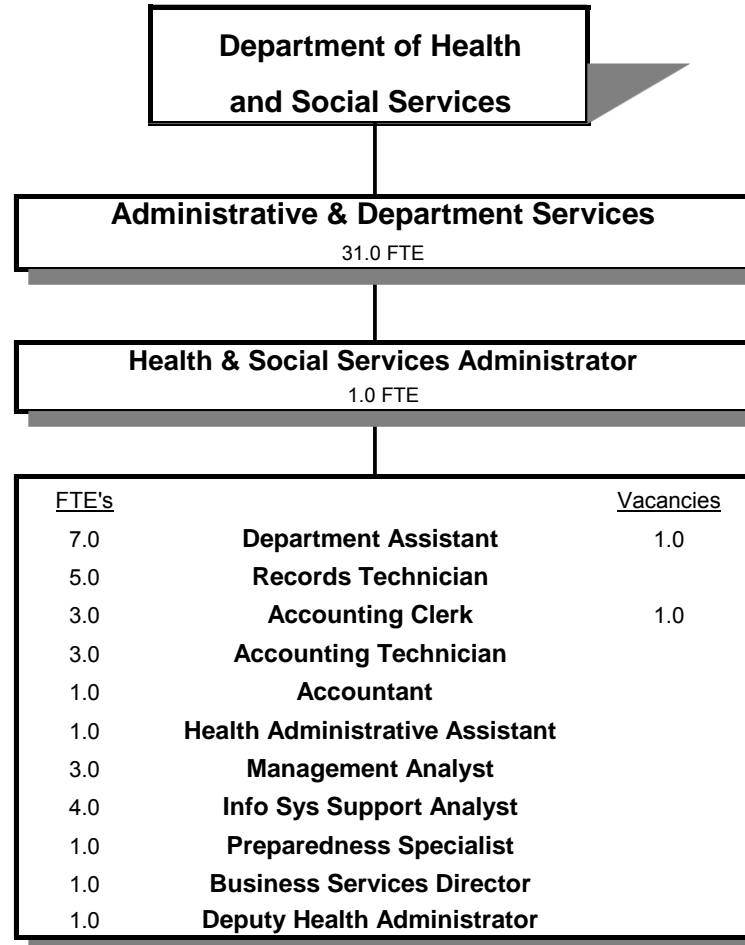


ADMINISTRATIVE AND DEPARTMENT SERVICES



SIGNIFICANT CHANGES IN ADMINISTRATIVE & DEPARTMENT SERVICES

...Business services continues to aid in the transition of services to community partners for minimal disruptions of service

Douglas County, Oregon
Health and Social Services Fund
Administrative and Department Services (4090)

	Actual FY 10-11	Actual FY 11-12	Actual FY 12-13	Revised Budget FY 13-14	Proposed FY 14-15	Approved FY 14-15	Adopted FY 14-15
<u>RESOURCES</u>							
Beginning Balance (Use Restricted)	226,087	253,616	336,714	519,649	472,500	472,500	472,500
Intergovernmental Revenues	350,825	95,661	280,290	157,759	100,340	100,340	100,340
Charges and Other Revenues	233,145	252,799	231,622	216,940	201,400	201,400	201,400
Interest	515	250	2,975	2,000			
Transfer In - Public Safety Fund	18,000	18,000	21,532	33,433	18,000	18,000	18,000
Total Revenue	602,485	366,710	536,419	410,132	319,740	319,740	319,740
TOTAL RESOURCES	828,572	620,326	873,133	929,781	792,240	792,240	792,240
<u>REQUIREMENTS</u>							
Personnel Services	1,820,365	1,922,697	1,901,886	2,315,444	2,328,555	2,328,555	2,328,555
Materials & Services	583,937	357,636	403,782	923,081	850,294	850,294	850,294
Capital Outlay	23,112	9,874	77,531	17,549	20,000	20,000	20,000
Transfers Out - General Fund	19,290	8,387	5,361	7,385	7,909	7,909	7,909
Add: Expense Reimbursements from Other Divisions	(1,576,886)	(1,914,778)	(1,950,384)	(2,241,948)	(2,322,788)	(2,322,788)	(2,316,335)
Total Expenditures	869,818	383,816	438,176	1,021,511	883,970	883,970	890,423
Ending Balance (Use Restricted)	253,616	336,714	524,957				
TOTAL REQUIREMENTS	1,123,434	720,530	963,133	1,021,511	883,970	883,970	890,423
Use of General County Resources	294,862	100,204	90,000	91,730	91,730	91,730	98,183
Staffing FTE	28.38	29.00	29.00	31.00	31.00	31.00	31.00

Capital Outlay is for replacement of 3 computer servers

Douglas County, Oregon
 Health and Social Services Fund
 Administrative and Department Services

Department Detail

			Actual	Actual	Revised	Proposed	Approved	Adopted
			FY 11-12	FY 12-13	Budget FY 13-14	FY 14-15	FY 14-15	FY 14-15
207-4090-2280-02	Duplicating Services	Photocopies	7,639	7,055	6,150	8,900	8,900	8,900
207-4090-2620-00	Vital Statistics	General	108,886	94,148	80,500	70,500	70,500	70,500
207-4090-3200-70	State/Fed-Health Division	Bioterrorism Program	95,661	110,290	112,800	100,340	100,340	100,340
207-4090-3220-17	State/Fed-Adult/Family Ser Div	Title 19- Meaningful Use	0	170,000	0	0	0	0
207-4090-3390-00	State-Other Assistance	General	0	0	44,959			
207-4090-3800-01	Interest	General Investments	250	2,975	2,000	0	0	0
207-4090-3820-03	Rents, Leases and Royalties	Land & Buildings	136,256	130,091	130,290	122,000	122,000	122,000
207-4090-3875-00	Expense Reimbursements	General	46	292	0	0	0	0
207-4090-3875-22	Expense Reimbursements	Jury/Witness	0	10	0	0	0	0
207-4090-3879-00	Miscellaneous	General	7	25	0	0	0	0
207-4090-3879-80	Miscellaneous	Cash Over/Short	0	1	0	0	0	0
207-4090-3879-95	Miscellaneous	NSF Checks	(35)	0	0	0	0	0
207-4090-3900-20	Transfers In	Public Safety Fund	18,000	21,532	33,433	18,000	18,000	18,000
Total Revenue			366,710	536,419	410,132	319,740	319,740	319,740
207-4090-4000-00	Regular Employees	General	1,132,661	1,120,441	1,310,217	1,286,861	1,286,861	1,286,861
207-4090-4030-00	Temporary Employees	General	49,950	58,154	62,935	57,216	57,216	57,216
207-4090-4050-00	Overtime	General	428	568	0	0	0	0
207-4090-4500-00	PERS	General	286,588	271,133	426,141	364,080	364,080	364,080
207-4090-4510-00	Social Security	General	86,400	86,187	105,048	102,822	102,822	102,822
207-4090-4520-00	Workers' Compensation	General	4,141	4,127	4,806	9,409	9,409	9,409
207-4090-4530-00	Medical and Dental Insurance	General	335,911	335,115	396,685	498,758	498,758	498,758
207-4090-4540-00	Unemployment	General	26,618	26,161	9,612	9,409	9,409	9,409
Total Personnel Services			1,922,697	1,901,886	2,315,444	2,328,555	2,328,555	2,328,555
207-4090-5099-00	Other Professional Services	General	22,243	18,277	70,500	100,000	100,000	100,000
207-4090-5300-00	Health & Social Svc Contracts	General	0	0	330,713	301,440	301,440	301,440
207-4090-5500-20	Intergov't Assistance	Contributions to Other Agencies	0	1,500	0	0	0	0
207-4090-6290-00	Software Purchases	General	6,410	51,331	141,780	20,000	20,000	20,000
207-4090-6290-10	Software Purchases	Software Updates/Maintenance	83,350	82,514	90,465	160,970	160,970	160,970
207-4090-6295-00	Equipment-Noninventory	General	15,399	17,807	21,980	6,373	6,373	6,373
207-4090-6299-00	Other Materials and Supplies	General	6,645	20,333	24,887	13,161	13,161	13,161
207-4090-6400-00	Land and Building Rent	General	12,611	12,841	12,900	12,900	12,900	12,900
207-4090-6450-02	Equipment/Vehicle Rent	Copy Machines	5,947	5,202	7,175	8,585	8,585	8,585
207-4090-6500-00	Interdept Vehicle Expense	General	9,204	8,956	15,283	12,640	12,640	12,640
207-4090-6510-00	Equip/Vehicle Main & Repair	General	2,504	2,662	5,500	3,570	3,570	3,570
207-4090-6510-02	Equip/Vehicle Main & Repair	Equipment Service Contracts	5,619	924	1,910	2,015	2,015	2,015
207-4090-6530-00	Software Maintenance	General	500	0	0	0	0	0

Douglas County, Oregon
Health and Social Services Fund
Administrative and Department Services

Department Detail

			Actual	Actual	Revised	Proposed	Approved	Adopted
			FY 11-12	FY 12-13	Budget FY 13-14	FY 14-15	FY 14-15	FY 14-15
207-4090-6550-00	Building and Grounds Main	General	2,674	4,783	1,685	1,000	1,000	1,000
207-4090-6680-01	Communication	Telephone	33,785	28,291	34,870	30,550	30,550	30,550
207-4090-6685-00	Utilities	General	114,157	108,446	116,300	118,000	118,000	118,000
207-4090-6720-01	Fire/Liability Insurance	Liability Ins Interdept Charges	366	279	368	405	405	405
207-4090-7300-00	Advertising/Publicity	General	1,022	0	0	0	0	0
207-4090-7400-00	Office Supplies and Expenses	General	11,041	10,904	11,385	12,755	12,755	12,755
207-4090-7410-00	Postage	General	1,342	1,122	5,705	1,425	1,425	1,425
207-4090-7500-00	Subscriptions & Periodicals	General	380	2,074	1,200	1,600	1,600	1,600
207-4090-7550-00	Travel	General	97	32	600	450	450	450
207-4090-7550-80	Travel	Mileage Reimbursement	193	1,293	1,260	1,015	1,015	1,015
207-4090-7560-00	Conventions, Schools, Seminars	General	13,705	20,375	20,985	28,270	28,270	28,270
207-4090-7580-00	Dues and Memberships	General	795	866	1,270	9,700	9,700	9,700
207-4090-7800-00	Legal Publication and Printing	General	3,906	606	900	1,170	1,170	1,170
207-4090-7850-00	Pre-employment Testing	General	1,378	222	1,560	800	800	800
207-4090-7900-XX	Miscellaneous	General	2,363	2,142	1,900	1,500	1,500	1,500
Total Materials & Services			357,636	403,782	923,081	850,294	850,294	850,294
207-4090-8100-99	Buildings and Improvements	Noninventory	0	5,152	0	0	0	0
207-4090-8200-00	Furniture and Equipment	General	9,874	56,968	15,150	0	0	0
207-4090-8200-99	Furniture and Equipment	Noninventory	0	13,112	0	20,000	20,000	20,000
207-4090-8300-99	Vehicles and Heavy Equipment	Noninventory	0	2,299	2,399	0	0	0
Total Capital Outlay			9,874	77,531	17,549	20,000	20,000	20,000
207-4090-9500-01	Transfers Out	General Fund	8,387	5,361	7,385	7,909	7,909	7,909
207-4090-9899-15	Intrafund Transfers	Administration	(74,837)	(51,527)	45,553	25,683	25,683	25,683
207-4090-9899-22	Intrafund Transfers	Accounting	(178,193)	(184,201)	(216,054)	(228,650)	(228,650)	(227,207)
207-4090-9899-24	Intrafund Transfers	Offices	(122,477)	(129,680)	(132,363)	(145,457)	(145,457)	(145,457)
207-4090-9899-26	Intrafund Transfers	Medical Records	(197,413)	(217,478)	(300,114)	(311,282)	(311,282)	(311,282)
207-4090-9899-27	Intrafund Transfers	Client Accounts	(221,850)	(220,638)	(239,982)	(251,993)	(251,993)	(251,993)
207-4090-9899-28	Intrafund Transfers	Central Registration	(282,293)	(276,799)	(292,785)	(345,641)	(345,641)	(345,641)
207-4090-9899-30	Intrafund Transfers	Facilities	(9,063)	0	0	0	0	0
207-4090-9899-40	Intrafund Transfers	MIS	(280,540)	(248,363)	(395,807)	(271,662)	(271,662)	(271,662)
207-4090-9899-41	Intrafund Transfers	Info Tech	(117,801)	(211,828)	(134,794)	(256,590)	(256,590)	(254,971)
207-4090-9899-50	Intrafund Transfers	Dept. Admin	(430,311)	(409,870)	(575,602)	(537,196)	(537,196)	(533,805)
Total Other Requirements			(1,906,391)	(1,945,023)	(2,234,563)	(2,314,879)	(2,314,879)	(2,308,426)
Total Expenditures			383,816	438,176	1,021,511	883,970	883,970	890,423

Douglas County, Oregon
Health and Social Services Fund
Administrative and Department Services

PERSONNEL SERVICES					
	Actual	Actual	Revised	Budget	
	FTE	FTE	FTE	FY 14-15	
	FY 11-12	FY 12-13	FY 13-14	FTE	Amount
Health & Social Services Admin	1.00	1.00	1.00	1.00	105,518
Research and Development Manager	1.00	1.00	1.00		
IS Tech Support Analyst 2	2.00	2.00	4.00	4.00	215,327
IS Tech Support Analyst 1	1.00	1.00			
Environ Health Specialist 2	1.00	1.00	1.00	1.00	53,830
Deputy Health Administrator	1.00	1.00	1.00	1.00	73,045
Bus Srv Div Dir	1.00	1.00	1.00	1.00	72,718
Management Analyst 3	3.00	2.00	2.00	2.00	91,023
Management Analyst 1				1.00	40,482
Health Dept Admin Assistant	1.00	1.00	1.00	1.00	45,356
Accountant		1.00	1.00	1.00	57,685
Accounting Technician 2	1.00	1.00	1.00	1.00	36,583
Accounting Technician 1	1.00	2.00	2.00	2.00	70,684
Accounting Clerk 2	4.00	3.00	3.00	3.00	91,974
Records Technician	4.00	4.00	5.00	4.00	109,626
Health Records Senior Tech				1.00	34,138
Department Assistant 4	7.00	7.00	7.00	7.00	188,872
Total Regular	<u>29.00</u>	<u>29.00</u>	<u>31.00</u>	<u>31.00</u>	<u>1,286,861</u>
Temporary					57,216
PERS		25.96%, 28.36%			364,080
Social Security		7.65%			102,822
Worker's Compensation		0.70%			9,409
Unemployment		0.70%			9,409
Medical & Dental Insurance		\$1,365/mo			498,758
Total Personnel Services					<u>2,328,555</u>

Douglas County, Oregon
Health and Social Services Fund
Administrative and Department Services Programs

VITAL RECORDS

-Staffing: 0.45 FTE
 -Provide birth and death certificates to general public; receive and receipt fees
 -Transmit certified data to the Oregon Health Authority
 -No County contribution to this program
-

PREPAREDNESS

-Staffing: 1.00 FTE
 -Oversee health and medical issues for the County Disaster Response Plan
 -Develop and oversee department preparedness
 -Promotes Douglas County citizen preparedness
 -Communicates with CDC and State of Oregon using Health Alert Network
 -Oversee County Community Emergency Response Team (CERT) to assist local response agencies during community emergencies
 -No County contribution to this program
-

ADMINISTRATIVE AND DEPARTMENT SERVICES

-Staffing: 29.55 FTE
 -Overall department management and administration
 -Oversee Emergency Medical Services Advisory Committee
 -Risk management and safety; incident investigation and prevention including civil rights issues; HIPAA; Compliance Program
 -Planning and Quality Assurance
 -Department financial services includes budget, general ledger, payroll, accounts payable, accounts receivable, fiscal reporting and forecasting, grant monitoring, costing of services
 -Department personnel matters including recruitment, new hire processes, background checks and related personnel matters
 -Department Information Technology & Management Information Systems team installs, trouble shoots, administers and trains staff on all software and hardware. Provides business reporting and analysis; customizes software
 -Department business services including contract management, grant monitoring, statistical/financial analysis, reporting, special projects and evaluation of processes for effectiveness, efficiency and conformity
 -Department client services including central registration, billing and invoicing for client services and branch office support
 -Medical Records team responsible for the storage, accuracy and release of all physical and electronic medical records
 -County contribution is estimated at \$107,548
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