

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

Department: **VETERANS SERVICE OFFICE
(08010)**
Function: **Public Asst./Pub. Protection**
Activity: **Vet. Svs./Other Protection**
Fund: **General**

| <u>ACCOUNT CLASSIFICATION</u> | <u>ACTUAL EXPENDITURES 2014-15</u> | <u>BOARD APPROVED EXPENDITURES 2015-16</u> | <u>DEPARTMENT REQUEST 2016-17</u> | <u>CAO RECOMMENDED 2016-17</u> |
|---|--|--|---|--|
| SALARIES & EMPLOYEE BENEFITS | | | | |
| 710102 Permanent Salaries | 45,982 | 46,821 | 67,868 | 67,868 |
| 710103 Extra Help | 16,593 | 21,000 | 0 | 0 |
| 710200 Retirement | 17,296 | 17,088 | 22,976 | 22,976 |
| 710400 Workers' Compensation Insurance | 184 | 376 | 376 | 376 |
| TOTAL SALARIES & EMPLOYEE BENEFITS | 80,055 | 85,285 | 91,220 | 91,220 |
| SERVICES & SUPPLIES | | | | |
| 720300 Communications | 1,061 | 900 | 1,200 | 1,200 |
| 720600 Insurance | 32 | 28 | 28 | 28 |
| 720800 Maintenance - Equipment | 0 | 75 | 75 | 75 |
| 721100 Memberships | 0 | 1,000 | 2,000 | 2,000 |
| 721300 Office Expense | 2,913 | 1,100 | 1,800 | 1,800 |
| 721400 Professional & Specialized Services | 67,458 | 59,012 | 61,956 | 61,956 |
| 721600 Rents & Leases - Equipment | 967 | 1,500 | 1,500 | 1,500 |
| 722000 Transportation & Travel | 4,395 | 3,500 | 4,500 | 4,500 |
| TOTAL SERVICES & SUPPLIES | 76,827 | 67,115 | 73,059 | 73,059 |
| TOTAL - VETERANS SERVICE OFFICER | 156,882 | 152,400 | 164,279 | 164,279 |

VETERANS SERVICE OFFICE

COMMENTS

The Veterans Service Office performs a variety of services for veterans, and their dependents, widows and orphans. This includes assistance in applying for Federal and State programs. The Veterans Service Officer function was separated from the Public Guardian/Public Administrator/Public Conservator’s Office in 2009-10, and is now a separate budget unit. Madera County currently contracts with Fresno County for Veterans Services Officer coverage two days per week, and will evaluate this service on an on-going basis. Staff support for the Veteran’s Service Office continues to be provided by Madera County.

WORKLOAD

| <u>July 1, 2014 – June 30, 2015</u> | | <u>July 1, 2015 – March 31, 2016</u> | |
|-------------------------------------|-----------|--------------------------------------|-------------|
| Total Claims Filed: | 595 | Total Claims Filed: | 616 |
| Monthly Payments*: | \$66,952 | Monthly Payments*: | \$340,325 |
| Retro Payments*: | \$713,257 | Retro Payments*: | \$1,947,920 |

***Note:** Monthly and Retro Payments are generated for Veterans through claims being filed on their behalf. These payments are revenues brought into the local economy, and assist Veterans to discontinue receiving public assistance.

REVENUE

| | <u>Actual</u> <u>2014-15</u> | <u>Estimated</u> <u>2015-16</u> | <u>Projected</u> <u>2016-17</u> |
|--|---------------------------------|------------------------------------|------------------------------------|
| Veterans Affairs Subvention – Annual | \$36,925 | \$30,000 | \$53,198 |
| Veterans Affairs Subvention – ID Program Funding | <u>26,241</u> | <u>22,710*</u> | <u>0</u> |
| Total | \$63,166 | \$52,710 | \$53,198 |

***Note:** Reflects the carry-over of unused one-time funds received in fiscal year 2014-15 for the Department’s Veteran ID project.

STAFFING

| <u>Permanent</u> | <u>2015-16 Authorized</u> | | <u>2016-17 Recommended</u> | |
|----------------------------------|---------------------------|-----------------|----------------------------|-----------------|
| | <u>Funded</u> | <u>Unfunded</u> | <u>Funded</u> | <u>Unfunded</u> |
| Office Assistant I | 0 | | 0.75* | |
| Veterans Services Representative | 1 | | 1 | |
| Veterans Service Officer | | 1** | | 1** |
| Total Permanent | 1 | 1 | 1.75 | 1 |

VETERANS SERVICE OFFICE

STAFFING (continued)

*It is recommended to convert the part-time extra help Office Assistant I to a 0.75 permanent position (30 hours per week) as the department has received a permanent increase in subvention funding.

**The Veterans Service Officer position is currently a contracted position with Fresno County and is funded under Professional & Specialized Services.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$67,868) are recommended increased \$21,047 based on the cost of recommended staff.

710103 **Extra Help** (\$0) is not recommended, a reduction of \$21,000 due to the conversion of the part-time Office Assistant I to a permanent position.

710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 **Communications** (\$1,200) is recommended increased \$300 based on actual and projected expenditures.

720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

720800 **Maintenance - Equipment** (\$75) is recommended unchanged for maintenance of typewriters, calculators, and computers.

721100 **Memberships** (\$2,000) is recommended increased \$1,000 for the membership in the California Association of County Veterans Service Officers.

721300 **Office Expense** (\$1,800) is recommended increased \$700 to fund the purchase of card readers and signature pads to meet a mandate to convert to a paperless claims process in addition to providing general office supplies.

VETERANS SERVICE OFFICE

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$61,956) is recommended increased \$2,944 for the contract with Fresno County for Veterans Services Officer services, as approved by the Board of Supervisors on October 7, 2014. The costs for software maintenance contracts and Veteran's computer programs are fully funded by the California Department of Veterans Affairs and do not impact the General Fund.
- 721600** **Rents & Leases - Equipment** (\$1,500) is recommended unchanged for the Department's copier lease.
- 722000** **Transportation & Travel** (\$4,500) is recommended increased \$1,000 based on actual expenditures for lodging and meals related to out-of-County conferences/trainings, for which attendance is necessary to receive Veterans subvention funds. Transportation and travel costs are fully offset by revenues specifically allocated by the State for these activities.