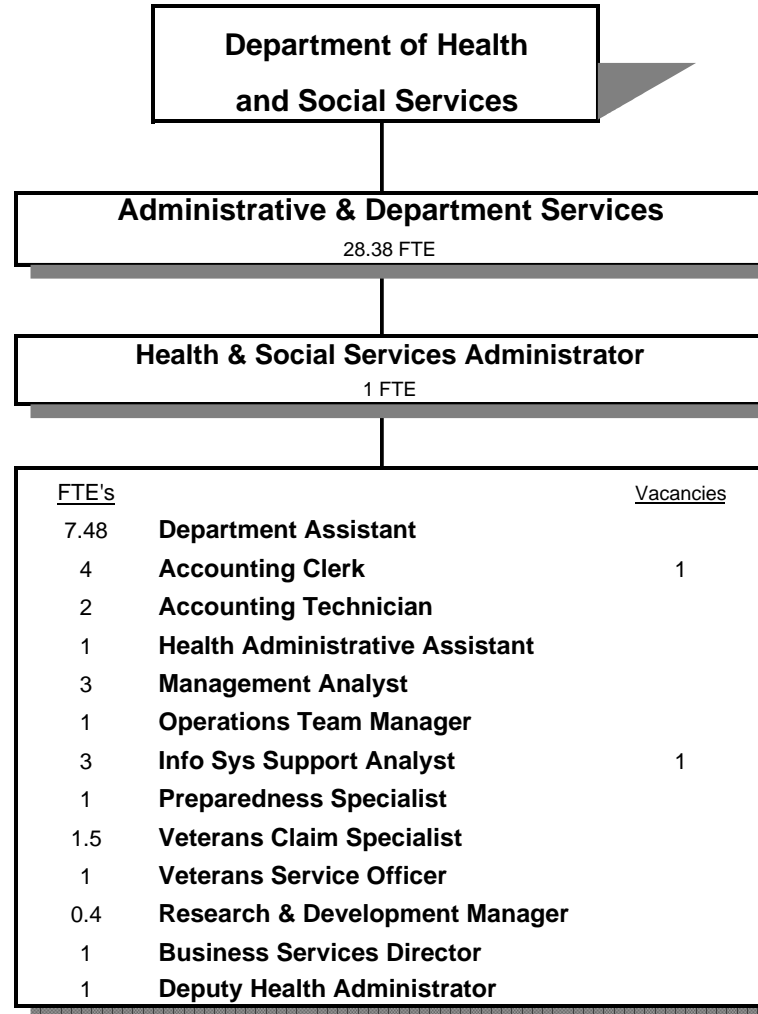


ADMINISTRATIVE AND DEPARTMENT SERVICES



SIGNIFICANT CHANGES IN ADMINISTRATIVE & DEPARTMENT SERVICES

....Central Registration was implemented and is working

....Electronic Medical Records System went live in July of 2009; development continues

....HIPAA Privacy & Security Officer selected and trained

....Divisions have participated in strategic planning and development of performance measures

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

	Actual FY 06-07	Actual FY 07-08	Actual FY 08-09	Revised Budget FY 09-10	Proposed FY 10-11	Approved FY 10-11	Adopted FY 10-11
<u>RESOURCES</u>							
Beginning Balance (Use Restricted)	64,937	56,447	92,624	80,000	128,179	128,179	128,179
Intergovernmental Revenues	244,917	255,463	281,833	326,716	326,579	326,579	326,579
Charges and Other Revenues	219,081	210,259	208,278	229,500	237,202	237,202	237,202
Interest		2,215	(1,073)	325			
	463,998	467,937	489,038	556,541	563,781	563,781	563,781
TOTAL RESOURCES	528,935	524,384	581,662	636,541	691,960	691,960	691,960
<u>REQUIREMENTS</u>							
Personal Services	1,254,779	1,289,920	1,289,185	1,889,341	1,966,957	1,966,957	1,966,957
Materials & Services	431,778	398,170	400,682	579,405	661,477	661,477	661,477
Capital Outlay	1,663	9,018	32,120	20,000	20,000	20,000	20,000
Transfers Out - General Fund	313,224	4,719	11,913	11,142	18,773	18,773	18,773
Add: Expense Reimbursements from Other Divisions	(1,406,075)	(1,257,549)	(1,287,874)	(1,572,996)	(1,634,622)	(1,634,622)	(1,634,622)
Total Expenditures	595,369	444,278	446,026	926,892	1,032,585	1,032,585	1,032,585
Ending Balance (Use Restricted)	56,447	92,624	137,229				
TOTAL REQUIREMENTS	651,816	536,902	583,255	926,892	1,032,585	1,032,585	1,032,585
Use of General County Resources	122,881	12,518	1,593	290,351	340,625	340,625	340,625
Staffing FTE	21.00	20.00	18.00	27.40	28.38	28.38	28.38

Capital Outlay is for 13 computers.

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

Department Detail

			Actual	Actual	Revised	Proposed	Approved	Adopted
			FY 07-08	FY 08-09	Budget	FY 10-11	FY 10-11	FY 10-11
					FY 09-10			
207-4090-2280-02	Duplicating Services	Photocopies	11	15	10	10	10	10
207-4090-2620-00	Vital Statistics	General	93,686	100,852	80,000	80,412	80,412	80,412
207-4090-3200-70	State/Fed-Health Division	Bioterrorism Program	77,384	109,822	113,296	109,250	109,250	109,250
207-4090-3200-72	State/Fed-Health Division	HRSA Regional Lead Agency	178,079	158,046	149,500	149,500	149,500	149,500
207-4090-3290-80	State/Fed-Other Assistance	OR AHHS-HRSA	0	9,333	0	0	0	0
207-4090-3390-04	State-Other Assistance	Aid for Veteran Affairs	0	0	63,920	67,829	67,829	67,829
207-4090-3395-00	Local Assistance	General	0	4,632	0	0	0	0
207-4090-3800-01	Interest	General Investments	2,215	(1,073)	325	0	0	0
207-4090-3820-03	Rents, Leases and Royalties	Land & Buildings	111,222	111,146	132,945	156,780	156,780	156,780
207-4090-3840-00	Contributions and Donations	General	0	0	500	0	0	0
207-4090-3870-80	Other Sales	Sale of Inventory	0	90	0	0	0	0
207-4090-3879-00	Miscellaneous	General	0	(3,825)	16,045	0	0	0
207-4090-3879-90	Miscellaneous	Subrogating Claim Recovery	5,340	0	0	0	0	0
Total Revenue			467,937	489,038	556,541	563,781	563,781	563,781
207-4090-4000-00	Regular Employees	General	781,382	777,605	1,139,372	1,186,476	1,186,476	1,186,476
207-4090-4030-00	Temporary Employees	General	17,188	21,237	49,000	66,637	66,637	66,637
207-4090-4050-00	Overtime	General	2,350	11,857	0	0	0	0
207-4090-4500-00	PERS	General	194,074	195,596	249,070	259,362	259,362	259,362
207-4090-4510-00	Social Security	General	58,375	58,813	90,910	95,862	95,862	95,862
207-4090-4520-00	Workers' Compensation	General	12,021	8,227	8,914	4,385	4,385	4,385
207-4090-4520-01	Workers' Compensation	Workers Comp Claims	458	0	0	0	0	0
207-4090-4530-00	Medical and Dental Insurance	General	219,264	206,265	334,250	326,040	326,040	326,040
207-4090-4540-00	Unemployment	General	4,808	9,585	17,825	28,195	28,195	28,195
Total Personal Services			1,289,920	1,289,185	1,889,341	1,966,957	1,966,957	1,966,957
207-4090-5099-00	Other Professional Services	General	165,365	176,496	167,645	133,147	133,147	133,147
207-4090-5300-00	Health & Social Svc Contracts	General	0	0	83,424	192,350	192,350	192,350
207-4090-6290-00	Software Purchases	General	7,080	1,678	5,700	5,700	5,700	5,700
207-4090-6295-00	Equipment-Noninventory	General	3,207	24,138	10,100	14,097	14,097	14,097
207-4090-6299-00	Other Materials and Supplies	General	16,055	8,985	15,426	24,411	24,411	24,411
207-4090-6400-00	Land and Building Rent	General	0	0	12,000	12,348	12,348	12,348
207-4090-6450-02	Equipment/Vehicle Rent	Copy Machines	4,435	2,490	4,479	5,204	5,204	5,204
207-4090-6500-00	Interdept Vehicle Expense	General	9,159	1,879	7,875	7,143	7,143	7,143
207-4090-6510-00	Equip/Vehicle Main & Repair	General	0	0	700	700	700	700
207-4090-6510-02	Equip/Vehicle Main & Repair	Equipment Service Contracts	101,711	121,719	72,807	15,574	15,574	15,574
207-4090-6530-00	Software Maintenance	General	0	0	750	72,379	72,379	72,379

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

Department Detail

			Actual	Actual	Revised	Proposed	Approved	Adopted
			FY 07-08	FY 08-09	Budget	FY 10-11	FY 10-11	FY 10-11
					FY 09-10			
207-4090-6550-00	Building and Grounds Main	General	0	16,105	0	0	0	0
207-4090-6680-01	Communication	Telephone	36,669	19,093	28,815	31,984	31,984	31,984
207-4090-6685-00	Utilities	General	0	0	110,295	96,238	96,238	96,238
207-4090-6720-01	Fire/Liability Insurance	Liability Ins Interdept Charges	37,706	12,433	14,929	4,715	4,715	4,715
207-4090-7400-00	Office Supplies and Expenses	General	6,192	6,940	8,878	9,266	9,266	9,266
207-4090-7410-00	Postage	General	1,912	1,090	7,297	7,997	7,997	7,997
207-4090-7420-01	Duplicating Services	Photos, Photostats, Copying	0	0	545	0	0	0
207-4090-7500-00	Subscriptions & Periodicals	General	1,190	163	1,350	1,364	1,364	1,364
207-4090-7550-00	Travel	General	896	72	2,650	1,537	1,537	1,537
207-4090-7550-80	Travel	Mileage Reimbursement	380	575	1,000	1,000	1,000	1,000
207-4090-7560-00	Conventions, Schools, Seminars	General	4,672	9,562	20,200	21,600	21,600	21,600
207-4090-7580-00	Dues and Memberships	General	545	560	840	855	855	855
207-4090-7800-00	Legal Publication and Printing	General	938	929	500	633	633	633
207-4090-7850-00	Pre-employment Testing	General	58	25	0	35	35	35
207-4090-7900-04	Miscellaneous	General	0	(4,250)	1,200	1,200	1,200	1,200
Total Materials & Services			398,170	400,682	579,405	661,477	661,477	661,477
207-4090-8200-00	Furniture and Equipment	General	0	12,816	0	0	0	0
207-4090-8200-99	Furniture and Equipment	Noninventory	9,018	19,304	20,000	20,000	20,000	20,000
Total Capital Outlay			9,018	32,120	20,000	20,000	20,000	20,000
207-4090-9500-01	Transfers Out	General Fund	4,719	11,913	11,142	18,773	18,773	18,773
207-4090-9899-03	Intrafund Transfers	Public Health	(62,448)	0	0	0	0	0
207-4090-9899-15	Intrafund Transfers	Administration	0	(78,241)	0	0	0	0
207-4090-9899-22	Intrafund Transfers	Accounting	(506,044)	(429,512)	(226,674)	(217,920)	(217,920)	(217,920)
207-4090-9899-24	Intrafund Transfers	Offices	1,090	4,513	(119,338)	(103,348)	(103,348)	(103,348)
207-4090-9899-27	Intrafund Transfers	Client Accounts	0	0	(196,438)	(206,912)	(206,912)	(206,912)
207-4090-9899-28	Intrafund Transfers	Central Registration	0	0	(305,529)	(340,145)	(340,145)	(340,145)
207-4090-9899-30	Intrafund Transfers	Facilities	0	0	(14,435)	0	0	0
207-4090-9899-40	Intrafund Transfers	MIS	(380,392)	(558,468)	(352,416)	(287,942)	(287,942)	(287,942)
207-4090-9899-41	Intrafund Transfers	Info Tech	0	0	(92,344)	(158,922)	(158,922)	(158,922)
207-4090-9899-50	Intrafund Transfers	Dept. Admin	(309,755)	(226,166)	(265,822)	(319,433)	(319,433)	(319,433)
Total Other Requirements			(1,252,830)	(1,275,961)	(1,561,854)	(1,615,849)	(1,615,849)	(1,615,849)
Total Expenditures			444,278	446,026	926,892	1,032,585	1,032,585	1,032,585

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

PERSONAL SERVICES					
	Actual	Actual	Revised	Budget	
	FTE	FTE	Budget	FY 10-11	
	FY 07-08	FY 08-09	FTE	FTE	Amount
Health & Social Services Admin	1.00	1.00	1.00	1.00	86,150
Veterans Service Officer			1.00	1.00	47,719
Research and Development Manager				0.40	30,959
IS Tech Support Analyst 2	1.00	2.00	1.00	2.00	117,215
IS Tech Support Analyst 1			2.00	1.00	51,438
Information Systems Tech	2.00	1.00			
Deputy Health Administrator/Director	1.00	1.00	1.00	1.00	79,106
Environ Health Specialist 2	1.00	1.00	1.00	1.00	50,518
Bus Srv Div Dir	1.00	1.00	1.00	1.00	65,840
Operations Team Manager				1.00	74,631
Management Analyst 3		1.00	2.00	2.00	93,986
Management Analyst 2	1.00		1.00	1.00	34,355
Management Analyst 1	1.00	1.00			
Health Dept Admin Assistant	1.00	1.00	1.00	1.00	40,270
Accounting Technician 2	1.00	1.00	1.00	1.00	32,175
Accounting Technician 1	1.00		1.00	1.00	33,596
Accounting Clerk 2	4.00	2.50	1.00	2.00	55,332
Accounting Clerk 1	1.00	1.00	1.00	2.00	59,170
Veterans Claims Specialist			1.80	1.50	43,716
Office Manager 1	1.00	1.00			
Department Assistant 4	1.00	1.50	9.60	7.48	190,300
Department Assistant 3	1.00	1.00			
Total Regular	<u>20.00</u>	<u>18.00</u>	<u>27.40</u>	<u>28.38</u>	<u>1,186,476</u>
Temporary					66,637
PERS		21.86%			259,362
Social Security		7.65%			95,862
Worker's Compensation		0.35%			4,385
Unemployment		2.25%			28,195
Medical & Dental Insurance		\$1,000/mo			326,040
Total Personal Services					<u>1,966,957</u>

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

VITAL RECORDS

-Staffing: 0.26 FTE
 -Provide birth and death certificates to general public.
 -Transmit certified data to the Oregon Health Division.
 -No County contribution to this program.
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PREPAREDNESS

-Staffing: 1.00 FTE
 -Oversee health and medical issues for the County Disaster Response Plan.
 -Develop and oversee department preparedness.
 -Focused training for divisions on preparedness
 -Hospital Preparedness Program contract for hospital preparedness.
 -No County contribution to this program.
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VETERANS SERVICES

-Staffing: 2.98 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 \$147,525.
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ADMINISTRATIVE AND DEPARTMENT SERVICES

-Staffing: 24.14 FTE
 -Overall department management, administration and grant writing.
 -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; HIPAA; 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 and Hospital Preparedness contracts.
 -County contribution is estimated at \$193,100
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