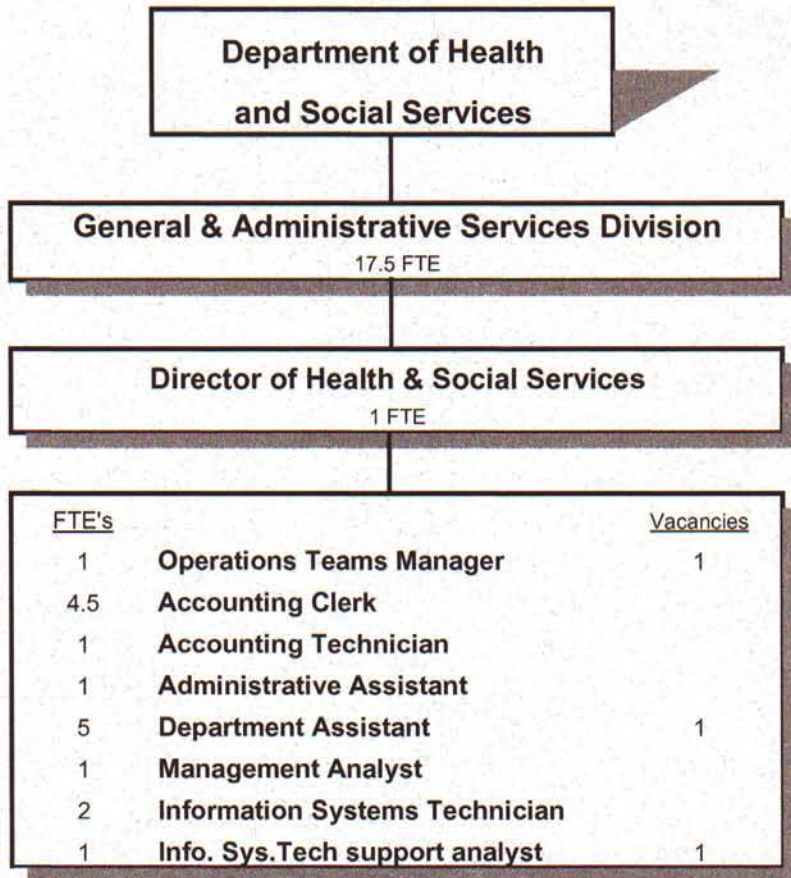


GENERAL AND ADMINISTRATIVE SERVICES DIVISION

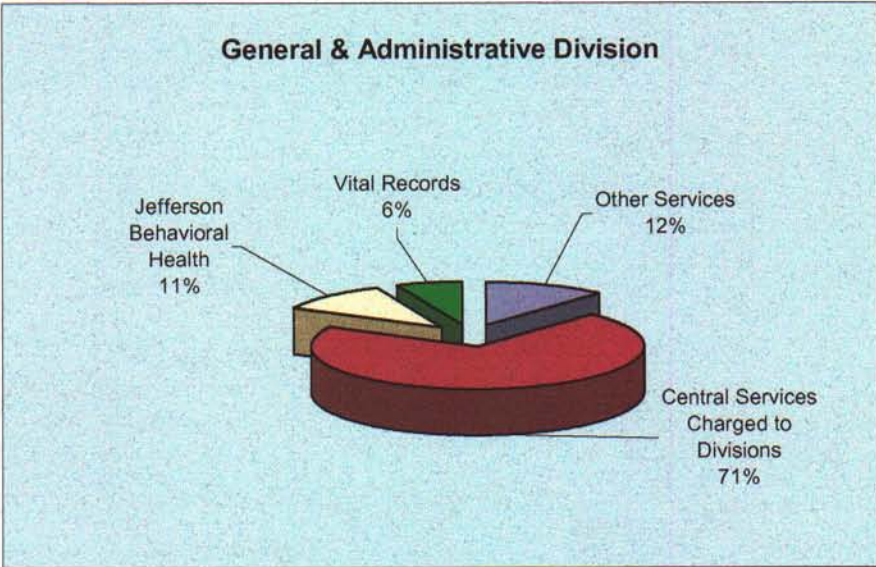


SIGNIFICANT CHANGES IN ADMINISTRATION

.....*The department has been restructured and the billing systems have been centralized*

.....*Information technology support will now be received from the County's IT department*

.....*Building and ground maintenance will now be handled through Building Facilities*



GENERAL & ADMINISTRATIVE (207-4090)

	Actual				2004-05	2005-06		
	2000-01	2001-02	2002-03	2003-04	Budget	Proposed	Approved	Adopted
<u>RESOURCES</u>								
Beginning Balance	663,122	49,630	108,922	118,878	100,000	140,000	140,000	140,000
Intergovernmental Revenues	241,511	284,334	142,769	148,468	188,339	149,429	149,429	149,429
Charges and Other Revenues	384,887	348,961	165,686	200,275	230,160	237,221	237,221	237,221
Operating Transfer In - Public Safety Fund		47,455	75,729					
	<u>626,398</u>	<u>680,750</u>	<u>384,184</u>	<u>348,743</u>	<u>418,499</u>	<u>386,650</u>	<u>386,650</u>	<u>386,650</u>
Total Resources	1,289,520	730,380	493,106	467,621	518,499	526,650	526,650	526,650
<u>REQUIREMENTS</u>								
Personal Services	1,350,201	1,525,657	1,355,943	1,210,943	1,357,406	1,011,701	1,011,701	1,011,701
Materials & Services	312,836	436,647	230,590	270,023	364,589	304,209	304,209	304,209
* Capital Outlay	130,977	55,668		63,251	128,096	29,000	29,000	29,000
Operating Transfers Out - General Fund	49,529	46,928	39,602	39,602	39,602	310,373	310,373	310,373
Add: Expense Reimbursements from Other Divisions		-539,881	-1,245,425	-1,247,315	-1,371,194	-1,166,156	-1,166,156	-1,166,156
Total Requirements	1,843,543	1,525,019	380,710	336,504	518,499	489,127	489,127	489,127

Staffing FTE	23.97	25.82	25.50	21.40	24.70	17.50	17.50	17.50
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* System upgrade (Jefferson Behavioral only)						10,000	10,000	10,000
Network equipment (partially funded by Bio-Terrorism Grant)						19,000	19,000	19,000
						<u>29,000</u>	<u>29,000</u>	<u>29,000</u>

JEFFERSON BEHAVIORAL HEALTH

-Maintain accurate and complete database of JBH client and claim information
-Process medical claims and serve as OMAP point of contact on behalf of JBH providers
-Provide client enrollment and claims status information to JBH providers
-Generate management reports for JBH Board

Activity Indicators

Unduplicated Clients Served

Actual 2002-03	Actual 2003-04	Budget 2004-05	Budget 2005-06
4,014	6,347	3,170	6,300

Staffing FTE

1.45	1.37	2.25	2.15
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Budget Year	Resources					Requirements							
	Beginning Carryover	Intergovern- mental	County	Other	Total	Personal Services	M & S	Capital Outlay	Admin*	Intrafund Activity	Subtotal	Ending Carryover	Total
2005-06	120,000	137,016	0	0	257,016	117,505	47,000	10,000	13,390	0	187,895	69,121	257,016
2004-05	100,000	67,956	0	0	167,956	110,192	40,000	3,000	14,764		167,956	0	167,956

* Health Dept Administrative Cost	11,098
General County Administrative Contribution	2,292
	<u>13,390</u>

VITAL RECORDS

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

<u>Activity Indicators</u>	Actual	Actual	Budget	Budget
	2002-03	2003-04	2004-05	2005-06
Unduplicated Clients Served	2,175	2,153	2,250	2,250
<u>Staffing FTE</u>	1.70	1.13	1.35	1.60

Budget Year	Resources					Requirements							
	Beginning Carryover	Intergovernmental	County	Other	Total	Personal Services	M & S	Capital Outlay	Admin*	Intrafund Activity	Subtotal	Ending Carryover	Total
2005-06	20,000	0	0	86,860	106,860	75,510	14,910		10,727	2,604	103,751	3,109	106,860
2004-05	0	0	0	84,337	84,337	58,309	16,460	1,300	8,268	0	84,337	0	84,337

* Health Dept Administrative Cost	8,817
General County Administrative Contribution	1,910
	<u>10,727</u>

CENTRAL SERVICES

.....Overall department management and administration

Budget Year	Resources					Requirements					
	Beginning Carryover	Intergovernmental	County	Other	Total	Personal Services	M & S	Capital Outlay	Services to Other Divisions	Ending Carryover	Total
2005-06	0	12,413	34,708	150,361	197,482	818,686	242,299	19,000	-882,503	0	197,482
2004-05	0	120,383		137,723	258,106	1,043,426	252,302	123,796	-1,161,418	0	258,106

Account Flexfields	Account	Sub	Actuals		2005-2006			
			2002-2003	2003-2004	2004-2005 Budget	Proposed	Approved	Adopted
207-4090-2280-02-424006	Duplicating Services	Photocopies	-7,573	-5,308	-6,000	-6,000	-6,000	-6,000
207-4090-2620-00-424190	Vital Statistics	General	-73,003	-81,162	-84,337	-86,860	-86,860	-86,860
207-4090-2690-00-418196	Other Health/Welfare Charges	General	-129,574	-130,194	-67,956	-137,016	-137,016	-137,016
207-4090-3200-70-416266	State/Fed-Health Division	Bioterrorism Program	-13,195	-15,194	-78,383	-12,413	-12,413	-12,413
207-4090-3290-06-413274	State/Fed-Other Assistance	OR State Police-Domestic Preparednes	0	-3,080	-42,000	0	0	0
207-4090-3800-01-450009	Interest	General Investments	0	0	-10,000	-20,000	-20,000	-20,000
207-4090-3820-03-450181	Rents, Leases and Royalties	Land & Buildings	-75,603	-104,403	-122,173	-116,711	-116,711	-116,711
207-4090-3879-00-450010	Miscellaneous	General	-9,555	-9,402	-7,650	-7,650	-7,650	-7,650
207-4090-3900-20-440262	Operating Transfers In	Public Safety Fund	-75,729	0	0	0	0	0
Total Revenue			-384,232	-248,743	-418,499	-386,650	-386,650	-386,650
207-4090-4000-00-000000	Regular Employees	General	912,265	750,775	853,573	604,552	604,552	604,552
207-4090-4030-00-000000	Temporary Employees	General	26,344	42,041	31,274	13,741	13,741	13,741
207-4090-4050-00-000000	Overtime	General	2,523	3,124	0	0	0	0
207-4090-4090-00-000000	Compensated Absences	General	-6,078	-581	0	0	0	0
207-4090-4500-00-000000	PERS	General	170,962	140,357	160,069	145,175	145,175	145,175
207-4090-4510-00-000000	Social Security	General	69,069	58,046	67,691	47,299	47,299	47,299
207-4090-4520-00-000000	Workers' Compensation	General	9,368	37,419	8,848	9,274	9,274	9,274
207-4090-4520-01-000000	Workers' Compensation	Workers Comp Claims	2,000	516	0	0	0	0
207-4090-4530-00-000000	Medical and Dental Insurance	General	166,213	167,177	231,084	187,950	187,950	187,950
207-4090-4540-00-000000	Unemployment	General	3,277	12,069	4,867	3,710	3,710	3,710
Total Personal Services			1,355,943	1,210,943	1,357,406	1,011,701	1,011,701	1,011,701
207-4090-5099-00-410023	Other Professional Services	General	17,199	18,231	35,000	42,000	42,000	42,000
207-4090-5099-20-420093	Other Professional Services	Health Services	3,840	7,100	7,100	0	0	0
207-4090-6060-00-410074	Tools	General	306	652	500	500	500	500
207-4090-6100-00-410001	Medical Supplies	General	0	0	11,700	0	0	0
207-4090-6290-00-410058	Software Purchases	General	4,300	1,920	7,250	5,300	5,300	5,300
207-4090-6295-00-410073	Equipment-Noninventory	General	2,818	15,431	6,100	11,500	11,500	11,500
207-4090-6299-00-410002	Other Materials and Supplies	General	18,559	16,164	20,000	19,100	19,100	19,100
207-4090-6400-00-420062	Land and Building Rent	General	18,060	17,738	19,200	0	0	0
207-4090-6450-00-420063	Equipment/Vehicle Rent	General	298	820	650	650	650	650
207-4090-6450-02-410076	Equipment/Vehicle Rent	Copy Machines	-2,748	4,773	9,000	6,250	6,250	6,250
207-4090-6500-00-410011	Interdept Vehicle Expense	General	3,863	7,306	7,550	9,050	9,050	9,050
207-4090-6510-00-410009	Equip/Vehicle Main & Repair	General	310	295	0	0	0	0
207-4090-6510-00-410075	Equip/Vehicle Main & Repair	General	0	0	1,000	1,000	1,000	1,000
207-4090-6510-02-410010	Equip/Vehicle Main & Repair	Equipment Service Contracts	37,190	55,354	64,187	60,605	60,605	60,605
207-4090-6550-00-410100	Building and Grounds Main	General	0	1,376	2,000	2,000	2,000	2,000
207-4090-6550-10-410035	Building and Grounds Main	Structural M&R	14,471	23,238	42,000	22,000	22,000	22,000
207-4090-6680-01-410005	Communication	Telephone	37,032	59,175	52,012	33,994	33,994	33,994
207-4090-6685-00-410004	Utilities	General	33,070	8,539	8,300	0	0	0
207-4090-6720-01-410084	Fire/Liability Insurance	Liability Ins Interdept Charges	0	0	6,295	35,900	35,900	35,900
207-4090-6720-02-410066	Fire/Liability Insurance	Liability Insurance	1,660	320	1,700	0	0	0
207-4090-7400-00-410019	Office Supplies and Expenses	General	5,514	8,945	9,600	10,150	10,150	10,150

Administrative

Account Flexfields	Account	Sub	Actuals		2004-2005		2005-2006	
			2002-2003	2003-2004	Budget	Proposed	Approved	Adopted
207-4090-7410-00-410020	Postage	General	1,876	2,134	2,685	2,350	2,350	2,350
207-4090-7420-01-410022	Duplicating Services	Photos, Photostats, Copying	476	322	700	650	650	650
207-4090-7500-00-410015	Subscriptions, Books & Periodi	General	1,804	774	910	910	910	910
207-4090-7550-00-410065	Travel	General	3,764	3,923	5,750	6,700	6,700	6,700
207-4090-7550-80-410067	Travel	Mileage Reimbursement	9,613	5,188	9,750	9,100	9,100	9,100
207-4090-7560-00-410014	Conventions, Schools, Seminars	General	15,117	7,104	24,950	19,300	19,300	19,300
207-4090-7580-00-410013	Dues and Memberships	General	2,096	2,093	6,400	2,900	2,900	2,900
207-4090-7800-00-410060	Legal Publication and Printing	General	0	403	1,000	1,000	1,000	1,000
207-4090-7820-00-410064	Advisory Committee Expense	General	5	0	100	100	100	100
207-4090-7850-00-410018	Pre-employment Testing	General	0	4	200	200	200	200
207-4090-7900-00-410021	Miscellaneous	General	97	701	0	0	0	0
207-4090-7900-00-410026	Miscellaneous	General	0	0	1,000	1,000	1,000	1,000
Total Materials and Services			230,590	270,023	364,589	304,209	304,209	304,209
207-4090-8100-99-410003	Buildings and Improvements	Noninventory	0	46,590	0	0	0	0
207-4090-8200-00-410001	Furniture and Equipment	General	0	0	128,096	29,000	29,000	29,000
207-4090-8200-99-410001	Furniture and Equipment	Noninventory	0	16,661	0	0	0	0
Total Capital Outlay			0	63,251	128,096	29,000	29,000	29,000
207-4090-9500-01-000000	Operating Transfers Out	General Fund	39,602	39,602	39,602	310,373	310,373	310,373
207-4090-9899-02-410007	Intrafund Transfers	Mental Health	-5,812	9,061	0	-53,725	-53,725	-53,725
207-4090-9899-03-410001	Intrafund Transfers	Community Health	-23,870	-3,459	-12,000	0	0	0
207-4090-9899-04-410006	Intrafund Transfers	Senior Services	1,000	-72,705	-2,000	0	0	0
207-4090-9899-20-410005	Intrafund Transfers	Environ Health	0	0	-44,645	-45,142	-45,142	-45,142
207-4090-9899-22-410014	Intrafund Transfers	Accounting	-195,629	-202,011	-292,190	-274,115	-274,115	-274,115
207-4090-9899-24-410015	Intrafund Transfers	Offices	-171,697	-184,926	-187,753	2,604	2,604	2,604
207-4090-9899-30-410011	Intrafund Transfers	Facilities	-283,417	-198,778	-191,951	-199,938	-199,938	-199,938
207-4090-9899-40-410012	Intrafund Transfers	MIS	-206,557	-188,648	-202,642	-211,054	-211,054	-211,054
207-4090-9899-50-410013	Intrafund Transfers	Dept. Admin	-359,443	-405,849	-438,013	-384,786	-384,786	-384,786
Total Other			-1,205,823	-1,207,713	-1,331,592	-855,783	-855,783	-855,783
Total Expenditures			380,710	336,504	518,499	489,127	489,127	489,127

Administrative

Health-Gen & Admin Ser (4090)	Actuals				2004-05		2005-06	
	2002-03		2003-04		Adopted		Adopted	
	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
Health & Social Services Admin	1.00		1.00		1.00	83,822	1.00	84,843
Information Systems Tech	1.00		1.00		1.00	37,036	3.00	111,278
Deputy Director	1.00		1.00		1.00	70,840	1.00	45,713
Health Officer	1.00							
Building Maintenance Tech 3	1.00		1.00		1.00	44,138		
Custodian Supervisor	1.00		1.00		1.00	37,086		
Custodian Leadworker	1.00		1.00		1.00	25,902		
Custodian	3.00		2.20		2.20	51,867		
Management Analyst 2	3.00		1.00		1.00	36,150	1.00	37,274
Business Systems Analyst			1.00		1.00	46,821		
Info Systems Analyst	1.00							
Administrative Assistant	1.00		1.00		1.00	37,086	1.00	37,461
Accountant	1.00		1.00		1.00	47,348		
Accounting Technician 2	1.00		1.00		1.00	41,662	1.00	42,078
Accounting Clerk 2	2.00		1.70		2.50	71,074	2.50	72,576
Accounting Clerk 1					1.00	22,485	2.00	54,362
Office Manager 3	1.00		1.00		1.00	28,240		
Department Assistant 4	3.00		4.00		5.00	130,593	2.00	53,788
Department Assistant 3	2.50		1.50		2.00	41,423	3.00	65,179
TOTALS								
Regular Salary & FTE	<u>25.50</u>	906,187	<u>21.40</u>	750,194	<u>24.70</u>	853,573	<u>17.50</u>	604,552
Temporary		26,344		42,041		31,274		13,741
Overtime		2,523		3,124				
Total Salary		<u>935,054</u>		<u>795,359</u>		<u>884,847</u>		<u>618,293</u>
PERS					18.09%	160,069	23.48%	145,175
Social Security					7.65%	67,691	7.65%	47,299
Worker's Compensation					1.00%	8,848	1.50%	9,274
Unemployment					0.55%	4,867	0.60%	3,710
Medical & Dental Insurance					\$786/mo	231,084	\$895/mo	187,950
TOTAL PERSONAL SERVICES		<u>1,355,943</u>		<u>1,210,943</u>		<u>1,357,406</u>		<u>1,011,701</u>