

**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 annual 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, and the Department of County Assets.

### 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 140 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 and facilities management; function as liaison to the DCHS Citizen Budget Advisory Committee; and represent 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 (FY11-12)	Current Year Purchased (FY12-13)	Current Year Estimate (FY12-13)	Next Year Offer (FY13-14)
Output	Percent of invoices paid in 30 days or less	78.0%	75.0%	68.0%	76.0%
Outcome	Percent of financial reports submitted to the grantor error free	99.0%	99.0%	99.0%	99.0%

### Performance Measure - Description

## Legal/Contractual Obligation

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2013	2013	2014	2014
Personnel	\$1,379,933	\$812,697	\$1,495,721	\$879,249
Contracts	\$742,375	\$10,500	\$874,891	\$14,234
Materials & Supplies	\$5,466	\$47,187	\$51,208	\$55,516
Internal Services	\$88,089	\$167,165	\$110,124	\$193,716
<b>Total GF/non-GF:</b>	<b>\$2,215,863</b>	<b>\$1,037,549</b>	<b>\$2,531,944</b>	<b>\$1,142,715</b>
<b>Program Total:</b>	<b>\$3,253,412</b>		<b>\$3,674,659</b>	
Program FTE	16.01	9.49	15.86	9.64
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$4,983	\$0
Fees, Permits & Charges	\$865,991	\$0	\$826,421	\$0
Intergovernmental	\$0	\$1,037,549	\$0	\$1,142,715
<b>Total Revenue:</b>	<b>\$865,991</b>	<b>\$1,037,549</b>	<b>\$831,404</b>	<b>\$1,142,715</b>

## Explanation of Revenues

\$570,085 - Title XIX

\$352,660 - State Mental Health Grant Local Admin

\$219,970 - Oregon Health Plan Premium(OHP)

\$826,421 - County General Fund Department Indirect: Based on FY14 Dept Indirect Rates published by Central Finance

\$824,891 - County General Fund Match

\$880,632 - County General Fund

## Significant Program Changes

✔ Significantly Changed

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

For FY14, 4.00 FTE are shifted from the Mental Health and Addiction Services Division Business and Finance group. Those positions will continue to support the mental health and addiction programs while in the department Business Services section. The history for that program is shown here. A 0.38 FTE Finance Specialist 2 (Grant Accountant) position that supported the CCFC grant programs was added via budget modification mid year FY13, and was deleted for FY14.