

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2014-15**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2012-13</u>	<u>BOARD APPROVED EXPENDITURES 2013-14</u>	<u>DEPARTMENT REQUEST 2014-15</u>	<u>CAO RECOMMENDED 2014-15</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	4,226,055	5,542,272	4,961,573	4,961,573
710103 Extra Help	432,291	301,900	439,587	439,587
710105 Overtime	4,726	0	0	0
710200 Retirement	1,186,944	1,535,426	1,585,256	1,585,256
710300 Health Insurance	709,848	1,000,987	941,032	941,032
710400 Workers' Compensation Insurance	16,637	26,443	23,529	23,529
TOTAL SALARIES & EMPLOYEE BENEFITS	6,576,501	8,407,028	7,950,977	7,950,977
SERVICES & SUPPLIES				
720300 Communications	23,784	68,021	75,652	75,652
720305 Microwave Radio Services	43,142	0	0	0
720500 Household Expense	66,433	83,445	82,260	82,260
720600 Insurance	10,813	1,404	2,066	2,066
720601 Insurance-Other	2,754	12,000	12,000	12,000
720605 Employer Share - Retiree's Health Insurance	120,527	120,840	136,712	136,712
720800 Maintenance - Equipment	27,430	60,225	85,390	85,390
720900 Maintenance - Structures & Grounds	44,216	10,300	11,200	11,200
721000 Medical/Dental/Lab Supplies	98,122	167,001	70,116	70,116
721100 Memberships	11,056	12,000	11,585	11,585
721300 Office Expense	251,277	218,410	155,049	155,049
721400 Professional & Specialized Services	615,233	795,138	1,036,903	1,036,903
721407 Data Processing Services	20,125	65,335	62,000	62,000
721408 Professional & Specialized Services-CMSP	2,882,147	2,882,147	0	0
721500 Publications & Legal Notices	22,334	20,195	19,300	19,300
721600 Rents & Leases - Equipment	46,506	62,468	49,069	49,069
721700 Rents & Leases - Buildings	75,444	101,425	88,439	88,439
721900 Special Departmental Expense	196,753	108,661	164,179	164,179
722000 Transportation & Travel	60,430	82,029	88,418	88,418
722100 Utilities	0	6,090	132,000	132,000
TOTAL SERVICES & SUPPLIES	4,618,525	4,877,134	2,282,338	2,282,338

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FIXED ASSETS				
740302 Equipment	8,598	0	15,000	15,000
TOTAL FIXED ASSETS	8,598	0	15,000	15,000
INTRAFUND TRANSFERS				
770100 Intrafund Transfer	0	60,000	60,000	60,000
770101 Intrafund Transfer - Department of Social Services	-488,159	-827,598	0	0
TOTAL INTRAFUND TRANSFERS	-488,159	-767,598	60,000	60,000
TOTAL - PUBLIC HEALTH DEPARTMENT	10,715,466	12,516,564	10,308,315	10,308,315

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 services. The Public Health Department is funded by State Health Realignment, federal and state allocations, federal and state grants, private grants, and local fees.

Starting 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
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 2012-13	Estimated 2013-14	Projected 2014-15
<u>Clinical Services</u>			
Immunizations (Child)	5,670	6,237	6,000
Tuberculin Skin Tests	5,135	5,649	5,000
Gonorrhea Treatment	3	3	3
Syphilis Treatment	13	14	15
Sexually-Transmitted Disease Treatments	88	97	107
TB Treatment (LTBI Rx's)	659	599	539
Chlamydia Treatment	23	25	28
Seniors Blood Panels	24	30	30
<u>Communicable Disease Control</u>			
Communicable Disease Investigations – TB	2,483	2,620	3,950
Communicable Disease Investigations – Other	3,139	3,410	3,455
Treatment of Active Disease/Dispensed Meds Encounters	326	360	402
<u>Student Nursing Visits</u>			
	170	120	80
<u>Case Management Home Visits</u>			
	5,830	6,820	7,000
<u>Examinations</u>			
Pre-Employment Exams	276	286	210
Chest X-Rays	---	757	460
<u>Laboratory Services & Exams</u>			
Bacteriology Specimens	350	226	250
Mycology (Fungus)	450	303	303
Mycobacteriology (TB)	1,000	160	175
Immunology (Syphilis serology)	400	125	150
Urinalysis Test	2,500	1,897	2,000
Water Test	1,400	1,132	1,200
Rabies	50	44	60
Urine Drug Testing	7,500	7,600	7,800

PUBLIC HEALTH DEPARTMENT

WORKLOAD (continued)

	<u>Actual</u> <u>2012-13</u>	<u>Estimated</u> <u>2013-14</u>	<u>Projected</u> <u>2014-15</u>
<u>Vital Statistics</u>			
Births	1,735	1,752	1,769
Deaths	830	849	872
Certified Copies Birth/Death Certificates	3,840	3,878	3,911
Animal Bite Reports	57	56	56
Confidential Morbidity Reports	1,561	1,580	1,602
<u>CHDP Program</u>			
Record Review, Tracking	21,000	25,500	27,500
Follow-Up	1,000	2,200	3,500
Training Sessions	20	18	18
<u>Foster Care Program</u> (Monthly Average)			
Probation (Monthly Average)	300	300	385
	15	15	5
<u>HIV/AIDS Program</u>			
Reported HIV/AIDS Cases	276	286	296
HIV/AIDS Deaths (Accumulative)	93	97	102
HIV/AIDS Drug Program (ADAP) Enrollments/Re-certifications	30	35	39
Emergency Services (Food & Medical Transportation – Ryan White)	18	25	27
Short Term Rental Assistance (HOPWA)	18	21	24
HIV/AIDS Medical Care	33	35	36
<u>Tobacco Education & Prevention Program Outreach</u>			
	80,000	80,000	80,000
<u>CCS Program</u>			
Therapy & Diagnosis Caseload (Average)	1,227	1,170	1,170
Monthly MTU Clinic Attendance	190	193	199
MTU Caseload	133	141	145
<u>Women, Infant and Children Program</u> (Monthly Average)			
	9,125	9,250	9,250

PUBLIC HEALTH DEPARTMENT

REVENUE

<u>Public Health Revenues</u>	Actual 2012-13	Estimated 2013-14	Projected 2014-15
Health - Laboratory Fees	\$ 16,202	\$ 41,610	\$ 14,140
CA Endowment Grant (<i>Private portion of O&E grant</i>)	0	0	61,083
Kaiser Grants	47,752	41,740	0
Health - Maternal Child Health – Federal	683,810	829,613	945,569
Health – Realignment	2,263,426	2,804,333	2,554,850
Childhood Lead Poisoning Prevention Funds	69,111	84,942	85,137
TB Prevention-State	27,236	27,146	50,526
Immunization Subvention Project Funds	49,157	49,157	47,683
Health - Vehicle License Fee - CMSP Realignment	2,882,147	2,882,147	0
Chlamydia Grant	6,789	6,798	6,798
Clinic Fees	20,215	45,871	32,990
Interfund Revenue – Cost Plan	618,218	618,218	240,632
Senior Citizens	24,211	24,081	0
State Healthy Families	13,551	15,527	17,837
State - California Children’s Services	662,641	777,168	868,319
Federal Healthy Families	48,004	57,671	66,252
Federal - California Children’s Services	415,001	397,561	442,634
State – AIDS (Surveillance)	67,157	74,050	17,289
Federal – AIDS (HOPWA, HCP, ADAP)	98,191	78,469	126,727
Tobacco Education	95,998	0*	0*
State - CHDP	284,028	333,272	142,974
Federal – Other (CHDP)	80,023	0	268,564
Foster Care	89,043	93,917	132,459
Adolescent Family Life	163,992	183,247	126,884
Community Transformation / Nutrition	372,099	696,544	659,297
Women, Infant, Child	1,710,214	1,816,216	1,811,416
Emergency Response Preparedness	(94,278)	0*	0*
Operating Transfer In-General Fund	367,252	635,886	604,274
Intrafund Revenue	0	0	987,791
Miscellaneous	66,673	4,920	0
Proposition 10 (MC Children Family Commission)	185,838	236,822	236,822
Total Revenue	\$11,333,701	\$12,856,926	\$10,548,947

PUBLIC HEALTH DEPARTMENT

REVENUE (continued)

*Revenues for these programs are now included under the appropriate revenue lines as follows:

- 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 now utilized to track revenues instead of the Intrafund Transfer account line which will be used only for expenses. Account line #670000 includes revenues for staff working in other county-funded programs such as: the Healthy Beginnings Program (\$312,431) funded through First 5; several programs funded through Department of Social Services (Cal Learn - \$200,000; Community Nutrition Expansion Program - \$192,577; Emergency Response Nurse - \$132,640; Drug Testing - \$40,000; and Foster Care program - \$110,143). MOUs between Public Health and DSS 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 \$2,554,850 of State Health Realignment funds for Fiscal Year 2014-15. The Department estimates that \$3.2M will be received from this revenue source (Account # 652113) which will result in an approximate increase of \$645,150 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.
- As of 1/1/2014, the CMSP Realignment, derived from Vehicle License Fees of \$2,882,147, is no longer received by the department due to a reallocation of Realignment Funds.

PUBLIC HEALTH DEPARTMENT

STAFFING

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended		
	<u>Funded</u>	<u>Unfunded</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		
Assistant Public Health Director	1		0		1 ⁽¹⁾
Deputy Public Health Director-Operations	0		1 ⁽¹⁾		
Deputy Public Health Director-Clinical and Nursing Services	0		1 ⁽²⁾		
Health Education Coordinator	1	1	3		
Health Education Specialist	6		6		
Lab Intern or Public Health Microbiologist	1		1		
Medical Secretary I/II	1		1		
Nurse Practitioner	1		0	1	
Nutritional Assistant I/II	18		14	3	1 ⁽³⁾
Nutritional Services Director	1		1		
Nutritionist or Nutritionist Intern	2		1	1	
Office Assistant I/II/III	3		2	1	
Office Services Supervisor I/II	1		0		1 ⁽⁴⁾
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		23.5 ⁽⁵⁾	1.5	
Public Health Laboratory Director	1		1		
Public Health Laboratory Technician I/II/Senior ⁽⁶⁾	1		2 ⁽⁶⁾		
Public Health Nurse I/II	12.25		12		0.25 ⁽⁷⁾
Public Health Nursing Director	1		0		1 ⁽²⁾
Public Health Officer (contract)	1		1		
Public Health Physician (contract)	1		1		
Registered Dietician	3		2		1 ⁽⁸⁾
Registered Nurse I/II or Licensed Vocational Nurse I/II	2		2		

PUBLIC HEALTH DEPARTMENT

STAFFING (continued)

<u>Permanent</u>	2013-14 Authorized		2014-15 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Senior Accounting Technician	1	1	2		
Senior Administrative Analyst	1		0		1 ⁽⁹⁾
Senior Nutritional Assistant	5	1	4	2	
Senior Program Assistant	1		1		
Senior Public Health Nurse	3		3		
Staff Services Manager	0		1 ⁽⁹⁾		
Therapy Assistant	1		1		
Total Permanent	115.75	3	110.5	9.5	6.25

Position Allocation Changes Justification:

- (1) The Assistant Public Health Director was reclassified to Deputy Director Operations in FY 2013-14 with approval of the Board.
- (2) The Public Health Nursing Director vacant position was reclassified to Deputy Director Clinical Services in FY 2013-14 with approval of the Board.
- (3) It is recommended to eliminate 1.0 FTE Nutrition Assistant I/II as it is no longer needed for program operations.
- (4) The Office Services Supervisor position was deleted, as approved on September 10, 2013.
- (5) It is recommended to increase the Public Health Education Assistant position by 2.5 FTE due to projected program requirements. 1.5 FTE of this increase is listed as unfunded at this time pending approval of grant applications in process.
- (6) It is recommended to increase the allocation for, and 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. If approved by the Board of Supervisors, the Human Resources Department will take the necessary actions to develop the new classifications.
- (7) It is recommended to eliminate .25 FTE of a Public Health Nurse I/II as it is no longer needed.
- (8) It is recommended to eliminate 1.0 FTE of a Registered Dietician as it is no longer needed.

PUBLIC HEALTH DEPARTMENT

STAFFING (continued)

(9) It is recommended to reclassify the vacant position of Senior Administrative Analyst to the classification of Staff Services Manager as part of the department's reorganization efforts. The reclassification will allow the department to unify fiscal services into one unit (currently operating as three separate units) to provide a more comprehensive response to program needs. This change is needed to proceed with the planned reorganization of this department to meet the needs of pursuing accreditation and the ability to bill third party payors for services.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$4,961,573) are recommended reduced \$580,699 based on cost of recommended staff.
- 710103** **Extra Help** (\$439,587) is recommended increased \$137,687 based on an increased need for 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.

SERVICES & SUPPLIES

- 720300** **Communications** (\$75,652) is recommended increased \$7,631 based on current expenditures and projected expenses for county phone lines, cell phones, fax lines, and maintenance of phone lines.
- 720500** **Household Expense** (\$82,260) is recommended reduced \$1,185 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 for Public Health's share of the County's Medical Malpractice premium (\$9,000), and Property/Pollution Insurance (\$3,000).

PUBLIC HEALTH DEPARTMENT

SERVICES & SUPPLIES (continued)

- 720605** **Employer Share – Retiree’s Health Insurance** (\$136,712) is recommended increased \$15,872 based on current expenditures for the Department’s share of retirees’ medical insurance.
- 720800** **Maintenance - Equipment** (\$85,390) is recommended increased \$25,165 based on current expenditures for the maintenance of all office, x-ray and lab equipment, as well as computers. Funding is also included for maintenance of the Health on Wheels Van.
- 720900** **Maintenance - Structures and Grounds** (\$11,200) is recommended increased \$900 to reimburse the General Fund for work performed for the Health Department by the Building Maintenance and Grounds Divisions.
- 721000** **Medical, Dental & Laboratory Supplies** (\$70,116) is recommended reduced \$96,885 for 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** (\$11,585) are recommended reduced \$415 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.
- 721300** **Office Expense** (\$155,049) is recommended reduced \$63,361 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** (\$1,036,903) is recommended increased \$241,765 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, Accreditation costs including application fees and variety of start up costs for State & Federal billing, numerous emergency preparedness contracts with Madera County healthcare partners, AIDS Emergency Rental Assistance & Support, external lab fees, and various subcontracts required under the Department’s grant programs.

PUBLIC HEALTH DEPARTMENT

SERVICES & SUPPLIES (continued)

- 721407** **Data Processing Services** (\$62,000) is recommended reduced \$3,335 based on current expenditures for Information Technology charges for software support and Wide Area Network costs.
- 721408** **Professional & Specialized Services - CMSP** (\$0) is not recommended in this budget. The State provides the County with Realignment Funds which the County contributes to the County Medical Services Program. Starting in FY 13/14 those funds pass directly through to Department of Social Services and are no longer included in the Public Health Budget.
- 721500** **Publications & Legal Notices** (\$19,300) recommended reduced \$895 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** (\$49,069) is recommended reduced \$13,399 based on current expenditures for Central Garage vehicles, use of rental cars when County vehicles are not available, and costs for copier lease and maintenance agreements.
- 721700** **Rents & Leases - Building** (\$88,439) is recommended reduced \$12,986 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** (\$164,179) is recommended increased \$55,518 based on current expenditures and includes funds for cost of 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 for health department programs.
- 722000** **Transportation & Travel** (\$88,418) is recommended increased \$6,389 for the Department's travel to support 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.
- 722100** **Utilities** (\$132,000) is recommended increased \$125,910 for the department's cost for utilities for the Road 28 complex and other satellite clinics. This increase reflects a change in how utility costs are processed by passing them directly to the departments utilizing the service.

PUBLIC HEALTH DEPARTMENT

FIXED ASSETS

740301 **Equipment** (\$15,000) is recommended increased \$15,000 for the department's purchase of any equipment that exceeds the fixed asset limit associated with an electronic health record system required to pursue accreditation.

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.

INTRAFUND TRANSFERS

770100 **Intrafund Transfer – Human Resources Department** (\$60,000) is recommended to reimburse the Human Resources Department for personnel services provided to the Public Health Department.

770101 **Intrafund Transfer - Department of Social Services** (\$0) is not recommended in this budget as it is now accounted for in the Intrafund Revenue category in the REVENUE section of this document.