

Priority: Accountability

Lead Agency: County Human Services

Program Offer Type: Support

Program Contact: Kathy Tinkle

Related Programs:

Program Characteristics:

Executive Summary

The Department of County Human Services (DCHS) Business Services provides administrative and business support for the department. Services include development, management and administration of the department's multimillion dollar budget; grants management; accounts receivable; accounts payable; purchasing; and research and evaluation. Business Services serves as liaison between the department and internal service providers such as County Finance, Budget and Evaluation, Facilities Management, and Information Technology. DCHS Research and Evaluation conducts divisional and departmentwide studies, analyzes data, writes and presents reports, consults with and trains department staff.

Program Description

Business Services supports the work of the department by providing: budget development, management and reporting; accounts payable and receivable; grant accounting and reporting for approximately 150 funding sources; and implementation of, and compliance with, all county, state and federal fiscal policies and procedures related to the business of this department. Business Services personnel provide administrative and support services for the department; work with the Department of County Management in coordinating the provision of information technology, facilities management and FREDs; function as liaison to the DCHS Citizen Budget Advisory Committee; and represents the department on several Countywide workgroups and committees.

Program Justification

DCHS Business Services supports the county's Accountability priority – "I want my government to be accountable at every level" – by providing responsible leadership; sound budgetary and financial management; managing assets and service delivery costs effectively; and delivering results that are consistent with the department's and county's stated priorities. Research and evaluation insures that appropriate and objective assessment is conducted at all levels of the department.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY07-08)	Current Year Purchased (FY08-09)	Current Year Estimate (FY08-09)	Next Year Offer (FY09-10)
Output	Percent of invoices paid in 30 days or less	85.0%	95.0%	82.0%	85.0%
Outcome	Percent of DCHS managers reporting R&E services are very good or excellent ¹	80.0%	95.0%	0.0%	0.0%
Quality	Percent of grant financial reports submitted to the grantor error free	97.0%	98.0%	98.0%	98.0%

Performance Measure - Description

¹ This outcome is measured by a survey of managers in alternating years. The next survey will be conducted Fall of 2010.

Legal/Contractual Obligation**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2009	2009	2010	2010
Personnel	\$829,408	\$961,731	\$734,390	\$1,036,452
Contracts	\$649,039	\$30,000	\$658,111	\$18,842
Materials & Supplies	\$0	\$64,111	\$20,162	\$26,069
Internal Services	\$26,418	\$394,538	\$190,151	\$326,360
Subtotal: Direct Exps:	\$1,504,865	\$1,450,380	\$1,602,814	\$1,407,723
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$1,504,865	\$1,450,380	\$1,602,814	\$1,407,723
Program Total:	\$2,955,245		\$3,010,537	
Program FTE	10.37	11.73	8.81	12.04
Program Revenues				
Indirect for dep't Admin	\$12,482	\$0	\$0	\$0
Intergovernmental	\$0	\$1,450,380	\$0	\$1,377,503
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$12,482	\$1,450,380	\$0	\$1,377,503

Explanation of Revenues

OHP Premium - \$274,591
 Title XIX - \$648,524
 State Mental Health Grant Local Admin - \$454,388
 County General Fund Match - \$643,897
 County General Fund Subsidy - \$958,917

Significant Program Changes

Last year this program was: #25002, DCHS Business Services

Reflects the elimination of 1.60 FTE (1.0 FTE Finance Specialist 2 position and .60FTE Finance Specialist 1) in FY10. This reduction was necessary to balance to CGF constraint. This will likely result in a decreased ability to provide financial analysis and longer processing times routine finance transactions.

Additional Local 88 positions were funded using funds made available by Local 88's approval of a wage freeze for FY 2010.