

**Lead Agency:** County Human Services

**Program Contact:** Kathy Tinkle

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

**Executive Summary**

The Department of County Human Services (DCHS) Business Services provides administrative, financial 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; facilities coordination; and customer service via the reception desk. Business Services staff serve as liaison between the department and internal service providers such as County Finance, Central Budget, Facilities and Property Management, Information Technology, and Fleet, Records, Electronics, Distribution and Stores(FREDS).

**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 across the County with other Departments and Agencies 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.

DCHS Business Services provides responsible leadership; sound budgetary and financial management; and delivers results that are consistent with the department's and county's priorities.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY08-09)	Current Year Purchased (FY09-10)	Current Year Estimate (FY09-10)	Next Year Offer (FY10-11)
Output	Percent of invoices paid in 30 days or less	78.0%	82.0%	80.0%	81.0%
Outcome	Percent of grant financial reports submitted to the grantor error free	98.0%	98.0%	98.0%	99.0%

**Performance Measure - Description**

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

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2010	2010	2011	2011
Personnel	\$789,085	-\$56,785	\$860,816	\$1,018,968
Contracts	\$658,111	\$18,842	\$766,661	\$20,000
Materials & Supplies	\$28,095	\$26,173	\$2,200	\$44,334
Internal Services	\$214,622	\$327,453	\$11,000	\$536,118
Total GF/non-GF:	<b>\$1,689,913</b>	<b>\$315,683</b>	<b>\$1,640,677</b>	<b>\$1,619,420</b>
Program Total:	<b>\$2,005,596</b>		<b>\$3,260,097</b>	
Program FTE	10.27	12.23	10.05	11.45
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$0	\$203,753	\$0
Intergovernmental	\$0	\$1,382,706	\$0	\$1,619,420
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$1,382,706</b>	<b>\$203,753</b>	<b>\$1,619,420</b>

**Explanation of Revenues**

\$460,261 - OHP Premium: Based on FY10 Rate per Client times number of clients as of 12/31/09  
 \$915,130 - Title XIX: Based on FY09-11 projected State Biennial Budget  
 \$244,029 - Local Admin: Based on FY09-11 projected State Biennial Budget  
 \$748,283 - County General Fund  
 \$688,641 - County General Fund Match  
 \$203,753 - County General Fund Indirect

**Significant Program Changes**

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

Staffing changes from FY10 in this program offer are due to the following factors:

During FY10 transferred the supervision of three finance positions (1.0 FTE Finance Specialist 1, 1.0 FTE Finance Specialist 2, and 1.0 FTE Finances Specialist Senior) from MHASD Business and Finance (25054) to DCHS Business Services allowing for departmental oversight of MHASD finances.

Moved 1.0 FTE Research and Evaluation Analyst Senior position to DCHS Director's Office (25000) to reflect actual reporting structure;

Eliminated a .35 FTE Program Development Specialist which was to be focused on research and evaluation; and

Eliminated 1.0 FTE Office Assistant 2 which will require redistribution of these job duties to other clerical staff and/or the reception desk.