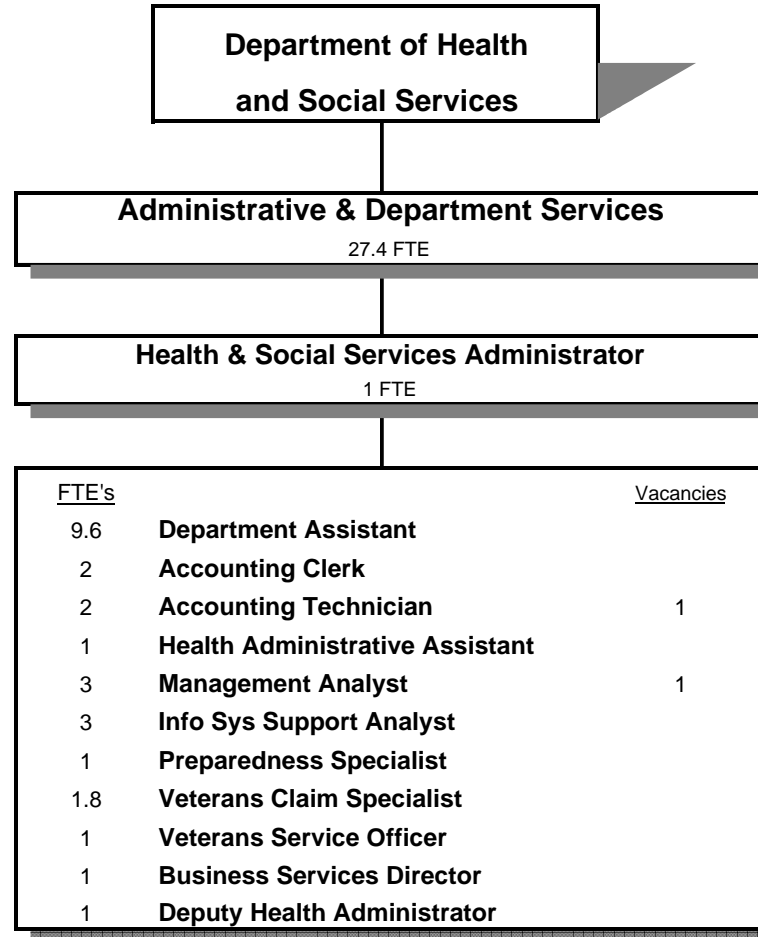


ADMINISTRATIVE AND DEPARTMENT SERVICES



SIGNIFICANT CHANGES IN ADMINISTRATIVE & DEPARTMENT SERVICES

-Central Registration process implementation*
-Profiler goes live in 2009*
-Implemented new fiscal management process for department*
-Strategic Planning process being implemented*
-Taking administrative responsibilities for Veterans Services*

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

	Actual FY 05-06	Actual FY 06-07	Actual FY 07-08	Revised Budget FY 08-09	Proposed FY 09-10	Approved FY 09-10	Adopted FY 09-10
<u>RESOURCES</u>							
Beginning Balance (Use Restricted)	187,122	64,937	56,447	72,619	80,000	80,000	80,000
Intergovernmental Revenues	(64,395)	244,917	255,562	246,699	326,716	326,716	326,716
Charges and Other Revenues	214,236	219,081	212,375	192,868	229,825	229,825	229,825
	149,841	463,998	467,937	439,567	556,541	556,541	556,541
TOTAL RESOURCES	336,963	528,935	524,384	512,186	636,541	636,541	636,541
<u>REQUIREMENTS</u>							
Personal Services	921,458	1,254,779	1,289,920	1,309,193	1,841,153	1,841,153	1,841,153
Materials & Services	265,017	431,778	398,170	438,706	579,405	579,405	579,405
Capital Outlay	17,006	1,663	9,018		20,000	20,000	20,000
Transfers Out - General Fund	310,373	313,224	4,719	11,913	11,142	11,142	11,142
Add: Expense Reimbursements from Other Divisions	(1,220,112)	(1,406,075)	(1,257,549)	(1,247,626)	(1,572,996)	(1,572,996)	(1,572,996)
Total Expenditures	293,742	595,369	444,278	512,186	878,704	878,704	878,704
Ending Balance (Use Restricted)	64,937	56,447	92,624				
TOTAL REQUIREMENTS	358,679	651,816	536,902	512,186	878,704	878,704	878,704
Use of General County Resources	21,716	122,881	12,518		242,163	242,163	242,163
Staffing FTE	17.50	21.00	20.00	18.00	27.40	27.40	27.40

Capital Outlay - 15 Computers

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

Department Detail

			Actual	Actual	Revised	Proposed	Approved	Adopted
			FY 06-07	FY 07-08	Budget	FY 09-10	FY 09-10	FY 09-10
					FY 08-09			
207-4090-2280-02	Duplicating Services	Photocopies	460	11	0	10	10	10
207-4090-2620-00	Vital Statistics	General	93,335	93,686	80,000	80,000	80,000	80,000
207-4090-2690-00	Other Health/Welfare Charges	General	176	0	0	0	0	0
207-4090-3200-70	State/Fed-Health Division	Bioterrorism Program	105,101	77,384	97,203	113,296	113,296	113,296
207-4090-3200-72	State/Fed-Health Division	HRSA Regional Lead Agency	117,207	178,079	149,496	149,500	149,500	149,500
207-4090-3290-80	State/Fed-Other Assistance	OR AHHS-HRSA	22,609	0	0	0	0	0
207-4090-3390-04	State-Other Assistance	Aid for Veteran Affairs	0	0	0	63,920	63,920	63,920
207-4090-3800-01	Interest	General Investments	7,922	2,215	1,300	325	325	325
207-4090-3820-03	Rents, Leases and Royalties	Land & Buildings	111,568	111,222	111,568	132,945	132,945	132,945
207-4090-3840-00	Contributions and Donations	General	0	0	0	500	500	500
207-4090-3870-80	Other Sales	Sale of Inventory	4,000	0	0	0	0	0
207-4090-3879-00	Miscellaneous	General	236	0	0	16,045	16,045	16,045
207-4090-3879-90	Miscellaneous	Subrogating Claim Recovery	1,384	5,340	0	0	0	0
Total Revenue			463,998	467,937	439,567	556,541	556,541	556,541
207-4090-4000-00	Regular Employees	General	767,192	781,382	788,749	1,106,936	1,106,936	1,106,936
207-4090-4030-00	Temporary Employees	General	10,662	17,188	16,000	49,000	49,000	49,000
207-4090-4050-00	Overtime	General	3,503	2,350	0	0	0	0
207-4090-4500-00	PERS	General	177,892	194,074	209,176	241,979	241,979	241,979
207-4090-4510-00	Social Security	General	57,125	58,375	61,563	88,429	88,429	88,429
207-4090-4520-00	Workers' Compensation	General	11,720	12,021	8,048	8,671	8,671	8,671
207-4090-4520-01	Workers' Compensation	Workers Comp Claims	0	458	0	0	0	0
207-4090-4530-00	Medical and Dental Insurance	General	221,997	219,264	216,000	328,800	328,800	328,800
207-4090-4540-00	Unemployment	General	4,688	4,808	9,657	17,338	17,338	17,338
Total Personal Services			1,254,779	1,289,920	1,309,193	1,841,153	1,841,153	1,841,153
207-4090-5099-00	Other Professional Services	General	83,008	165,365	169,589	167,645	167,645	167,645
207-4090-5300-00	Health & Social Svc Contracts	General	0	0	0	83,424	83,424	83,424
207-4090-5500-20	Intergov't Assistance	Contributions to Other Agencies	200,000	0	0	0	0	0
207-4090-6290-00	Software Purchases	General	500	7,080	1,000	5,700	5,700	5,700
207-4090-6295-00	Equipment-Noninventory	General	6,090	3,207	2,100	10,100	10,100	10,100
207-4090-6299-00	Other Materials and Supplies	General	6,243	16,055	12,200	15,426	15,426	15,426
207-4090-6400-00	Land and Building Rent	General	0	0	0	12,000	12,000	12,000
207-4090-6450-00	Equipment/Vehicle Rent	General	588	0	100	0	0	0
207-4090-6450-02	Equipment/Vehicle Rent	Copy Machines	3,321	4,435	4,850	4,479	4,479	4,479

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

Department Detail

			Actual	Actual	Revised	Proposed	Approved	Adopted
			FY 06-07	FY 07-08	Budget	FY 09-10	FY 09-10	FY 09-10
					FY 08-09			
207-4090-6500-00	Interdept Vehicle Expense	General	4,292	9,159	3,400	7,875	7,875	7,875
207-4090-6510-00	Equip/Vehicle Main & Repair	General	0	0	0	700	700	700
207-4090-6510-02	Equip/Vehicle Main & Repair	Equipment Service Contracts	67,711	101,711	90,000	72,807	72,807	72,807
207-4090-6530-00	Software Maintenance	General	0	0	0	750	750	750
207-4090-6680-01	Communication	Telephone	35,844	36,669	38,750	28,815	28,815	28,815
207-4090-6685-00	Utilities	General	0	0	0	110,295	110,295	110,295
207-4090-6720-01	Fire/Liability Insurance	Liability Ins Interdept Charges	1,248	37,706	95,220	14,929	14,929	14,929
207-4090-7400-00	Office Supplies and Expenses	General	10,066	6,192	7,000	8,878	8,878	8,878
207-4090-7410-00	Postage	General	1,971	1,912	1,822	7,297	7,297	7,297
207-4090-7420-01	Duplicating Services	Photos, Photostats, Copying	377	0	0	545	545	545
207-4090-7500-00	Subscriptions & Periodicals	General	1,121	1,190	1,200	1,350	1,350	1,350
207-4090-7550-00	Travel	General	165	896	1,300	2,650	2,650	2,650
207-4090-7550-80	Travel	Mileage Reimbursement	314	380	800	1,000	1,000	1,000
207-4090-7560-00	Conventions, Schools, Seminars	General	7,427	4,672	8,200	20,200	20,200	20,200
207-4090-7580-00	Dues and Memberships	General	650	545	650	840	840	840
207-4090-7800-00	Legal Publication and Printing	General	342	938	525	500	500	500
207-4090-7850-00	Pre-employment Testing	General	0	58	0	0	0	0
207-4090-7900-XX	Miscellaneous	General	500	0	0	1,200	1,200	1,200
Total Materials & Services			431,778	398,170	438,706	579,405	579,405	579,405
207-4090-8200-99	Furniture and Equipment	Noninventory	1,663	9,018	0	20,000	20,000	20,000
Total Capital Outlay			1,663	9,018	0	20,000	20,000	20,000
207-4090-9500-01	Transfers Out	General Fund	313,224	4,719	11,913	11,142	11,142	11,142
207-4090-9899-03	Intrafund Transfers	Public Health	20,000	(62,448)	0	0	0	0
207-4090-9899-04	Intrafund Transfers	Senior Services	3,708	0	0	0	0	0
207-4090-9899-15	Intrafund Transfers	Administration	0	0	(87,484)	0	0	0
207-4090-9899-20	Intrafund Transfers	Environ Health	(47,167)	0	0	0	0	0
207-4090-9899-22	Intrafund Transfers	Accounting	(450,397)	(506,044)	(439,421)	(226,674)	(226,674)	(226,674)
207-4090-9899-24	Intrafund Transfers	Offices	1,193	1,090	5,217	(119,338)	(119,338)	(119,338)
207-4090-9899-27	Intrafund Transfers	Client Accounts	0	0	0	(196,438)	(196,438)	(196,438)
207-4090-9899-28	Intrafund Transfers	Central Registration	0	0	0	(305,529)	(305,529)	(305,529)
207-4090-9899-30	Intrafund Transfers	Facilities	(168,841)	0	0	(14,435)	(14,435)	(14,435)
207-4090-9899-40	Intrafund Transfers	MIS	(274,900)	(380,392)	(435,435)	(352,416)	(352,416)	(352,416)
207-4090-9899-41	Intrafund Transfers	Info Tech	0	0	0	(92,344)	(92,344)	(92,344)

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

Department Detail

			Actual	Actual	Revised	Proposed	Approved	Adopted
			FY 06-07	FY 07-08	Budget	FY 09-10	FY 09-10	FY 09-10
					FY 08-09			
207-4090-9899-50	Intrafund Transfers	Dept. Admin	(489,671)	(309,755)	(290,503)	(265,822)	(265,822)	(265,822)
Total Other Requirements			(1,092,851)	(1,252,830)	(1,235,713)	(1,561,854)	(1,561,854)	(1,561,854)
Total Expenditures			595,369	444,278	512,186	878,704	878,704	878,704

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

PERSONAL SERVICES					
	Actual FTE	Actual FTE	Revised Budget FTE	Budget FY 09-10	
	FY 06-07	FY 07-08	FY 08-09	FTE	Amount
Health & Social Services Admin	1.00	1.00	1.00	1.00	84,425
Veterans Service Officer				1.00	46,744
IS Tech Support Analyst 2	1.00	1.00	2.00	1.00	60,153
IS Tech Support Analyst 1				2.00	92,118
Information Systems Tech	2.00	2.00	1.00		
Deputy Health Administrator/Director	1.00	1.00	1.00	1.00	76,050
Environ Health Specialist 2	1.00	1.00	1.00	1.00	49,524
Bus Srv Div Dir		1.00	1.00	1.00	74,907
Operations Team Manager	1.00				
Management Analyst 3			1.00	2.00	99,747
Management Analyst 2	1.00	1.00		1.00	44,555
Management Analyst 1	1.00	1.00	1.00		
Health Dept Admin Assistant	1.00	1.00	1.00	1.00	39,479
Accounting Technician 2	1.00	1.00	1.00	1.00	37,500
Accounting Technician 1	1.00	1.00		1.00	32,926
Accounting Clerk 2	3.00	4.00	2.50	1.00	29,284
Accounting Clerk 1	2.00	1.00	1.00	1.00	27,490
Veterans Claims Specialist				1.80	50,312
Office Manager 1		1.00	1.00		
Department Assistant 4	2.00	1.00	1.50	9.60	261,722
Department Assistant 3	2.00	1.00	1.00		
Total Regular	<u>21.00</u>	<u>20.00</u>	<u>18.00</u>	<u>27.40</u>	<u>1,106,936</u>
Temporary					49,000
PERS		21.86%			241,979
Social Security		7.65%			88,429
Worker's Compensation		0.75%			8,671
Unemployment		1.50%			17,338
Medical & Dental Insurance		\$1,000/mo			328,800
Total Personal Services					<u>1,841,153</u>

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

VITAL RECORDS

-Staffing: 0.38 FTE
 -Provide birth and death certificates to general public.
 -Transmit certified data to the Oregon Health Division.
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PREPAREDNESS

-Staffing: 1 FTE
 -Oversee health and medical issues for the County Disaster Response Plan.
 -Develop and oversee Department bioterrorism expertise and preparedness.
 -Focused training for division directors.
 -HRSA contract for hospital preparedness.
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VETERANS SERVICES

-Staffing: 3.8 FTE
 -Identifying potential claims and entitlements to which veteran or dependent may be eligible.
 -Assisting veterans or their dependents in gathering and/or completing entitlement related applications and documentation.
 -Providing outreach services to assure veterans are receiving services they are eligible for.
 -County contribution to this program is estimated at \$138,168.
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ADMINISTRATIVE AND DEPARTMENT SERVICES

-Staffing: 22.22 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.
 -Department client services including central registration, billing and invoicing for client services and branch office support.
 -Oversight of Umpqua Transit contract and provider.
 -Utilities absorbed in Administration, County contribution is estimated at \$103,995.
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