

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **PUBLIC HEALTH DEPARTMENT
(06800)**
Function: **Health & Sanitation**
Activity: **Health**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	4,201,642	4,961,573	5,532,524	5,532,524
710103 Extra Help	445,135	439,587	305,740	305,740
710105 Overtime	3,682	0	0	0
710200 Retirement	1,261,975	1,585,256	1,786,994	1,786,994
710300 Health Insurance	658,581	941,032	766,430	766,430
710400 Workers' Compensation Insurance	26,443	23,529	31,499	31,499
TOTAL SALARIES & EMPLOYEE BENEFITS	6,597,458	7,950,977	8,423,187	8,423,187
SERVICES & SUPPLIES				
720300 Communications	29,887	75,652	69,901	69,901
720305 Microwave Radio Services	53,389	0	0	0
720500 Household Expense	60,973	82,260	73,760	73,760
720600 Insurance	5,536	2,066	2,550	2,550
720601 Insurance-Other	2,919	12,000	12,000	12,000
720605 Employer Share - Retiree's Health Insurance	136,713	136,712	142,881	142,881
720800 Maintenance - Equipment	20,369	85,390	27,150	27,150
720900 Maintenance - Structures & Grounds	16,263	11,200	26,200	26,200
721000 Medical/Dental/Lab Supplies	74,939	70,116	66,185	66,185
721100 Memberships	8,447	11,585	11,500	11,500
721300 Office Expense	110,007	155,049	137,348	137,348
721400 Professional & Specialized Services	729,461	1,036,903	899,620	899,620
721407 Data Processing Services	13,753	62,000	116,962	116,962
721408 Professional & Specialized Services-CMSP	1,152,859	0	0	0
721500 Publications & Legal Notices	9,334	19,300	18,150	18,150
721600 Rents & Leases - Equipment	77,011	49,069	66,706	66,706
721700 Rents & Leases - Buildings	77,771	88,439	81,517	81,517
721900 Special Departmental Expense	200,268	164,179	249,470	249,470
722000 Transportation & Travel	58,443	88,418	112,130	112,130
722100 Utilities	84,847	132,000	132,000	132,000
TOTAL SERVICES & SUPPLIES	2,923,189	2,282,338	2,246,030	2,246,030

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FIXED ASSETS				
740302 Equipment	48,665	15,000	30,000	30,000
TOTAL FIXED ASSETS	48,665	15,000	30,000	30,000
INTRAFUND TRANSFERS				
770100 Intrafund Transfer	0	60,000	63,356	63,356
770101 Intrafund Transfer - Department of Social Services	-602,730	0	0	0
TOTAL INTRAFUND TRANSFERS	-602,730	60,000	63,356	63,356
TOTAL - PUBLIC HEALTH DEPARTMENT	8,966,582	10,308,315	10,762,573	10,762,573

PUBLIC HEALTH DEPARTMENT

COMMENTS

The mission of the Madera County Public Health Department is to protect the health of our community by preventing disease and promoting health equity. The Department works in partnership with other agencies and organizations to provide essential programs and services to create a safer and healthier Madera County. In addition to providing preventative medical and educational services, the Department is also responsible for enforcing State and local health laws. This budget does not reflect the cost, staffing, or workload of the Environmental Health Department.

The Public Health Department provides services and programs such as communicable disease control; public health student nursing education; maternal, child, and adolescent home visitation and case management; laboratory services; vital statistics; child health & disability prevention and case management; preventive clinical services; medical case management; health education; tobacco education and prevention; chronic disease prevention; emergency preparedness; and food and nutrition education services. The Public Health Department is funded by State Health Realignment, federal and state allocations, federal and state grants, private grants, and local fees.

Beginning in Fiscal Year 2012-13, all Public Health Department program budgets were included in a consolidated budget document for ease of presentation. The following Public Health Department budget organizations (orgs) are included in the consolidated figures presented in this document:

<u>ORG</u>	<u>TITLE</u>
06810	Health – Administration
06820	Health – Grant Programs (SNAP Ed & CNEP)
06821	Health – Teen Pregnancy Prevention/CA PREP Program
06822	Health – Bioterrorism/Public Health Emergency Preparedness Grant
06823	Health – Hospital Preparedness Program
06830	Health – Child Health & Disability Prevention (CHDP)
06831	Health – CHDP Foster Care
06851	Health – AIDS Surveillance and Alcohol/Drug Assistance Program
06852	Health – HIV Care/Ryan White
06853	Health – AIDS Housing Opportunities for Persons with AIDS (HOPWA)
06860	Health – Tobacco Education
06862	Health – CDC/Pan Flu
06870	Health – Women, Infants and Children (WIC)
06880	Health – California Children’s Services (CCS)
06891	Health – Adolescent Family Life Program
06894	Health – Cal Learn

PUBLIC HEALTH DEPARTMENT

WORKLOAD

	Actual 2013-14	Estimated 2014-15	Projected 2015-16
<u>Clinical Services</u>			
Immunizations (Adult – Flu Shots)	3,307	3,300	3,330
Immunizations (Child)	3,858	4,243	4,667
Tuberculin Skin Tests	4,265	2,985	3,283
TB Skin Test Screenings	0	2,616	2,877
Gonorrhea Treatment	6	10	12
Syphilis Treatment	10	15	20
Sexually-Transmitted Disease Treatments	26	29	32
Sexually-Transmitted Disease Screening & Results (Neg Test & Appt)	150	165	81
TB Treatment (LTBI Rx's)	130	26	29
Chlamydia Treatment	37	40	44
Seniors Blood Panels	23	25	28
Quantiferon Blood Draws	130	143	157
Urine Drug Screen Samples Collected	816	897	986
Water Test Samples Collected	679	747	821
<u>Communicable Disease Control</u>			
Communicable Disease Investigations – TB	35	45	50
Communicable Disease Investigations – Other	3,000	3,100	3,300
Treatment of Active Disease/Dispensed Meds Encounters	0	0	0
<u>Student Nursing Visits in Clinic</u>			
	52	52	52
<u>Case Management Home Visits</u>			
	6,960	7,000	7,000
<u>Examinations</u>			
Pre-Employment Exams	524	576	633
Chest X-Rays	257	94	103

PUBLIC HEALTH DEPARTMENT

WORKLOAD (continued)

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
<u>Laboratory Services & Exams</u>			
Bacteriology Specimens	196	184	190
Mycology (Fungus)	192	150	171
Mycobacteriology (TB)	450	645	548
Immunology (Syphilis serology)	206	222	214
Urinalysis Test	2,610	1,480	2,045
Water Test	1,113	1,000	1,057
Rabies	106	84	95
Urine Drug Testing	7,268	7,200	7,234
Quantiferon Tests	181	386	400
<u>Vital Statistics</u>			
Births	1,587	1,413	1,455
Deaths	907	898	924
Certified Copies Birth/Death Certificates	2,802	3,144	3,150
Animal Bite Reports	0	0	0
Confidential Morbidity Reports	2,503	2,271	2,338
<u>CHDP Program</u>			
Record Review, Tracking	28,000	28,500	28,000
Follow-Up	1,200	1,200	1,200
Training Sessions	18	18	18
<u>Foster Care Program</u> (Monthly Average)			
Probation (Monthly Average)	385	375	360
	8	5	5
<u>HIV/AIDS Program</u>			
Reported HIV/AIDS Cases (New / Cumulative)	9 / 277	15 / 292	10 / 301
HIV/AIDS Deaths (Cumulative)	98	101	104
HIV/AIDS Drug Program (ADAP) Enrollments/Re-certifications	36	38	40
Emergency Services (Food & Medical Transportation – Ryan White)	21	25	28
Short Term Rental Assistance (HOPWA)	17	15	11
HIV/AIDS Medical Care	31	38	40
Referral to Medi-Cal	0	15	20

PUBLIC HEALTH DEPARTMENT

WORKLOAD (continued)

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
<u>Tobacco Education & Prevention Program Outreach</u>	266	896	900
<u>CCS Program</u>			
Therapy & Diagnosis Caseload (Average)	1,092	1,070	1,100
Monthly MTU Clinic Attendance	174	178	182
MTU Caseload	131	135	138
<u>Women, Infant and Children Program</u> (Monthly Average)	9,250	9,250	9,250

REVENUE

	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
<u>Public Health Revenues</u>			
Health - Laboratory Fees	\$ 14,495	\$ 14,140	\$ 22,000
CA Endowment Grant (<i>Achieving Health Equality in San Joaquin Valley</i>)	0	0	25,000
Kaiser Grants	56,740	105,000	76,230
Health - Maternal Child Health – Federal	794,217	945,569	888,150
Health – Realignment	2,204,574	2,554,850	2,741,176
Childhood Lead Poisoning Prevention Funds	48,855	85,137	75,985
TB Prevention-State	28,766	50,526	50,526
Immunization Subvention Project Funds	47,006	47,683	47,683
Health - Vehicle License Fee - CMSP Realignment	1,152,859	0*	0*
Chlamydia Grant	6,309	6,798	0
MediCal Administrative Activities/Targeted Case Management	0	0	100,000
Clinic Fees	32,778	32,990	49,339
Interfund Revenue – Cost Plan	338,700	240,632	240,632
Senior Citizens	2,580	0	0
State Healthy Families	38,504	17,837	12,429
State - California Children's Services	518,058	868,319	1,007,957
Federal Healthy Families	50,824	66,252	46,166
Federal - California Children's Services	306,357	442,634	383,267
State – AIDS (Surveillance)	17,323	17,289	17,240

PUBLIC HEALTH DEPARTMENT

REVENUE (continued)

Federal – AIDS (HOPWA, HCP, ADAP)	125,106	126,727	131,958
State - CHDP	175,645	142,974	145,817
Federal – Other (<i>CHDP, Foster Care, CDC 1305, Billing, etc</i>)	152,196	207,484	628,787
State Foster Care	75,402	132,459	45,761
Adolescent Family Life	124,678	126,884	114,255
Community Transformation / Nutrition	510,853	659,297	500,684
Women, Infant, Child	1,688,762	1,811,416	1,927,367
Health – State Other (<i>Outreach & Enrollment Grant</i>)	0	122,166	65,496
Operating Transfer-In (<i>Emerg Prep & Tobacco T/F Revenues</i>)	588,096	604,274	680,549
Intrafund Revenue (<i>First 5, DSS, Behavioral Health, Fire, etc</i>)	0	987,791	691,929
Miscellaneous	3,169	0	0
Proposition 10 (MC Children Family Commission)	<u>201,776</u>	<u>236,822</u>	<u>286,822</u>
Total Revenue	<u>\$9,304,628</u>	<u>\$10,653,950</u>	<u>\$11,003,205</u>

Revenue Notes:

- Operating Transfer In (#680214) for revenues initially deposited into a Trust Fund and then transferred to the operating budget on an as-needed basis.
- Intrafund Revenues (#670000) is utilized to track revenues coming from another County agency, including: the Healthy Beginnings Program funded through First 5; several programs funded through Department of Social Services such as (Cal Learn; Community Nutrition Expansion Program; Emergency Response Nurse; Adult Services Nurse; DSS Foster Care Nurse; and Drug Testing). MOUs between Public Health and other County agencies (such as DSS and First 5) have been established to address the transfer of these funds for services provided by Public Health.

Note to Auditor:

- The Public Health Department budget is projected to utilize \$2,741,176 of State Health Realignment funds for Fiscal Year 2015-16. The Department estimates that \$2.8M will be received from this revenue source (Account # 652113) which will result in an approximate increase of \$58,824 in the Trust Fund.
- Required General Fund cash match is \$81,788. This General Fund match is mandated by the State as the County's Maintenance of Effort; Health Realignment funds cannot be used for this required County Match.

PUBLIC HEALTH DEPARTMENT

STAFFING

<u>Permanent</u>	2014-15 Authorized			2015-16 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Accounting Technician I/II	4			4		
Administrative Analyst I/II	5			5		
Administrative Assistant	2			2		
Deputy Public Health Director-Operations	1			1		
Deputy Public Health Director-Clinical and Nursing Services	1			1		
Health Education Coordinator	3			3		
Health Education Specialist	6			5	1 ⁽¹⁾	
Lab Intern or Public Health Microbiologist	1			1		
Medical Secretary I/II	2			3 ⁽⁶⁾		
Nurse Practitioner	0	1		0.5	0.5 ⁽²⁾	
Nutritional Assistant I/II	14	3	1	13	3	1 ⁽³⁾
Nutritional Services Director	1			1		
Nutritionist or Nutritionist Intern	1	1		1	1	
Office Assistant I/II/III	2	1		2	1	
Physical Therapist	1			1		
Physical Therapist OT Unit Supervisor	1			1		
Program Assistant I/II	2			2		
Public Health Program Manager	5			5		
Public Health Assistant	2			2		
Public Health Director	1			1		
Public Health Education Assistant (PHEA)	22.5	1.5		23	2 ⁽⁴⁾	
Public Health Laboratory Director	1			1		
Public Health Laboratory Technician I/II/Senior	2			2 ⁽⁵⁾		
Public Health Nurse I/II	12		0.25	12		
Public Health Officer (contract)	1			1		
Public Health Physician (contract)	1			1		
Registered Dietician	2		1	2		
Registered Nurse I/II or Licensed Vocational Nurse I/II	2			2		
Senior Accounting Technician	2			2		
Senior Administrative Analyst	0		1	0		
Senior Nutritional Assistant	4	2		5	1	
Senior Program Assistant	1			1		
Senior Public Health Nurse	3			3		

PUBLIC HEALTH DEPARTMENT

STAFFING (continued)

<u>Permanent</u>	2014-15 Authorized			2015-16 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Staff Services Manager	1			1		
Therapy Assistant	<u>1</u>			<u>1</u>		
Total Permanent	110.5	<u>9.5</u>	<u>3.25</u>	111.5	<u>9.5</u>	<u>1</u>

Position Allocation Changes Justification:

- (1) One (1) Health Education Specialist is currently unfunded; however, it is anticipated it will be filled when additional funding is realized.
- (2) Only 0.5 FTE of the Nurse Practitioner is funded as currently projected.
- (3) One (1) Nutritional Assistant is deleted as it is no longer needed for WIC Program operations.
- (4) One (1) PHEA (Health & Wellness Assistant) is added, but unfunded, pending approval of application for additional grant funding.
- (5) As approved in FY 14/15, Public Health still plans to work with Human Resources to flexibly staff the Public Health Lab Technician by adding a Public Health Lab Technician II and Senior Public Health Lab Technician classifications to allow promotional opportunities for qualified staff. Public Health will work with the Human Resources Department to develop the new classifications.
- (6) One (1) Medical Secretary II position is added which will be utilized to support the need for billing 3rd party payers for clinic services.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$5,532,524) are recommended increased \$570,951 based on current staffing costs.
- 710103** **Extra Help** (\$305,740) is recommended reduced \$133,847 based on the costs for continued use of extra-help staff in the Department's grant programs.
- 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.

PUBLIC HEALTH DEPARTMENT

SERVICES & SUPPLIES

- 720300** **Communications** (\$69,901) is recommended reduced \$5,751 based on current expenditures and projected expenses for county phone lines, cell phones, fax lines, and maintenance of phone lines.
- 720500** **Household Expense** (\$73,760) is recommended reduced \$8,500 based on current expenditures for linens, pillows, towels, soap, infectious waste disposal, and janitorial costs.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720601** **Insurance - Other** (\$12,000) is recommended unchanged reflecting the Public Health Department's share of the County's Medical Malpractice premium (\$9,000), and Property/Pollution Insurance (\$3,000).
- 720605** **Employer Share – Retiree's Health Insurance** (\$142,881) is recommended increased \$6,169 based on current expenditures for the Department's share of retirees' medical insurance.
- 720800** **Maintenance - Equipment** (\$27,150) is recommended reduced \$58,240 based on current expenditures for the maintenance of all office, x-ray and lab equipment, as well as computers.
- 720900** **Maintenance - Structures and Grounds** (\$26,200) is recommended increased \$15,000 in anticipation of repairs required for the HVAC, and to reimburse the General Fund for work performed for the Health Department by the Building Maintenance and Grounds Divisions.
- 721000** **Medical, Dental & Laboratory Supplies** (\$66,185) is recommended reduced \$3,931 to fund the necessary medications and supplies for Flu Clinic vaccines, selected immunization vaccines, medications used to treat Tuberculosis and STDs, laboratory supplies, AIDS test kits, and X-ray supplies. The reduction is a result of cost-saving plans that have been implemented.
- 721100** **Memberships** (\$11,500) are recommended reduced \$85 for memberships with the Health Officers Association of California, Maternal Child Health Directors, California Council of Local Health Nursing Directors, Conference of Health Executives Association of California, California Rural Health Association, National Association of City & County Health Officials, the American Public Health Association, Tobacco LLA Project Director's Association, California Conference of Local Health Department Nutritionists, American Dietetic Association, National WIC Association, and California WIC Association.

PUBLIC HEALTH DEPARTMENT

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$137,348) is recommended reduced \$17,701 based on current expenditures for general office supplies and forms, postage, equipment and furniture less than the fixed asset limit. The reduction is primarily due to revised grant program requirements and cost-saving plans that have been implemented.
- 721400** **Professional & Specialized Services** (\$899,620) is recommended reduced \$137,283 based on current expenditures for a variety of essential contracted services, including costs for the Public Health Officer, County Laboratory Director Services, Proficiency testing for Laboratory certification and Medical Waste Fees, a Program Manager for the Healthy Beginnings Program, Occupational Therapy Services at Gould School Medical Therapy Program, associated costs for Accreditation and State & Federal billing services, numerous emergency preparedness contracts with Madera County healthcare partners, services provided to AIDS clients for labs and other essential professional services, external lab fees, and various subcontracts required under the Department's grant programs.
- 721407** **Data Processing Services** (\$116,962) is recommended increased \$54,962 based on current expenditures for Information Technology charges for software support and Wide Area Network costs.
- 721500** **Publications & Legal Notices** (\$18,150) is recommended reduced \$1,150 based on current expenditures for items such as continuous and new employment recruitments specifically for Public Health; ads in local area newspapers for health education programs, and public service ads for emergency preparedness/flu shot clinics.
- 721600** **Rents & Leases - Equipment** (\$66,706) is recommended increased \$17,637 based on current expenditures for Central Garage vehicles, and costs for copier lease and maintenance agreements.
- 721700** **Rents & Leases - Building** (\$81,517) is recommended reduced \$6,922 based on current expenditures for rental of office space, multiple storage locker spaces, modular leases, and satellite clinics in Chowchilla and Oakhurst.
- 721900** **Special Departmental Expense** (\$249,470) is recommended increased \$85,291 based on current expenditures and includes funds for items such as Dial-A-Ride coupons for clients for transportation to medical care; required laboratory license fees and the California EPA fee for generation of toxic waste; professional staff licensing renewals; and a variety of educational materials and client incentives for health department programs.
- 722000** **Transportation & Travel** (\$112,130) is recommended increased \$23,712 for travel to required trainings and to reimburse staff mileage for use of personal vehicles in the course of work in compliance with the programs' scope of work.

PUBLIC HEALTH DEPARTMENT

SERVICES & SUPPLIES (continued)

722100 **Utilities** (\$132,000) is recommended unchanged for the department's cost for utilities for the Road 28 complex and other satellite clinics.

FIXED ASSETS

740301 **Equipment** (\$30,000) is recommended increased \$15,000 for the purchase of a TVI Shelter in the Emergency Preparedness Program to support approved scope of work. Any additional changes will be taken individually for Board approval, if required, as the Department continues to pursue the purchase of an electronic health record system for accreditation.

INTRAFUND TRANSFERS

770100 **Intrafund Transfer – Human Resources Department** (\$63,356) is recommended increased \$3,356 to reimburse the Human Resources Department for personnel services provided to the Public Health Department (\$60,000) and Environmental Health for the use of a Registered Environmental Health Specialist (\$3,356).

NOTE: The total program expenditure accounts detailed above do not reflect the cost of indirect expenses associated with the Countywide Cost Allocation Plan (\$240,632). Revenue to offset these expenses is included in the Interfund Revenue – Cost Plan category shown under the REVENUE section of this document.