

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2016-17**

Department: **DEPT OF SOCIAL SERVICES  
ADMINISTRATION (07510)**  
Function: **Public Assistance**  
Activity: **Administration**  
Fund: **General**

| <u>ACCOUNT CLASSIFICATION</u>                  | <u>ACTUAL<br/>EXPENDITURES<br/>2014-15</u> | <u>BOARD<br/>APPROVED<br/>EXPENDITURES<br/>2015-16</u> | <u>DEPARTMENT<br/>REQUEST<br/>2016-17</u> | <u>CAO<br/>RECOMMENDED<br/>2016-17</u> |
|--|--|--|---|--|
| <b>SALARIES &amp; EMPLOYEE BENEFITS</b>        |  |  |   |  |
| 710102 Permanent Salaries                      | 10,832,504                                 | 12,830,490   | 15,388,497                                | 15,388,497                             |
| 710103 Extra Help                              | 331,887                                    | 412,645  | 625,145                                   | 625,145                                |
| 710105 Overtime                                | 170,686                                    | 75,000   | 200,000                                   | 200,000                                |
| 710106 Standby & Night Premium                 | 86,450                                     | 60,000   | 60,000                                    | 60,000                                 |
| 710200 Retirement                              | 3,228,197                                  | 3,982,669  | 5,098,261                                 | 5,098,261                              |
| 710300 Health Insurance                        | 1,618,087                                  | 2,196,279  | 2,625,583                                 | 2,625,583                              |
| 710400 Workers' Compensation Insurance         | 262,606                                    | 314,998  | 576,531                                   | 576,531                                |
| <b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>  | <b>16,530,416</b>                          | <b>19,872,081</b>                                      | <b>24,574,017</b>                         | <b>24,574,017</b>                      |
| <b>SERVICES &amp; SUPPLIES</b>                 |  |  |   |  |
| 720300 Communications                          | 369,787                                    | 429,000  | 306,566                                   | 306,566                                |
| 720500 Household Expense                       | 107,676                                    | 118,660  | 124,235                                   | 124,235                                |
| 720600 Insurance                               | 11,180                                     | 14,514   | 45,784                                    | 45,784                                 |
| 720601 General Insurance                       | 5,342                                      | 7,251  | 7,251                                     | 7,251                                  |
| 720605 Employer-Share Retiree Health Insurance | 387,935                                    | 392,730  | 0   | 0                                      |
| 720800 Maintenance - Equipment                 | 71,532                                     | 96,100   | 96,100                                    | 96,100                                 |
| 720900 Maintenance - Structures & Grounds      | 84,459                                     | 188,246  | 22,000                                    | 22,000                                 |
| 721100 Memberships                             | 48,387                                     | 58,955   | 55,465                                    | 55,465                                 |
| 721300 Office Expense                          | 693,572                                    | 926,177  | 1,271,351                                 | 1,271,351                              |
| 721400 Professional & Specialized Services     | 1,066,018                                  | 1,723,455  | 3,275,216                                 | 3,275,216                              |
| 721500 Publications & Legal Notices            | 1,881                                      | 5,500  | 5,500                                     | 5,500                                  |
| 721600 Rents & Leases - Equipment              | 93,925                                     | 99,000   | 116,000                                   | 116,000                                |
| 721700 Rents & Leases - Buildings              | 885,223                                    | 962,990  | 960,000                                   | 960,000                                |
| 721900 Special Departmental Expense            | 2,188,689                                  | 2,462,334  | 1,122,143                                 | 1,122,143                              |
| 722000 Transportation & Travel                 | 115,208                                    | 110,000  | 140,000                                   | 140,000                                |
| 722100 Utilities                               | 171,373                                    | 245,608  | 235,000                                   | 235,000                                |
| <b>TOTAL SERVICES &amp; SUPPLIES</b>           | <b>6,302,186</b>                           | <b>7,840,520</b>                                       | <b>7,782,611</b>                          | <b>7,782,611</b>                       |

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|--|--|--|---|--|
| FIXED ASSETS   |  |  |   |  |
| 740300 Equipment   | 237,287                                    | 546,500  | 174,000                                   | 174,000                                |
| <b>TOTAL FIXED ASSETS</b>  | <b>237,287</b>                             | <b>546,500</b>   | <b>174,000</b>                            | <b>174,000</b>                         |
| INTRAFUND TRANSFERS  |  |  |   |  |
| 770100 Intrafund Expense   | 324,869                                    | 675,800  | 4,327,535                                 | 4,327,535                              |
| <b>TOTAL INTRAFUND TRANSFER</b>                                  | <b>324,869</b>                             | <b>675,800</b>   | <b>4,327,535</b>                          | <b>4,327,535</b>                       |
| <b>TOTAL - DEPARTMENT OF SOCIAL SERVICES-<br/>ADMINISTRATION</b> | <b>23,394,758</b>                          | <b>28,934,901</b>                                      | <b>36,858,163</b>                         | <b>36,858,163</b>                      |

## DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

### **COMMENTS**

This budget contains the salaries and operating funds to administer all of the various Social Services Programs. These Public Assistance Programs are mandated by Federal and State statutes.

The Department has full-service facilities in Madera, Chowchilla and Oakhurst. In addition, employees are out-stationed at Madera Community Hospital.

### **Temporary Assistance to Needy Families (TANF)**

In August 1996, the Federal Government passed the Welfare Reform Bill, which included the regulations regarding TANF. The State of California, in August 1997, adopted these TANF regulations into a State Program entitled CalWORKS. An employment program is the principle component of CalWORKS. Counties are required to prepare a detailed plan on how the Program is to put the maximum number of people into employment. The Federal Bill also sets time limits in which an individual can remain on assistance without working, and the total amount of time a person has during a lifetime to receive benefits. The Madera County Department of Social Services developed and received approval from the California Department of Social Services to implement a local CalWORKS Program.

The County's CalWORKS Program provides self-sufficiency focused services under CalWORKS regulations. A wide range of services are developed through a collaborative effort with both public and private agencies, businesses, the faith community and individuals. The Program also provides follow-up services to ensure former clients are able to retain the self-sufficiency they achieved through these services. The Program's objective is to give each participant the opportunity to achieve realistically established goals to reduce dependence on welfare, increase personal responsibility, and attain self-sufficiency.

For 2016-17, it is anticipated the State will allocate approximately \$8 million to the County of Madera for the CalWORKS Program. The allocation will fund the administration of the CalWORKS Programs, and current and future employment and self-sufficiency programs. The County is required to maintain a local "Maintenance of Effort" (MOE) in the amount of \$574,869 for CalWORKS administration. With the enactment of the State 2012-13 budget, the State portion of CalWORKS costs became an additional MOE paid for by shifting 1991 Mental Health Realignment funds to backfill the State portion of the CalWORKS costs. The 2016-17 MOE is the equivalent of this shifted funding. All CalWORKS/Welfare to Work costs above the Maintenance of Effort are paid entirely with Federal funds.

### **Economic Development Commission**

CalWORKS also funds the County share of the Madera County Economic Development Commission (EDC) operational costs. The Board of Supervisors, in concert with the City Councils of Chowchilla and Madera, has supported an Economic Development Commission for the purpose of attracting industry to Madera County. The thirteen member Commission consists of one City Council Member representing each of the two incorporated cities, one County Supervisor representing the County, one member representing each of the six Chambers of Commerce, one member-at-large, two members representing the Work Force Investment Board, and a member representing a Public Utility Company.

## DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

### COMMENTS (continued)

#### Economic Development Commission (continued)

Funding has previously been contributed by the two Cities, the County, and other miscellaneous sources. In Fiscal Year 2016-17, the Madera County Department of Social Services will claim Madera County's cost for the Economic Development Commission services under the auspices of the CalWORKS Program in the amount of \$213,838 in order to attract new businesses and employment opportunities to Madera County. CalWORKS' Maintenance of Effort can be utilized to cover these costs.

The Madera County Economic Development Commission has requested the following funding commitment for the 2015-16 fiscal year from the following sources:

|                    | <b>2014-15</b><br><b><u>Actual</u></b> | <b>2015-16</b><br><b><u>Authorized</u></b> | <b>2016-17</b><br><b><u>Recommended</u></b> |
|--------------------|--|--|---|
| County of Madera   | \$204,633                              | \$213,838                                  | \$213,838                                   |
| City of Madera     | 148,433                                | 155,112                                    | 171,809                                     |
| City of Chowchilla | 25,881                                 | 27,047                                     | 31,965                                      |

#### In-Home Supportive Services - Public Authority

In October 2002, the Board of Supervisors, by ordinance, created the "In-Home Supportive Services - Public Authority" as a separate and distinct legal entity for the purpose of serving as employer of record for Independent Providers; to provide the functions required of a Public Authority; and to provide other functions related to the delivery of IHSS, and that members of the Board of Supervisors serve as the governing body of the Public Authority. For details, please see the "In-Home Supportive Services - Public Authority" budget.

The necessary staff required to carry out the activities of the Public Authority is provided to the Authority from the Department of Social Services Administration Budget through an Inter-Agency agreement. Two (2) positions are allocated to the Social Services Administration Budget for assignment to the Public Authority. The cost of staff services is appropriated in permanent salaries, retirement and health insurance accounts in the 2016-17 Social Services Administrative budget (estimated at \$96,000). The County's cost is now absorbed into the IHSS administrative Maintenance of Effort (MOE) which is budgeted in the Public Authority budget.

The IHSS Public Authority will be sharing in certain facilities and equipment with Social Services; these costs will be offset in the Rents & Concessions Revenue Account for 07510.

#### Reimbursement of Indirect Costs

Under the Federal provisions of the Office of Management and Budget, Circular A-87, the County has an indirect cost allocation plan in place that allows the County to be reimbursed for costs incurred by departments in the County for supplying goods and services to the Department of Social Services.

## DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

### COMMENTS (continued)

#### Realignment 2011

For the 2011-12 State budget, the Legislature enacted the Realignment of several administrative programs, shifting funding responsibility to counties and providing a revenue stream from a percentage of State sales tax and Vehicle License Fees to offset the additional costs. Projected administrative Realignment funding is estimated to be \$4,038,044 for fiscal year 2016-17 for Adult Protective Services and a variety of Child Welfare programs.

#### STAFFING

Currently, there are 297 filled positions, of which two positions are assigned to the IHSS Public Authority. For 2016-17, the Department will communicate staffing needs to your Board as they arise. A total of eleven additional allocated positions were approved by your Board during the 2015-16 Fiscal Year.

| <u>Permanent</u>  | <b>2015-16 Authorized</b> |                 | <b>2016-17 Recommended</b> |                 |
|---|---------------------------|-----------------|----------------------------|-----------------|
|   | <u>Funded</u>             | <u>Unfunded</u> | <u>Funded</u>              | <u>Unfunded</u> |
| Account Clerk I/II  | 8                         | 5               | 8                          | 5               |
| Accounting Technician I   | 3                         |                 | 3                          |                 |
| Account Clerk Supervisor I/II   | 3                         |                 | 3                          |                 |
| Administrative Analyst I/II   | 6                         |                 | 6                          |                 |
| Administrative Assistant or Secretary   | 2                         |                 | 2                          |                 |
| Central Services Assistant  | 3                         |                 | 3                          |                 |
| Data Entry Operator I   | 7                         |                 | 7                          |                 |
| Deputy County Counsel I/II/III  | 2                         |                 | 2                          |                 |
| Deputy Director – Welfare   | 2                         |                 | 2                          |                 |
| Director of Social Services   | 1                         |                 | 1                          |                 |
| Eligibility Supervisor, or<br>Employment & Training Worker Supervisor   | 18                        | 12              | 20 <sup>(1)</sup>          | 10              |
| Employment & Training Worker I/II/III or<br>Eligibility Worker I/II/III or Vocational Trainee, or<br>Vocational Assistant | 135                       | 3               | 141 <sup>(1)</sup>         |                 |

**DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION**

**STAFFING (continued)**

| <b><u>Permanent</u></b>                                 | <b>2015-16 Authorized</b> |                        | <b>2016-17 Recommended</b> |                        |
|---|---------------------------|------------------------|----------------------------|------------------------|
|   | <b><u>Funded</u></b>      | <b><u>Unfunded</u></b> | <b><u>Funded</u></b>       | <b><u>Unfunded</u></b> |
| Legal Assistant   | 1                         |                        | 1                          |                        |
| Office Assistant I/II/III                               | 18                        |                        | 18                         |                        |
| Office Assistant Supervisor I/II                        | 6                         |                        | 6                          |                        |
| Personnel Assistant                                     | 1                         |                        | 1                          |                        |
| Program Assistant I/II                                  | 1                         |                        | 1                          |                        |
| Program Manager I                                       | 5                         | 1                      | 5                          | 1                      |
| Program Manager Secretary                               | 2                         |                        | 2                          |                        |
| Social Worker I/II/III/IV                               | 50                        | 15                     | 57 <sup>(2)</sup>          | 8                      |
| Social Worker Supervisor I/II                           | 11                        | 3                      | 12 <sup>(3)</sup>          | 2                      |
| Staff Services Manager I – Fiscal                       | <u>1</u>                  |                        | <u>1</u>                   |                        |
| DSSTotal  | <u>286</u>                | <u>39</u>              | <u>302</u>                 | <u>26</u>              |
| <br>  |                           |                        |                            |                        |
| <b><u>IHSS Unit Funded by IHSS Public Authority</u></b> |                           |                        |                            |                        |
| Employment Training Worker I/II/III                     | 1                         | 1                      | 1                          | 1                      |
| Office Assistant I/II                                   | 0                         | 1                      | 0                          | 1                      |
| Program Manager I                                       | <u>1</u>                  |                        | <u>1</u>                   |                        |
| IHSSTotal   | <u>2</u>                  | <u>2</u>               | <u>2</u>                   | <u>2</u>               |
| <br>  |                           |                        |                            |                        |
| <b>TOTAL PERMANENT ALLOCATED POSITIONS</b>              | <b>288</b>                | <b>41</b>              | <b>304</b>                 | <b>28</b>              |

- (1) Recommended to fund three (3) Eligibility Worker III positions and add three (3) additional Eligibility Worker III positions to the allocation; as well as fund two (2) additional Eligibility Supervisor positions in fiscal year 16-17. These new positions will be fully funded by Medi-Cal revenues.
- (2) Recommended to fund seven (7) additional Social Worker positions in fiscal year 16-17 related to new mandates in Child Welfare and IHSS.
- (3) Recommended to fund one (1) additional Social Worker Supervisor position is due to new Child Welfare Quality Assurance position approved in 15-16.

## DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

### SALARIES & EMPLOYEE BENEFITS

- 710102**      **Permanent Salaries** (\$15,388,497) are recommended increased \$2,558,007 based on recommended staffing levels.
- 710103**      **Extra Help** (\$625,145) is recommended increased \$212,500 based on staffing needs for part-time help in the areas of Imaging, Clerical, Adoptions, Eligibility and Executime.
- 710105**      **Overtime** (\$200,000) is recommended increased \$125,000 for overtime due to increased caseloads and for staff called-out on child and adult protective service calls.
- 710106**      **Standby & Night Premium** (\$60,000) is recommended unchanged for the required standby of the Emergency Response Program.
- 710200**      **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400**      **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

### SERVICES & SUPPLIES

- 720300**      **Communications** (\$306,566) is recommended reduced \$122,434 based on projected phone charges that include long distance, data and wireless expenses. The IHSS Public Authority will pay \$1,689 as its share of cost for Communications.
- 720500**      **Household Expense** (\$124,235) is recommended increased \$5,575 based on the current contractual janitorial service, rug service and miscellaneous janitorial supplies. The IHSS Public Authority will pay \$489 as its share of cost for Household Expense.
- 720600**      **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720601**      **General Insurance** (\$7,251) is recommended as the Department's contribution to the County's Property Insurance Program.

## DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

### SERVICES & SUPPLIES (continued)

- 720605**      **Employer Share-Retiree Health Insurance** (\$0) is recommended reduced \$392,730 in this account, as the County's contribution for the retirees' health insurance premiums are now budgeted under Interfund Transfer account 770100.
- 720800**      **Maintenance - Equipment** (\$96,100) is recommended unchanged based on current and projected expenditures for the maintenance of office equipment, auto maintenance, and telephone maintenance. Costs for gasoline purchased from Central Garage is allocated under Transportation and Travel. The IHSS Public Authority will pay \$300 as its share of cost for equipment maintenance.
- 720900**      **Maintenance - Structures and Grounds** (\$22,000) is recommended reduced \$166,246 for projected expenditures which include materials and labor for the maintenance and repair of the buildings done through outside vendors. Madera County maintenance is now budgeted under Interfund Transfer account 770100. The IHSS Public Authority will pay \$136 as its share of cost for Maintenance of Structures.
- 721100**      **Memberships** (\$55,465) is recommended reduced \$3,490 for memberships in the County Welfare Directors' Association – CWDA (\$46,690); the National Association of County Human Services Administrators - NACHSA (\$315); the Local Chapter of the Personnel Management Association-IPMA-CCC (\$80), Society for Human Resource Management – SHRM (\$175); various Chambers of Commerce (\$680); the Homeless Continuum of Care (\$250); the State Bar of California (\$1,400); National Adult Protective Services Association - NAPSA (\$275); and the Central Valley Consortium - CCASSC (\$5,600).
- 721300**      **Office Expense** (\$1,271,351) is recommended increased \$345,174 for office and photocopy supplies, mailing costs, and computer supplies. The increase in appropriations reflects the projected cost to purchase scanners for workers, Office 2016 upgrade, BRIDGE system and office furniture moved from Fixed Assets. The IHSS Public Authority will pay \$8,050 as its share of cost for Office Expense.
- 721400**      **Professional & Specialized Services** (\$3,275,216) is recommended increased \$1,551,761. This account also funds the following recommended contractual agreements:

### **NON CalWORKs PROGRAMS**

|   |           |
|---|-----------|
| <u>Staff Training Services</u> (100% State Funded)        | \$154,050 |
| <u>Employee Assistance Plan</u> - Department contribution | 5,500     |



**DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION**

**SERVICES & SUPPLIES (continued)**

**721400      Professional & Specialized Services (continued)**

**NON CalWORKs PROGRAMS (continued)**

|  |           |
|--|-----------|
| <u>Ongoing Maintenance and Operation</u> - C-IV/Call Center Costs (County Share)   | \$140,000 |
| <u>KIOSKS</u> – ongoing maintenance for (four) kiosks in reception areas.  | 25,402    |
| <u>Alarm Services – Chowchilla</u>   | 5,000     |
| <u>Sierra Tel - Card Access System</u> - Ongoing Maintenance   | 35,000    |
| <u>Annual IT</u> - Anti-Virus Upgrade, Software Licenses, IT Training, Training Software   | 216,000   |
| <u>Rushmore</u> – to maintain a case-review, data collection instrument and evaluation tool to support and capture trends in the Food Stamp, MediCal, CalWorks, Child Welfare, and IHSS Programs. The goal is to identify trends and reduce case errors.   | 22,500    |
| <u>Internal Investigator</u> - to be contracted to investigate personnel complaints relating to employee harassment and discrimination, as the need arises.  | 25,000    |
| <u>Accurint</u> – this project is used to search United States for identification/location of family members of youth in foster care to establish life-long connections to a caring adult.   | 3,120     |
| <u>Healthy Beginnings Program - Office of Education portion</u> - This program provides a system Care for targeting families with children from 0 to 5 years of age in crisis and with special needs. Children in this age range who come to the attention of Child Welfare Services are referred to the program for consultation and for services, as appropriate. The Public Health and Behavioral Health portions of this contract are budgeted under the 770100 account. | 270,627   |
| <u>Fire Extinguisher Training</u>  | 150       |
| <u>Orchid</u> Translation and Interpreting Service.  | 33,000    |

## DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

### SERVICES & SUPPLIES (continued)

#### 721400 Professional & Specialized Services (continued)

##### NON CalWORKs PROGRAMS (continued)

|  |           |
|--|-----------|
| <u>Safe Measures</u> – maintenance costs for Supervisor/management reporting software that is used to identify and track Child Welfare direct-service practices which are reviewed and audited by State and Federal agencies.  | \$ 31,200 |
| <u>APS Case Management System</u> – Ongoing costs for case management for APS cases.   | 17,250    |
| <u>LIVE SCAN Fingerprinting</u> – Costs for fingerprinting machine to fingerprint all employees who are expected to have frequent and routine contact with children as well as employees who have access to Criminal Offenders Record Information through their assignments. Machine will also be used for Adoptions.  | 12,000    |
| <u>BioMetrics4All</u> – Annual maintenance fee for fingerprinting service.   | 2,760     |
| <u>Security Guards</u> – Guard at offices/visitations and after-hours alarm response.  | 75,000    |
| <u>ASI Training</u> - Addiction Severity Index training.   | 1,200     |
| <u>Alarm Service</u> – Sierra Tel for Lake Street office   | 300       |
| <u>DOT Communications</u> – Alarm Repair for 605 S. Gateway Office.  | 1,000     |
| <u>Promoting Safe and Stable Families (PSSF)</u> – The PSSF program provides support for Families in the form of early intervention, relative caregiver support and substance abuse treatment and recovery. Approximately \$80,000 will be used for funding the Healthy Beginnings Program, and is reflected in the total expense amount for that Program listed under Intrafund Transfers (770100). | 75,000    |
| <u>Title IV- E</u> includes programs for Educational Support for Dependent Youth.  | 170,000   |

## DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

### SERVICES & SUPPLIES (continued)

#### 721400 Professional & Specialized Services (continued)

##### NON CalWORKs PROGRAMS (continued)

|   |          |
|---|----------|
| <u>Adoptions – Out of State Attorney Fees (ICPC)</u>  | \$20,000 |
| <u>MEDS Security</u> – A portion of the Medi-Cal Administrative allocation has been reserved for ongoing costs related to the efforts to protect confidential client information. Equipment and ongoing costs related to the department’s Card Access System are also included. These costs are 100% funded by Federal and State funds. | 20,000   |
| <u>ReadySetGo!</u> – Contract for ILP youth.  | 71,238   |
| <u>Ergonomic Reviews</u> - Staff special equipment needs.   | 2,600    |
| <u>“Fitness for Duty” Medical Exams</u> – Employees - outside agency.   | 8,500    |
| <u>Fleet GPS Monitoring System</u> – To be able to track staff in county vehicles out in field.   | 11,424   |
| <u>ETO</u> – Efforts to Outcome software renewal fee.   | 1,200    |
| <u>Accucare / Orion Health Care</u> – Provider of ASI (Addiction Severity Index) - 6 licenses   | 6,804    |
| <u>Capitol Trac</u> – Legislation updates – annual fee.   | 1,500    |
| <u>JP Marketing</u> –Online services for the Foster Parent Recruitment, Retention Support Program.  | 18,000   |
| <u>Road 28 Building Project</u> – Dreyfuss & Blackford / Kitchell fees.   | 54,600   |

**DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION**

**SERVICES & SUPPLIES (continued)**

**721400      Professional & Specialized Services (continued)**

**CalWORKs PROGRAMS**

|  |           |
|--|-----------|
| <u>Vocational Education</u> – Short-term employment classes, as well as vocational skills training to assist TANF/CalWORKS clients to be job-ready.                  | \$150,000 |
| <u>Economic Development</u> – Madera County Economic Development Commission (EDC) to provide job creation and business expansion, including funds for marketing EDC. | 213,838   |
| <u>Workforce Investment Corporation – Job Fair Event</u> to promote employment, training and educational services.   | 22,898    |
| <u>Workforce Investment Corporation - Work Keys</u> is a computer based assessment for evaluation of employment related skills and characteristics.                  | 198,000   |
| <u>Workforce Investment Corporation – Subsidized Employment</u> is offered to qualified customers for paid work experience.  | 961,354   |
| <u>Workforce Investment Corporation – On the Job Training</u> will be used to match referred customers with local employment opportunities.                          | 192,201   |

**721500      Publications & Legal Notices** (\$5,500) is recommended unchanged for Adoptions noticing and recruitment of foster homes and special staff. The IHSS Public Authority will pay \$250 as its share of publication costs.

**721600      Rents & Leases - Equipment** (\$116,000) is recommended increased \$17,000 for the lease of 18 copy machines (\$109,300), folding machine (\$1,725), postage machine (\$4,475) and miscellaneous rentals (\$500).

**721700      Rents & Leases - Buildings** (\$960,000) is recommended reduced \$2,990 for lease of the following locations: 629 East Yosemite Ave (\$164,842); the Administration Office Building on 700 East Yosemite (\$160,676); 720 East Yosemite Avenue (\$379,598); the Oakhurst Office (\$81,623); the Chowchilla Office (\$74,618); shared space at Family Support (\$14,064); the Adoption facility on Lake Street (\$26,400); the Gateway office (\$51,879), and rented storage spaces (\$6,300). The IHSS Public Authority will pay \$2,095 as its share of costs.

## DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

### SERVICES & SUPPLIES (continued)

**721900**      **Special Departmental Expense** (\$1,122,143) is recommended reduced \$1,340,191. The IHSS Public Authority will pay \$1,000 as its share of costs. This account funds the following:

|   |          |
|---|----------|
| <u>IRS Intercept Fee</u> , Vital Statistics, and miscellaneous expenses.  | \$26,000 |
| <u>Adoption Celebration Day</u> - An event to thank parents who have adopted children in Madera County.   | 500      |
| <u>Child Welfare Services</u> – reimbursement of related costs  | 325,000  |
| <u>Independent Living Skills Program</u> – Youths in foster care are eligible for cash incentives for specific activities, such as opening a bank account (\$25); graduating from high school (\$500); and attending an Independent Living Skills Workshop (\$20). There is no County cost. | 55,567   |
| <u>Adult Protective Services</u> – provides emergency and temporary housing, temporary caretakers' costs, wheel chair ramps, apnea monitors, glasses and psychiatric services   | 4,500    |
| <u>Preserving Safe and Stable Families</u>  | 81,076   |
| <u>Foster Family Home Recruitment and Parent Program</u> which allocates funds for development and implementation of recruitment and training activities for Foster Homes.  | 7,000    |
| <u>Foster Parent Mentor Program</u> – provides mentors for the Foster Parent Recruitment, Retention, and Support Program.   | 36,000   |
| <u>Kinship Foster Care Program</u> – funding is to assist in removing barriers to create successful placements of relative care giver and foster family homes.  | 5,000    |
| <u>Housing Support Program</u> - funding is to assist CalWORKs families with temporary housing.   | 431,500  |
| <u>Child Welfare Visitation Assistance</u> – provides additional supervised visitation locations for our Child Welfare children.  | 150,000  |

## DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

### SERVICES & SUPPLIES (continued)

- 722000**      **Transportation & Travel** (\$140,000) is recommended increased \$30,000 for anticipated training sessions, cost of gasoline, and maintenance purchased from Central Garage. The IHSS Public Authority will pay \$1,000 as its share of costs.
- 722100**      **Utilities** (\$235,000) is recommended reduced \$10,608 to provide for the Department's share of the County's utility cost. The IHSS Public Authority will pay \$804 as its share of cost for Utilities

### FIXED ASSETS

- 740300**      **Equipment** (\$174,000) is recommended reduced \$372,500 to purchase the following fixed assets:

#### Vehicles

- 3      Mid Size Sedan – (R) (\$22,500) to replace high mileage vehicles #401,418 and 432.
- 1      Mid Size Van – (N) (\$24,500) to increase fleet for transporting Child Welfare children.
- 1      Mid Size Sedan – (N) (\$22,500) to increase fleet for Adult Services programs.

#### Computer Equipment

- 1      Server Replacement (R) (\$25,000)
- 1      Galaxy Server (R) (\$15,000) to replace existing server for door card swipes.
- 1      Galaxy Badging Machine (R) (\$5,000) to replace existing door swipe badge machine.

#### Building Maintenance

- 1      Replace Carpet @ 720 and 629 buildings - specified areas (R) (\$14,500)

## DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

### INTRAFUND TRANSFER

**770100**      **Intrafund Expense** (\$4,327,535) is recommended increased \$3,651,735 to reimburse departments for services provided, including Auditor-Controller (\$110,000), Human Resources (\$100,000), Administration/Purchasing (\$10,000), 311 Customer Service Center (\$20,000), General Services (\$25,000), Building and Improvements (\$92,000), Building Maintenance (\$40,000), Grounds Maintenance (\$18,000), Public Health – Office Assistant (\$16,000), Employee Share Retiree Health (\$392,730) and Information Technology (\$1,784,843). This account also funds the following programs that were previously in Special Department Expense (721900):

Healthy Beginnings Program – This program provides a system of care for targeting families with children from 0 to 5 years of age in crisis and with special needs. Children in this age range who come to the attention of Child Welfare Services are referred to the program for consultation and for services, as appropriate, to the agencies below. The Office of Education portion of this contract is budgeted account. A portion of under the 721400 the cost is funded through PSSF (\$80,000). Local Share of Cost is provided by First 5 Madera County (\$219,568).

|                   |               |           |
|-------------------|---------------|-----------|
| Public Health     | \$309,491     |           |
| Behavioral Health | <u>78,161</u> | \$387,652 |

|   |        |
|---|--------|
| <u>New Employee Physical Examinations</u> – provided by the Public Health Department. | 12,000 |
|---|--------|

|   |         |
|---|---------|
| <u>Mental Health Substance Abuse</u> – Contract for mental health services for clients in the CalWORKS Program. | 736,573 |
|---|---------|

|   |        |
|---|--------|
| <u>Behavioral Health Substance Abuse</u> – Transportation costs provided for CalWORKS Consumers needing transportation for mental health services (\$50,000), and Child Welfare Service Provider reimbursements (25,000). | 75,000 |
|---|--------|

|  |         |
|--|---------|
| <u>Public Health Nurses</u> – Federal and State reimbursement for Public Health Nurses assigned to health needs of children and to identify resources to care for any identified health needs. Also, includes nurse for Adult Protective Services assessments. | 267,737 |
|--|---------|

|  |         |
|--|---------|
| <u>Public Health</u> – Cal Learn Case Management | 240,000 |
|--|---------|

## DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION

### FUND SOURCES

|  | <u>Total Cost</u>   | <u>Local Cost</u>   | <u>Federal/State Cost</u> |
|--|---------------------|---------------------|---------------------------|
| Department of Social Services – Administration             | \$36,858,163        | \$ 5,867,588        | \$30,990,575              |
| Department of Social Services - Public Assistance Programs | 38,969,676          | 10,692,426          | 28,277,250                |
| Department of Social Services - General Relief             | <u>953,320</u>      | <u>953,320</u>      | <u>0</u>                  |
| <b>TOTAL</b>   | <b>\$76,781,159</b> | <b>\$17,513,334</b> | <b>\$59,267,825</b>       |
| Less Estimated DSS 1991 State Realignment for 2016-17      |                     | (\$6,161,349)       |                           |
| Other Admin Revenue <sup>(1)</sup>                         |                     | (166,813)           |                           |
| Other Assist Revenue <sup>(2)</sup>                        |                     | (210,000)           |                           |
| Other General Fund Revenue <sup>(3)</sup>                  |                     | (64,600)            |                           |
| Transfer Health/BHS Realignment                            |                     | (658,795)           |                           |
| 2011 Realignment Transfer In (Admin)                       |                     | (4,038,044)         |                           |
| 2011 Realignment Transfer In (Assist)                      |                     | <u>(2,928,383)</u>  |                           |
| <b>ESTIMATED COUNTY TOTAL NET COST</b>                     |                     | <b>\$ 3,285,350</b> |                           |

<sup>(1)</sup> Other revenue includes inter/intrafund transfers from Public Authority, Public Guardian and Workforce Development Office.

<sup>(2)</sup> Other revenue includes collections received from various sources for overpayments of warrants issued for Foster Care, CalFresh and CalWORKS.

<sup>(3)</sup> Other revenue includes collections received from County burial and General Assistance repayments.