

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2011-12**

Department: **HEALTH-ADMINISTRATION
(06810)**
Function: **Health & Sanitation**
Activity: **Health**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2009-10</u>	<u>BOARD APPROVED EXPENDITURES 2010-11</u>	<u>DEPARTMENT REQUEST 2011-12</u>	<u>CAO RECOMMENDED 2011-12</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,911,436	2,900,000	2,811,000	2,811,000
710103 Extra Help	166,633	156,500	125,500	125,500
710105 Overtime	6,683	0	0	0
710200 Retirement	517,511	690,000	721,500	721,500
710300 Health Insurance	241,476	485,000	457,088	457,088
710400 Workers' Compensation Insurance	15,883	13,686	10,755	10,755
TOTAL SALARIES & EMPLOYEE BENEFITS	2,859,622	4,245,186	4,125,843	4,125,843
SERVICES & SUPPLIES				
720300 Communications	42,565	45,000	45,000	45,000
720305 Microwave Radio Services	32,806	42,171	44,611	44,611
720500 Household Expense	71,468	70,000	70,000	70,000
720600 Insurance	6,026	1,578	1,766	1,766
720601 Insurance-Other	11,275	11,275	12,000	12,000
720605 Employer Share - Retiree's Health Insurance	56,772	60,000	85,200	85,200
720800 Maintenance - Equipment	20,929	20,000	20,000	20,000
720900 Maintenance - Structures & Grounds	34,077	15,000	10,000	10,000
721000 Medical/Dental/Lab Supplies	137,501	130,000	129,500	129,500
721100 Memberships	6,636	8,000	8,000	8,000
721300 Office Expense	54,421	60,000	60,000	60,000
721400 Professional & Specialized Services	345,109	380,542	316,022	316,022
721407 Data Processing Services	22,089	16,000	37,000	37,000
721408 Professional & Specialized Services-CMSP	2,882,147	2,882,147	2,882,147	2,882,147
721500 Publications & Legal Notices	3,749	6,000	5,000	5,000
721600 Rents & Leases - Equipment	13,301	50,200	30,000	30,000
721700 Rents & Leases - Buildings	23,235	25,000	15,000	15,000
721900 Special Departmental Expense	35,092	75,000	58,000	58,000
722000 Transportation & Travel	20,114	40,000	30,000	30,000
722100 Utilities	2,049	0	0	0
TOTAL SERVICES & SUPPLIES	3,821,361	3,937,913	3,859,246	3,859,246

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FIXED ASSETS				
740302 Equipment	3,148	0	0	0
TOTAL FIXED ASSETS	3,148	0	0	0
INTRAFUND TRANSFERS				
770101 Intrafund Transfer - Department of Social Services	-626,467	-539,919	-368,615	-368,615
TOTAL INTRAFUND TRANSFERS	-626,467	-539,919	-368,615	-368,615
TOTAL - HEALTH - ADMINISTRATION	6,057,664	7,643,180	7,616,474	7,616,474

COMMENTS

The Department of Public Health protects and promotes the health of the community by means of 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.

Specific programs include communicable disease control, child health, family health, child and adult physical assessments, public health laboratory analysis, vital statistics, institutional medical and nursing services, public health and occupational medical advisory services, health education, community health, and planning and immunization clinics.

WORKLOAD

	<u>Actual</u> <u>2009-10</u>	<u>Estimated</u> <u>2010-11</u>	<u>Projected</u> <u>2011-12</u>
<u>Communicable Disease Control</u>			
Immunizations (Child)	11,634	13,379	15,386
Communicable Disease Investigations – TB	4,155	3,467	3,420
Tuberculin Skin Tests	7,392	8,501	9,776
Gonorrhea Treatment	4	5	5
Syphilis Treatment	12	12	12
Communicable Disease Investigations – Other	3,711	3,561	3,568
Sexually-Transmitted Disease Treatments	114	126	138
TB Treatment	3,313	3,644	4,008
Chlamydia Treatment	31	33	36
<u>Nursing and Clinic Services</u>			
Student Nurse Visits	140	120	120
Nursing Visits	5,475	3,590	3,405
<u>Examinations</u>			
Pre-Employment Exams	103	210	225
Healthy Beginning Program Visits	885	875	935

WORKLOAD (continued)

	<u>Actual 2009-10</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
<u>Laboratory Services & Exams</u>			
Bacteriology Specimens	452	328	390
Mycology (TB)	450	306	378
Mycobacteriology	2,278	2,475	2,500
Immunology (Syphilis serology)	953	308	325
Urinalysis Test	1,267	1,127	1,200
Water Test	1,225	1,250	1,240
Rabies	36	54	40
Urine Drug Testing	3,424	3,192	3,200
<u>Vital Statistics</u>			
Births	1,770	1,810	1,820
Deaths	832	840	845
Certified Copies Birth/Death Certificates	3,830	3,900	4,000
Animal Bite Reports	82	50	60
Confidential Morbidity Reports	1,809	1,910	1,950

REVENUE

	Actual	Estimated	Projected
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
<u>Public Health Revenues</u>			
Health - Laboratory Fees	\$47,900	\$57,000	\$55,000
Health - Maternal Child Health – Federal	159,401	210,000	79,724
Emergency Medical Services – Trust	45,522	104,442	41,422
Health – Realignment	2,261,657	3,750,000	4,761,505
Childhood Lead Poisoning Prevention Funds	97,062	95,000	86,000
TB Prevention-State	16,161	14,000	9,000
Immunization Subvention Project Funds	97,422	28,000	25,000
Health - Vehicle License Fee - CMSP Realignment	2,882,147	2,882,147	2,882,147
CVIIS-Immunization Registry	41,719	17,199	0
Chlamydia Grant	10,167	6,789	6,800
Targeted Case Management	84,211	30,000	0
Obesity Endowment Grant	133,299	24,540	0
Fresno Regional Foundation	50,000	50,000	38,200
Miscellaneous Revenue	8,461	1,500	1,000
Asthma Initiative	44,555	0	0
Proposition 10	<u>169,004</u>	<u>225,000</u>	<u>369,960</u>
Total Revenue	6,148,688	7,495,614	8,355,758

The projected revenue is \$739,284 higher than requested expenditures to allow the Auditor's Office to reimburse the General Fund for indirect cost, as per the County-wide Allocation Plan. A 10% transfer of Health Realignment Funds are recommended to be transferred to the Social Services Public Assistance (SSPA) Budget. These revenues are budgeted in the SSPA Budget. All Public Health programs shall be "zeroed out" except for County match funds.

STAFFING

	2010-11 Authorized	2011-12 Recommended	
		Funded	Eliminated
<u>Administration - Permanent</u>			
Accounting Technician I/II	2	3 ⁽¹⁾	
Administrative Analyst I/II	3	2.55	0.45 ⁽²⁾
Administrative Assistant	1	1	
Assistant Public Health Director	1	1	
Health Education Coordinator	1.45	1.45	
Health Education Specialist	0	1 ⁽³⁾	
Lab Intern or Public Health Microbiologist	1	1	
Medical Secretary I/II	1	1	
Nurse Practitioner	2	1	1 ⁽⁴⁾
Office Assistant I/II	2	2	
Office Services Supervisor I/II	0	1 ⁽⁵⁾	
Program Manager I	2.35	2	0.35 ⁽⁶⁾
Public Health Assistant	2.65	2	0.65 ⁽⁷⁾
Public Health Director	1	1	
Public Health Education Assistant	9.85	10 ⁽⁸⁾	
Public Health Laboratory Director	1	1	
Public Health Laboratory Technician	2	2	
Public Health Nurse I/II	9	8	1 ⁽⁹⁾
Public Health Nursing Director	1	1	
Public Health Officer (contract)	1	1	
Public Health Physician	1	1	
Registered Nurse I/II or Licensed Vocational Nurse I/II	2	2	
Senior Accounting Technician	1	1	
Senior Administrative Analyst	1	1	
Senior Program Assistant	2	1	1 ⁽¹⁰⁾
Senior Public Health Nurse	2	2	
X-Ray Technician	1	1	
Total Permanent	<u>54.3</u>	<u>53</u>	<u>4.45</u>

STAFFING (continued)**Position Allocation Changes Justification:**

- (1) It is recommended to add one Accounting Technician I/II at a nine-month salaries and benefits cost of \$44,380. This position will assume all payroll functions for the department. This function is currently being done by the Administrative Assistant and takes approximately a 50% FTE to perform. This position will also be performing the Medi-Cal billing function under the Managed Medi-Cal system that was implemented in Madera County in March 2011.
- (2) It is recommended to reduce one Administrative Analyst I/II position by a 0.45 FTE, resulting in a 12-month salaries and benefits savings of \$28,662. This position performs the fiscal aspects of the WIC program; this portion of the position is allocated, budgeted, and fully reimbursed under the WIC program (Org Key 06870).
- (3) It is recommended to add a Health Education Specialist at a nine-month salaries and benefits cost of \$51,120. This position is to supervise the staff working in three new programs. The department has been awarded a Kaiser grant in the amount of \$100,000 to implement an Asthma education program, and anticipates the award of two additional grants of approximately \$470,000 that will also address chronic diseases in the community. The scope of work of these programs requires a higher level of education and expertise to provide appropriate oversight. The position will be 100% funded from these new grants.
- (4) It is recommended to reduce one Nurse Practitioner position by a 1.0 FTE, resulting in a 12-month salaries and benefits savings of \$118,700. This position has not been filled in many years, and there is no current need to fill the position.
- (5) It is recommended to add an Office Services Supervisor I/II position at a nine-month salaries and benefits cost of \$42,600. This position is needed to supervise the front reception and accounting staff, and will work to implement a new billing system for Medi-Cal Managed Care. The department plans to bill Medi-Cal for immunization services, TB testing and treatment services, and services provided to test and treat for sexually transmitted diseases. This position will research and recommend billing software, implement procedures to capture the information required for billing, supervise billing for the services, and provide for the receipt of payments.
- (6) It is recommended to reduce the Program Manager classification allocation by 0.35 FTE, resulting in a 12-month salaries and benefits savings of \$41,050. This position is not currently utilized, and it is recommended to delete the position allocation.
- (7) It is recommended to reduce the Public Health Assistant classification allocation by 0.65 FTE, resulting in a 12-month salaries and benefits savings of \$33,500. This position is not currently utilized, and it is recommended to delete the position allocation.
- (8) It is recommended to increase the Public Health Education Assistant position allocation by a 0.15 FTE at a 12-month salaries and benefits cost of \$8,500. Due to cuts in program funding, this allocation is recommended to cover a portion of an FTE until the Chronic Disease Program is fully implemented. This person will be moved to that unit mid-way through the fiscal year.

STAFFING (continued)**Position Allocation Changes Justification (continued):**

- (9) It is recommended to reduce a 1.0 FTE Public Health Nurse I/II position and move the allocation to the CCS budget (06880), resulting in a 12-month salaries and benefits savings of \$85,900.
- (10) It is recommended to reduce a 1.0 FTE Senior Program Assistant position, resulting in a 12-month salaries and benefits savings of \$55,000. The Healthy Beginnings program no longer has sufficient funding to cover this position, and the position is currently vacant.

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$2,811,000) are recommended reduced \$89,000 based on cost of recommended staff.

710103 **Extra Help** (\$125,500) is recommended reduced \$31,000 for extra-help staff as follows:

- 0.50 Microbiologist (\$20,000) to provide assistance with testing for Children's Hospital of Central California, additional AIDS testing, and drug testing for the Probation Department.
- 0.50 FTE Registered Nurse II (\$40,000) to provide clinical support for Immunization, TB and Sexually Transmitted Disease Clinics.
- 0.10 FTE X-Ray Technician (\$5,000) to provide coverage in the absence of the permanent Technician.
- FTE Nurse Intern (\$60,500) to provide nursing assistance while finishing licensing requirements.

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** (\$45,000) is recommended unchanged based on current expenditures. Website maintenance and Information Technology wide-area network charges are also included in this account.
- 720305** **Microwave Radio Services** (\$44,611) is recommended increased \$2,440, which represents the Department's contribution to the Internal Service Fund for 2011-12 based on the number of radios in this department utilizing the County's microwave radio network.
- 720500** **Household Expense** (\$70,000) is recommended unchanged 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 increased \$725 for Public Health's share of the County's Medical Malpractice premium (\$9,000), and Property/Pollution Insurance (\$3,000).
- 720605** **Employer Share – Retiree's Health Insurance** (\$85,200) is recommended increased \$25,200 for the Department's share of retirees' medical insurance.
- 720800** **Maintenance - Equipment** (\$20,000) is recommended unchanged for the maintenance of all office, x-ray, lab equipment, and computers. Funding is included for maintenance of the Health on Wheels van and for shared Wide Area Network costs.
- 720900** **Maintenance - Structures and Grounds** (\$10,000) is recommended reduced \$5,000 to reimburse the General Fund for work performed for the Health Department by RMA - Maintenance and Grounds Division.
- 721000** **Medical, Dental & Laboratory Supplies** (\$129,500) is recommended reduced \$500 for the necessary medications and supplies for Tuberculosis, Venereal Disease, immunization vaccines, Child Health Program, laboratory supplies, Hepatitis B vaccinations, and AIDS test kits. The following is a brief recap of this account:

- Tuberculosis Medications \$20,000
- TB Skin Testing Supplies 5,000
- Vaccines 1,500
- Clinic Supplies-Immunization 18,000
- Laboratory 45,000
- Venereal Disease Treatment 5,000
- X-Ray Supplies 5,000
- Clinic Supplies 30,000

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$8,000) are recommended unchanged 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, and the American Public Health Association.
- 721300** **Office Expense** (\$60,000) is recommended unchanged for general office supplies and forms, postage, equipment and furniture less than the fixed asset limit.
- 721400** **Professional & Specialized Services** (\$316,022) is recommended reduced \$64,520 for the following items:

• Public Health Officer (contract services at 70 hours/month)	\$ 75,600
• Nurse Practitioner (contract services for pre-employment physical clinics)	15,000
• Contract for Laboratory Director Services (.50% FTE)	70,000
• Hospital billings for miscellaneous services that cannot be performed in the Health Department facilities.	30,000
• Emergency Services - Contract with Fresno County to provide most of the Emergency Medical Services Administration for Madera County. (Certification of training courses, training courses, pre-hospital emergency care, administration, etc.)	41,422
• Proficiency testing required to maintain laboratory certification, medical-waste annual fees	7,000
• Contract Program Manager for the Healthy Beginnings Program	72,000
• Invoices from Environmental Health Dept for collaboration on Lead Program Grant	5,000
- 721407** **Data Processing Services** (\$37,000) is recommended increased \$21,000 based on current expenditures for Information Technology charges for software support.
- 721408** **Professional & Specialized Services - CMSP** (\$2,882,147) is recommended unchanged. The State provides the County with Realignment Funds which the County contributes to the County Medical Services Program.
- 721500** **Publications & Legal Notices** (\$5,000) recommended reduced \$1,000 for continuous and new employment recruitments specifically for Public Health.

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$30,000) is recommended reduced \$20,200 for the rental of vehicles from Central Garage (\$25,000), as well as the use of Hertz rental cars when pool vehicles are not available.
- 721700** **Rents & Leases - Building** (\$15,000) is recommended reduced \$10,000 for rental of office space for the Healthy Beginnings Team at First 5 Madera County – Family Resource Center (\$13,000), and rental of storage locker space.
- 721900** **Special Departmental Expense** (\$58,000) is recommended reduced \$17,000 to provide clients with Dial-A-Ride coupons for transportation to medical care. This line item also covers the cost of required laboratory license fees and the California EPA fee for generation of toxic waste, as well as funds for educational materials for Maternal Child Health, First Parents, DART, Fresno Regional Foundation grant, Development Assessment Grant, and the Healthy Beginnings Programs.
- 722000** **Transportation & Travel** (\$30,000) is recommended reduced \$10,000 for the Department's out-of-County travel and to reimburse staff mileage for use of personal vehicles in the course of work. The Healthy Beginnings, First Parents, Development Assessment Grant, and Lead programs require extensive travel within the county for case management activities; \$17,000 is required to comply with the scope of work for the programs contained within this budget.

INTRAFUND TRANSFERS

- 770101** **Intrafund Transfer - Department of Social Services** (\$368,615) is recommended reduced \$171,304 to offset costs for staffing:
- | | |
|------------------------------------|-----------|
| • Healthy Beginnings | \$220,615 |
| • Drug Testing of DSS Clients | 20,000 |
| • Emergency Response Nurse for DSS | 78,000 |
| • Developmental Assessment Grant | 50,000 |