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

Department: **DEPT OF SOCIAL SERVICES** 

ADMINISTRATION (07510)

Function: Public Assistance
Activity: Administration
Fund: General

ACCOUNT CLASSIFICATION	ACTUAL EXPENDITURES 2009-10	BOARD APPROVED EXPENDITURES <u>2010-11</u>	DEPARTMENT REQUEST 2011-12	CAO RECOMMENDED <u>2011-12</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	8,883,266	10,139,012	9,999,184	9,999,184
710103 Extra Help	47,554	50,000	100,000	100,000
710105 Overtime	124,941	75,000	75,000	75,000
710106 Standby & Night Premium	72,449	60,000	60,000	60,000
710200 Retirement	2,146,787	2,420,543	2,578,489	2,578,489
710300 Health Insurance	1,255,675	1,287,978	1,496,390	1,496,390
710400 Workers' Compensation Insurance	287,011	252,968	196,594	196,594
TOTAL SALARIES & EMPLOYEE BENEFITS	12,817,683	14,285,501	14,505,657	14,505,657
SERVICES & SUPPLIES				
720300 Communications	230,294	272,642	276,000	276,000
720500 Household Expense	125,697	93,000	93,000	93,000
720600 Insurance	28,492	27,691	27,691	27,691
720601 General Insurance	4,009	4,009	11,085	11,085
720605 Employer-Share Retiree Health Insurance	238,580	295,000	370,000	370,000
720800 Maintenance - Equipment	57,638	94,000	99,000	99,000
720900 Maintenance - Structures & Grounds	193,212	65,000	80,000	80,000
721100 Memberships	36,399	41,760	46,523	46,523
721300 Office Expense	332,857	483,021	461,200	461,200
721400 Professional & Specialized Services	749,438	1,188,479	1,893,539	1,893,539
721500 Publications & Legal Notices	0	250	250	250
721600 Rents & Leases - Equipment	88,248	91,000	98,000	98,000
721700 Rents & Leases - Buildings	772,286	775,000	780,000	780,000
721900 Special Departmental Expense	2,407,538	2,250,618	1,842,892	1,842,892
722000 Transportation & Travel	57,667	75,000	75,000	75,000
722100 Utilities	148,809	153,325	180,000	180,000
TOTAL SERVICES & SUPPLIES	5,471,164	5,909,795	6,334,180	6,334,180

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FIXED ASSETS 740300 Equipment	69,076	458,299	274,500	274,500
TOTAL FIXED ASSETS	69,076	458,299	274,500	274,500
TOTAL - DEPARTMENT OF SOCIAL SERVICES- ADMINISTRATION	18,357,923	20,653,595	21,114,337	21,114,337

#### **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 2011-12, it is anticipated the State will allocate approximately \$7,500,000 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" in the amount of \$574,869 for CalWORKS administration. All CalWORKS/Welfare to Work costs above the local Maintenance of Effort are paid at 100% by the State.

#### **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.

Funding has previously been contributed by the two Cities, the County, and other miscellaneous sources as listed below. In Fiscal Year 2011-12, 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 \$206,199 in order to attract new employers and employment opportunities to Madera County. CalWORKS' Maintenance of Effort can be utilized to cover these costs.

# **COMMENTS** (continued)

### **Economic Development Commission (continued)**

The Madera County Economic Development Commission has requested the following funding commitment for the 2011-12 fiscal year from the following sources:

	2009-10	2010-11	2011-12
	<u>Actual</u>	<u>Authorized</u>	<b>Recommended</b>
County of Madera	\$201,246	\$209,852	\$206,199
City of Madera	145,978	152,220	149,571
City of Chowchilla	25,455	26,542	26,080

#### **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. During 2002-03, four (4) positions were 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 2011-12 Social Services Administrative budget (estimated at \$75,000). The County's cost is reimbursed by the IHSS Public Authority, which is outside of the General Fund.

The IHSS Public Authority will be sharing in certain facilities and equipment with Social Services; therefore, certain services and supplies accounts within the Social Services Administration budget will show a reduction due to the Authority's shared cost. A comment will be made in the accounts in which the Authority will share these costs.

#### **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. For 2011-12, the Department will be claiming an estimated \$706,918 in indirect costs which is included as part of State and Federal revenue to the General Fund.

# **STAFFING**

Due to the fluctuating caseloads, certain social services and eligibility functions are budgeted on an average principle called a "yardstick." Actual number of positions are allocated quarterly by the County Administrative Office, as previously delegated by the Board of Supervisors. Although positions are allocated, the number of positions actually filled are limited by the availability of State and Federal funding.

Currently, there are 218 filled positions, with funding for salaries and employee benefits at a staffing level of 218 (of which 2 positions are assigned to IHSS activities for the IHSS Public Authority). Limiting the number of funded positions limits the local share of cost. During 2010-11, the Department voluntarily allowed many vacant positions to go unfunded based on possible reductions in State funding and/or elimination of State Programs. For 2011-12, the Department will continue to limit the filling of vacant positions pending a resolution of State funding.

	2010-11	11 2011-12 Reco	
<u>Permanent</u>	<u>Authorized</u>	<u>Funded</u>	<u>Unfunded</u>
Account Clerk I/II	9	7	2
Accounting Technician I	2	2	
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*	1.5*	2*	
Deputy Director – Welfare	2	2	
Director of Social Services	1	1	
Eligibility Supervisor, or	(4)	44)	
Employment & Training Worker Supervisor	30 <sup>(1)</sup>	30 <sup>(1)</sup>	
Employment & Training Worker I/II/III or			
Eligibility Worker I/II/III or			
Vocational Trainee, or	(4)(0)	(4)(0)	
Vocational Assistant	130 <sup>(1)(2)</sup>	130 <sup>(1)(2)</sup>	
Legal Assistant or Legal Secretary I/II*	.5*	0*	
Office Assistant I/II/III	17	17 <sup>(3)</sup>	
Office Assistant Supervisor I/II	5	5	
Personnel Assistant	1	1	
Program Manager I	5	5	
Program Manager Secretary	2	2	
Information Systems Supervisor	1,	1,	
Social Worker I/II/III/IV	65 <sup>(1)</sup>	65 <sup>(1)</sup>	
Social Worker Supervisor I/II	14	14	
Staff Services Manager I – Fiscal	1	1	
Information Systems Analyst	1	1	
Systems Support Analyst	4	4	
Total	313	311	2

#### **DEPARTMENT OF SOCIAL SERVICES - ADMINISTRATION**

# **STAFFING** (continued)

IHSS Unit Funded by IHSS Public Authority		
Employment Training Worker I/II/III	2	2
Office Assistant I/II	1	1
Program Manager I	<u>1</u>	<u>1</u>
Total	<u>4</u>	4
TOTAL PERMANENT ALLOCATED POSITIONS	<u>317</u>	<u>315</u>
Actual Filled Positions	<del></del>	218

<sup>(1)</sup> Estimated Yardstick Allocation

**<u>Health Insurance</u>** is based on the employer's share of health insurance premiums.

## **SALARIES & EMPLOYEE BENEFITS**

710300

710400

710102	Permanent Salaries (\$9,999,184) are recommended reduced \$139,828 based on a recommended staffing level of 218 employees.
710103	Extra Help (\$100,000) is recommended increased \$50,000 based on current use of part-time help.
710105	Overtime (\$75,000) is recommended unchanged for overtime due primarily to staff called-out on child and adult protective service calls. Effective May 1, 1999, SB 2199 requires Adult Protective Services referrals 24 hours per day, 365 days per year.
710106	Standby & Night Premium (\$60,000) is recommended unchanged for the required standby of the Emergency Response Program. As noted in the Overtime account, the requirement of SB 2199 requires additional standby hours of the Adult Protective Services staff.
710200	Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

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

No more than 29 can be appointed to the EW III classification, and not to exceed 7 Employment & Training Worker III positions at any one time.

No more than 6 Office Assistant III positions at any one time.

<sup>\*</sup> It is recommended that 0.5 of a Deputy County Counsel position be added and 0.5 of a Legal Assistant position be reduced to more appropriately reflect their services to this department. Oversight for these attorneys continues to be provided by County Counsel.

#### **SERVICES & SUPPLIES**

**Communications** (\$276,000) is recommended increased \$3,358, and is based on the projected telephone and line expenses of this Department. Included in this account is the Department's share of circuit costs of the County's Wide Area Network (\$92,923).

Also included in this account is the Microwave Radio Services (\$32,445), 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.

The IHSS Public Authority will pay \$2,000 as their share of cost for Communications.

- **T20500** Household Expense (\$93,000) is recommended unchanged based on the current contractual janitorial service, rug service and miscellaneous janitorial supplies. The IHSS Public Authority will pay \$489 as their share of cost for Household Expense.
- **720600** Insurance reflects the Department's contribution to the County's Self-Insured Liability Program.
- **720601** General Insurance is the Department's contribution to the County's Property Insurance Program.
- **T20605** Employer Share-Retiree Health Insurance (\$370,000) is recommended increased \$75,000 based on actual expenditure levels for the Department's share of the County's contribution for the retirees' health insurance premiums.
- Maintenance Equipment (\$99,000) is recommended increased \$5,000 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. Included in this account is the Department's share of the Wide Area Network's equipment maintenance cost (\$19,800). The IHSS Public Authority will pay \$300 as their share of cost for equipment maintenance.
- Maintenance Structures and Grounds (\$80,000) is recommended increased \$15,000 for projected expenditures which includes materials and labor for the maintenance of the buildings using Building Maintenance and Grounds staff. The estimated costs for the projects are based on material costs with the maintenance staff performing the labor. The IHSS Public Authority will pay an additional \$204 as their share of cost for Maintenance of Structures.
- Memberships (\$46,523) is recommended increased \$4,763 for memberships in the County Welfare Directors' Association (\$39,325); the National Association of County Human Services Administrators (NACHSA) (\$375); the Local Chapter of the Personnel Management Association (\$35), the Fresno Madera Continuum of Care (\$250); various Chambers of Commerce (\$670); the Homeless Continuum of Care (\$250) and the Central Valley Consortium (\$5,618), which participation was approved by the Board of Supervisors during 2003-04.
- **721300** Office Expense (\$461,200) is recommended reduced \$21,821 for office and photocopy supplies, mailing costs, and computer supplies. The IHSS Public Authority will pay \$7,700 as their share of cost for Office Expense.

# **SERVICES & SUPPLIES** (continued)

**Professional & Specialized Services** (\$1,893,539) is recommended increased \$705,060. Included in this account is the Department's share of software maintenance related to the WAN and the hours of labor related to work involving subvented departments as part of the County's information technology system. This account also funds the following recommended contractual agreements:

# **NON CalWORKs PROGRAMS**

Staff Training Services (100% State Funded)	\$158,840
Department contribution to Employee Assistance Plan	5,000
Local share of ongoing maintenance and operation of C-IV	56,000
Department contribution for IT labor for non-WAN support	65,000
Alarm Services	4,000
Card Access System Ongoing Maintenance	30,000
Annual Anti-Virus Upgrade, Software Licenses and IT Training Software	51,000
Office Professional Suite Upgrade - will provide upgrade to the 2010 version for 115 employees receiving database information from the State.	33,500
Internal Investigator to be contracted to investigate personnel complaints relating to employee harassment and discrimination, as the need arises.	12,000
<u>Permanency Project</u> – this project will be used to purchase existing effective services; such as, US Search for identification and location of family members of youth in foster care to establish life-long connections to a caring adult.	25,000

# NON CalWORKs PROGRAMS (continued)

Rushmore – to design, test, implement and maintain a case review data collection instrument and evaluation tool specifically designed for the Department to support and capture trends in the Food Stamp, MediCal, CalWorks, Child Welfare and IHSS Programs. The goal to identify trends and reduce case errors.	\$ 30,000
Employee Fingerprinting – To comply with Resolution 94-398 of the Welfare and Institutions Code 16501 (k)(1)(A) and the California Code of Records, the Department must complete criminal clearance via fingerprints of all employees who are expected to have frequent and routine contact with children as well as those employees who have access to Criminal Offenders Record Information through their assignments.	5,000
Provide translation and interpreting services.	32,000
<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.	15,000
Cowell Foundation Grant – In 2008-09, First 5 Madera County agreed to partner with the County of Madera with the use of Foundation funds to partially fund the cost of a Department of Social Services Social Worker IV who provides case management and intervention services to families that might otherwise escalate into the Child Welfare System. The Social Worker is housed at First 5 Madera County. With First 5 Madera County funds, Social Services is able to match State and Federal Funds through the Child Welfare Services allocation. For 2011-12, First 5 Madera County will contribute up to \$35,854.	125,000
Child Abuse Prevention Intervention and Treatment (CAPIT) Program and Community-Based Child Abuse Prevention (CBCAP) – These are both Grants used to help support the local Child Abuse Prevention Council. CAPIT is \$75,000 per year, and CBCAP is expected to be \$25,000.	100,000

# <u>SERVICES & SUPPLIES (continued)</u>

# NON CalWORKs PROGRAMS (continued)

<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. The funding is also used to provide family preservation services that include therapeutic and crisis intervention, residential after-care services and relative caregiver time-limited reunification services. The PSSF funds will be used to fund a portion of Child Welfare administrative costs. 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 Special Department Expense (721900).	\$75,000
MEDS Security – A portion of the Medi-Cal Administrative allocation has been reserved for ongoing costs related to the efforts to protect confidential client information. These costs are 100% funded by Federal and State funds.	50,000
Contract with Kingsview ReadySetGo For ILP Youth	60,000
CalWORKs PROGRAMS	
<u>Economic Development</u> – Madera County Economic Development Commission (EDC) to provide job creation and business expansion, including funds for marketing EDC.	206,199
<u>Vocational Education</u> – Short-term employment classes, as well as vocational skills training to assist TANF/CalWORKs clients to be job-ready.	130,000
<u>Subsidized Employment</u> – Workforce Development Office. Provides CalWORKs clients temporary employment to learn skills and experience needed for permanent employment.	625,000

# **SERVICES & SUPPLIES (continued)**

721500	Publications & Legal Notices (	(\$250) is recommended ur	schanged for recruitment of foster	homes and special staff recruitment.
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- **Rents & Leases Equipment** (\$98,000) is recommended increased \$7,000 for the projected rental cost of eleven (11) copy machines (\$97,500) and miscellaneous rentals (\$500).
- **Rents & Leases Buildings** (\$780,000) is recommended increased \$5,000 for lease of the following facilities: 629 East Yosemite Ave (\$167,000); the Administration Office Building on 700 East Yosemite (\$150,000); 720 East Yosemite Avenue (\$353,000); the Oakhurst Office (\$36,000); the Chowchilla Office (\$48,000); the facility on Lake Street (\$24,500), and rented storage space (\$1,500). The IHSS Public Authority will pay \$3,506 as their share of facility costs.
- **T21900** Special Departmental Expense (\$1,842,892) is recommended reduced \$407,726. The IHSS Public Authority will pay \$2,000 as their share of costs. This account covers the following:

•	IRS Intercept Fee, Vital Statistics, and miscellaneous expenses.	\$ 26,000
•	The Mental Health Substance Abuse Contract for mental health services for clients in the CalWORKS Program.	575,511
•	<u>Behavioral Health</u> – Transportation costs provided for CalWorks consumers needing transportation for mental health services (\$50,000), Child Welfare Service Provider reimbursements (\$25,000), and an OAD Counselor (\$50,000).	125,000
•	Medi-Cal Screening – MOU with Behavioral Health to provide activities associated with the Medi-Cal eligibility screening process on behalf of public assistance applicants and case eligibility management for continuing cases.	50,000
•	Federal and State reimbursement for a Public Health Nurse assigned to Child Welfare to assess the health needs of children and to identify resources to care for any identified health needs.	110,000
•	Reimbursement of costs related to Child Welfare Services.	250,000

# **SERVICES & SUPPLIES** (continued)

# 721900 Special Departmental Expense (continued)

•	Foster Home Recruitment and Parent Program which allocates funds for development and Implementation of recruitment and training activities for Foster Homes, including funds under AB 2129 (\$4,269). There is no County cost.	13,000
•	<u>In-Home Supportive Services Advisory Committee</u> – required under State law to be established to review IHSS activities. There is no County cost.	3,000
•	Independent Living Skills Program – 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.	23,000
•	<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>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
•	Foster Family Home Recruitment	7,000
•	<u>Healthy Beginnings Program</u> – 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. A portion of the cost is funded through PSSF (\$80,000). Local Share of Cost is provided by First 5 Madera County (\$250,000).	650,881

Public Health \$294,167 Behavioral Health 78,161 Office of Education 278,553

**Transportation & Travel** (\$75,000) is recommended unchanged for anticipated training sessions, and cost of gasoline and maintenance purchased from Central Garage. The IHSS Public Authority will pay \$2,000 as their share of costs

722100 <u>Utilities</u> (\$180,000) is recommended increased \$26,675 to provide for the Department's share of the County's utility cost. The IHSS Public Authority will pay \$622 as their share of cost for Utilities.

#### **FIXED ASSETS**

**740300** Equipment (\$274,500) is recommended reduced \$183,799 to purchase the following fixed assets:

### **Vehicles**

- Mid-size Sedan (R) (\$18,900) to replace one one of the Department's high-mileage vehicles with a safe, reliable vehicle to transport children and families.
- 1 <u>Sport Utility Vehicle</u> (R) (\$25,000) to replace one one of the Department's high-mileage sedans with a four-wheel drive SUV to provide services to clients/families in the mountain areas.
- 1 Mini-Van (R) (\$25,000) to replace one of the Department's high-mileage sedans with a mini-van to transport children and families.

#### **Computer Equipment**

The following computer equipment is recommended to be purchased:

- 2 <u>Uninterruptible Power Supplies</u> (N) (\$5,600) to maintain temporary power in case of outage at two (2) work sites.
- 2 <u>Training Software</u> (N) (\$4,000) Unlimited use of IT training software.

# Replacement Computer Equipment

During the 2002-03 Final Budget discussions, the Department requested, and the Board of Supervisors approved, a four (4) year rotation cycle for the replacement of computers and printers. Due to the current fiscal climate, the Department did not submit requests for all approved replacements in 2010-11. Total cost of the recommended replacements for 2011-12 is \$171,000.

- 1 Server (R) (\$25,000)
- 10 <u>Printers</u> (R) (\$26,000)
- 100 Personal Computers (R) (\$120,000)

### **MEDS Security Equipment**

1 Kiosk (N) (\$25,000) 100% MEDS Security funded

# **FUND SOURCES**

	Total Cost	Local Cost	Federal/State <u>Cost</u>
Department of Social Services – Administration Department of Social Services - Public Assistance Programs Department of Social Services - General Relief	\$21,114,337 33,295,000 1,012,394	\$ 2,238,434* 6,071,150 1,012,394	\$18,875,903 27,223,850 0
TOTAL Less Estimated DSS State Realignment for 2011-12 10% Transfer Health Realignment 10% Transfer BHS State Realignment	\$55,421,731	\$9,321,978 (\$4,000,000) (590,000) (340,307)	<b>\$46,099,753</b> 4,000,000 590,000 340,307
ESTIMATED COUNTY TOTAL NET COST		\$4,391,671	\$51,030,060

<sup>\*</sup>Includes County Share of cost for the Welfare to Work Program (\$70,000), CalLearn (\$2,000) and CalWorks Child Care (\$55,000) Programs. These costs are reflected in this budget as the costs are claimed to the CalWorks allocation through the administrative claim.