

**Department:** County Human Services

**Program Contact:** Rob Kodiriy

**Program Offer Type:** Support

**Program Offer Stage:** As Adopted

**Related Programs:**
**Program Characteristics:**
**Executive Summary**

The Department of County Human Services (DCHS) Business Services provides administrative, financial and business support for the department. Services include development, management and administration of the department's annual budget; grants management; accounts receivable; accounts payable; purchasing; facilities coordination; and customer service via the reception desk. Business Services staff serve as liaison between the department and internal service providers such as County Finance, Central Budget, and the Department of County Assets.

**Program Summary**

Business Services supports the work of the department by providing: budget development, management and reporting; accounts payable and receivable; grant accounting and reporting for over 100 funding sources; and implementation of, and compliance with, all county, state and federal fiscal policies and procedures related to the business of this department.

Business Services personnel provide administrative and support services for the department; work closely with Contracts Unit; work across the county with other departments and agencies; function as liaison staff serves as liaison between the department and internal service providers such as County Finance, Central Budget, and the Department of County Assets.

DCHS Business Services provides responsible leadership; sound budgetary and financial management; and delivers results that are consistent with the department's and county's priorities.

**Performance Measures**

Measure Type	Primary Measure	FY13 Actual	FY14 Purchased	FY14 Estimate	FY15 Offer
Output	Percent of invoices paid in 30 days or less	83%	76%	77%	80%
Outcome	Percent of financial reports submitted to the grantor error free	99%	99%	99%	99%

**Performance Measures Descriptions**

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2014	2014	2015	2015
Personnel	\$1,495,720	\$879,249	\$1,364,655	\$1,026,703
Contractual Services	\$874,891	\$14,234	\$907,759	\$14,200
Materials & Supplies	\$51,209	\$55,516	\$28,894	\$30,639
Internal Services	\$110,124	\$193,716	\$232,995	\$143,644
<b>Total GF/non-GF</b>	<b>\$2,531,944</b>	<b>\$1,142,715</b>	<b>\$2,534,303</b>	<b>\$1,215,186</b>
<b>Program Total:</b>	<b>\$3,674,659</b>		<b>\$3,749,489</b>	
<b>Program FTE</b>	15.86	9.64	14.26	10.74

Program Revenues				
Indirect for Dept. Admin	\$4,983	\$0	\$3,320	\$0
Intergovernmental	\$0	\$1,142,715	\$0	\$1,215,186
Other / Miscellaneous	\$826,421	\$0	\$871,741	\$0
<b>Total Revenue</b>	<b>\$831,404</b>	<b>\$1,142,715</b>	<b>\$875,061</b>	<b>\$1,215,186</b>

Explanation of Revenues

\$715,387 - Title XIX  
 \$368,251- State Mental Health Grant Local Admin  
 \$131,548 - Oregon Health Plan Premium(OHP)  
 \$871,741 - County General Fund Department Indirect: Based on FY15 Dept Indirect Rates published by Central Finance

Significant Program Changes

Last Year this program was: 25002 Business Services