17.50	21.00	20.00	18.00	18.00	18.00

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

Department Detail

			Actual	Actual	Revised	Proposed	Approved	Adopted
			FY 05-06	FY 06-07	Budget	FY 08-09	FY 08-09	FY 08-09
					FY 07-08			
207-4090-2280-02	Duplicating Services	Photocopies	-5,778	-460	-1,800	0	0	0
207-4090-2620-00	Vital Statistics	General	-88,051	-93,335	-80,000	-80,000	-80,000	-80,000
207-4090-2690-00	Other Health/Welfare Charges	General	80,092	-176	0	0	0	0
207-4090-3200-70	State/Fed-Health Division	Bioterrorism Program	-15,573	-105,101	-80,000	-97,203	-97,203	-97,203
207-4090-3200-72	State/Fed-Health Division	HRSA Regional Lead Agency	0	-117,207	-87,210	-149,496	-149,496	-149,496
207-4090-3290-08	State/Fed-Other Assistance	OR State Police-State Homeland Security	-124	0	0	0	0	0
207-4090-3290-80	State/Fed-Other Assistance	OR AHHS-HRSA	0	-22,609	0	0	0	0
207-4090-3800-01	Interest	General Investments	0	-7,922	-3,000	-1,300	-1,300	-1,300
207-4090-3820-03	Rents, Leases and Royalties	Land & Buildings	-116,024	-111,568	-111,448	-111,568	-111,568	-111,568
207-4090-3870-80	Other Sales	Sale of Inventory	0	-4,000	0	0	0	0
207-4090-3879-00	Miscellaneous	General	-4,383	-236	0	0	0	0
207-4090-3879-90	Miscellaneous	Subrogating Claim Recovery	0	-1,384	0	0	0	0
Total Revenue			-149,841	-463,998	-363,458	-439,567	-439,567	-439,567
207-4090-4000-00	Regular Employees	General	559,120	767,192	787,715	788,749	788,749	788,749
207-4090-4030-00	Temporary Employees	General	17,008	10,662	5,000	16,000	16,000	16,000
207-4090-4050-00	Overtime	General	2,035	3,503	0	0	0	0
207-4090-4500-00	PERS	General	122,201	177,892	218,184	209,176	209,176	209,176
207-4090-4510-00	Social Security	General	42,440	57,125	63,320	61,563	61,563	61,563
207-4090-4520-00	Workers' Compensation	General	8,657	11,720	12,416	8,048	8,048	8,048
207-4090-4530-00	Medical and Dental Insurance	General	166,530	221,997	240,000	216,000	216,000	216,000
207-4090-4540-00	Unemployment	General	3,467	4,688	4,966	9,657	9,657	9,657
Total Personal Services			921,458	1,254,779	1,331,601	1,309,193	1,309,193	1,309,193
207-4090-5099-00	Other Professional Services	General	18,233	83,008	78,489	169,589	169,589	169,589
207-4090-5500-20	Intergov't Assistance	Contributions to Other Agencies	0	200,000	0	0	0	0
207-4090-6060-00	Tools	General	282	0	0	0	0	0
207-4090-6290-00	Software Purchases	General	3,906	500	2,000	1,000	1,000	1,000
207-4090-6295-00	Equipment-Noninventory	General	22,976	6,090	4,000	2,100	2,100	2,100
207-4090-6299-00	Other Materials and Supplies	General	8,260	6,243	5,300	12,200	12,200	12,200
207-4090-6450-00	Equipment/Vehicle Rent	General	863	588	200	100	100	100
207-4090-6450-02	Equipment/Vehicle Rent	Copy Machines	9,244	3,321	2,720	4,850	4,850	4,850
207-4090-6500-00	Interdept Vehicle Expense	General	4,226	4,292	6,000	3,400	3,400	3,400
207-4090-6510-00	Equip/Vehicle Main & Repair	General	749	0	0	0	0	0
207-4090-6510-02	Equip/Vehicle Main & Repair	Equipment Service Contracts	61,893	67,711	95,760	90,000	90,000	90,000

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

Department Detail

			Actual	Actual	Revised	Proposed	Approved	Adopted
			FY 05-06	FY 06-07	Budget	FY 08-09	FY 08-09	FY 08-09
					FY 07-08			
207-4090-6550-00	Building and Grounds Main	General	2,134	0	0	0	0	0
207-4090-6550-10	Building and Grounds Main	Structural M&R	17,569	0	0	0	0	0
207-4090-6680-01	Communication	Telephone	57,550	35,844	40,595	38,750	38,750	38,750
207-4090-6720-01	Fire/Liability Insurance	Liability Ins Interdept Charges	35,900	1,248	103,500	95,220	95,220	95,220
207-4090-7400-00	Office Supplies and Expenses	General	12,000	10,066	10,400	7,000	7,000	7,000
207-4090-7410-00	Postage	General	2,094	1,971	4,000	1,822	1,822	1,822
207-4090-7420-01	Duplicating Services	Photos, Photostats, Copying	448	377	1,871	0	0	0
207-4090-7500-00	Subscriptions & Periodicals	General	709	1,121	800	1,200	1,200	1,200
207-4090-7550-00	Travel	General	1,331	165	2,000	1,300	1,300	1,300
207-4090-7550-80	Travel	Mileage Reimbursement	302	314	1,100	800	800	800
207-4090-7560-00	Conventions, Schools, Seminars	General	1,830	7,427	7,000	8,200	8,200	8,200
207-4090-7580-00	Dues and Memberships	General	1,558	650	750	650	650	650
207-4090-7800-00	Legal Publication and Printing	General	1,630	342	0	525	525	525
207-4090-7820-00	Advisory Committee Expense	General	17	0	0	0	0	0
207-4090-7900-00	Miscellaneous	General	-687	500	0	0	0	0
Total Materials & Services			265,017	431,778	366,485	438,706	438,706	438,706
207-4090-8200-99	Furniture and Equipment	Noninventory	17,006	1,663	10,000	0	0	0
Total Capital Outlay			17,006	1,663	10,000	0	0	0
207-4090-9500-01	Transfers Out	General Fund	310,373	313,224	4,719	11,913	11,913	11,913
207-4090-9899-02	Intrafund Transfers	Mental Health	-70,271	0	0	0	0	0
207-4090-9899-03	Intrafund Transfers	Public Health	0	20,000	-11,282	0	0	0
207-4090-9899-04	Intrafund Transfers	Senior Services	0	3,708	0	0	0	0
207-4090-9899-15	Intrafund Transfers	Administration	0	0	0	-87,484	-87,484	-87,484
207-4090-9899-20	Intrafund Transfers	Environ Health	-39,215	-47,167	0	0	0	0
207-4090-9899-22	Intrafund Transfers	Accounting	-266,391	-450,397	-461,958	-439,421	-439,421	-439,421
207-4090-9899-24	Intrafund Transfers	Offices	2,325	1,193	1,802	5,217	5,217	5,217
207-4090-9899-30	Intrafund Transfers	Facilities	-188,344	-168,841	0	0	0	0
207-4090-9899-40	Intrafund Transfers	MIS	-201,198	-274,900	-396,958	-435,435	-435,435	-435,435
207-4090-9899-50	Intrafund Transfers	Dept. Admin	-457,018	-489,671	-446,560	-290,503	-290,503	-290,503
Total Other Requirements			-909,739	-1,092,851	-1,310,237	-1,235,713	-1,235,713	-1,235,713
Total Expenditures			293,742	595,369	397,849	512,186	512,186	512,186

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

PERSONAL SERVICES					
	Actual	Actual	Revised	Adopted	
	FTE	FTE	Budget	FY 08-09	
	FY 05-06	FY 06-07	FTE	FTE	Amount
Health & Social Services Admin	1.00	1.00	1.00	1.00	82,248
IS Tech Support Analyst	1.00	1.00	1.00	2.00	104,912
Information Systems Tech	2.00	2.00	2.00	1.00	48,547
Deputy Health Administrator/Director	1.00	1.00	1.00	1.00	73,024
Environ Health Specialist 2		1.00	1.00	1.00	47,778
Bus Srv Div Dir			1.00	1.00	71,843
Operations Team Manager		1.00			
Management Analyst 3				1.00	50,250
Management Analyst 2	1.00	1.00	1.00		
Management Analyst 1		1.00	1.00	1.00	39,594
Health Dept Admin Assistant	1.00	1.00	1.00	1.00	37,922
Accounting Technician 2	1.00	1.00	1.00	1.00	36,765
Accounting Technician 1		1.00	1.00		
Accounting Clerk 2	2.50	3.00	4.00	2.50	69,333
Accounting Clerk 1	2.00	2.00	1.00	1.00	29,001
Office Manager 1			1.00	1.00	29,890
Department Assistant 4	2.00	2.00	1.00	1.50	42,474
Department Assistant 3	3.00	2.00	1.00	1.00	25,168
Total Regular	17.50	21.00	20.00	18.00	788,749
Temporary					16,000
PERS		26.52%			209,176
Social Security		7.65%			61,563
Worker's Compensation		1.00%			8,048
Unemployment		1.20%			9,657
Medical & Dental Insurance		\$1,000/mo			216,000
Total Personal Services					1,309,193

Douglas County, Oregon
Health and Social Services Fund
Administrative and Department Services Programs

VITAL RECORDS

-Staffing: 1.00 FTE
 -Provide birth and death certificates to general public.
 -Transmit certified data to the Oregon Health Division.
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PREPAREDNESS

-Staffing: 1.00 FTE
 -Oversee health and medical issues for the County Disaster Response Plan.
 -Develop and oversee Department bioterrorism expertise and preparedness.
 -Establish Department Operation Center.
 -HRSA contract for hospital preparedness.
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ADMINISTRATIVE AND DEPARTMENT SERVICES

-Staffing: 16.00 FTE
 -Overall department management and administration.
 -Public and media relations; liaison to state and local committees and groups; oversee EMS Advisory Committee.
 -Risk management and safety; incident investigation and prevention including civil rights issues; HIPPA; program planning and quality assurance.
 -Department financial services includes budget, general ledger, payroll, accounts payables, accounts receivables, billing and cash receipts.
 -Department personnel services including staff development, licensure and recruitment.
 -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 .
 -Oversight of Umpqua Transit contract and provider.
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