

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 and Operations provides administrative, financial and business support for the department. Services include development, management and administration of the department's budget; grants management; accounts receivable; accounts payable; purchasing; facilities coordination; procurement and contracting, and customer service.

Program Summary

Business Services and Operations staff serve as liaison between the department and internal service providers such as County Finance, Central Budget, Central Purchasing, and County Assets, supports the work of the department by providing: budget development, management and reporting; accounts payable and receivable; procurement and contracting; grant accounting and reporting; and implementation of, and compliance with, all county, state and federal fiscal policies and procedures related to the business of this department.

Nearly 45% of the total funds in the department are contracted to community-based providers for services to the vulnerable populations served by DCHS. Business Services and Operations personnel provide administrative and support services for the department; work across the county with other departments and agencies; 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 and Operations 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	FY14 Actual	FY15 Purchased	FY15 Estimate	FY16 Offer
Output	Percent of invoices paid in 30 days or less	79%	80%	80%	82%
Outcome	Percent of financial reports submitted to the grantor error free	99%	99%	95%	98%
Output	Number of executed contracts and amendments	450	400	467	360
Outcome	Percent of annual contracts executed prior to start date	84%	75%	85%	85%

Performance Measures Descriptions

The estimated number of new contracts written will decrease in FY16 because of the MHASD transferring to Health Department.

The newly implemented Supplier Relationship Management (SRM) and changes in boiler plate still impacts the overall contract outcome for FY16.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$1,510,411	\$734,396	\$2,300,382	\$343,734
Contractual Services	\$912,815	\$14,200	\$62,256	\$7,000
Materials & Supplies	\$44,250	\$33,639	\$90,091	\$3
Internal Services	\$337,236	\$143,844	\$257,967	\$0
Total GF/non-GF	\$2,804,712	\$926,079	\$2,710,696	\$350,737
Program Total:	\$3,730,791		\$3,061,433	
Program FTE	15.96	8.04	23.49	3.51

Program Revenues				
Indirect for Dept. Admin	\$3,320	\$0	\$0	\$0
Intergovernmental	\$0	\$1,245,198	\$0	\$350,737
Other / Miscellaneous	\$871,741	\$0	\$978,327	\$0
Total Revenue	\$875,061	\$1,245,198	\$978,327	\$350,737

Explanation of Revenues

\$350,737 - State Mental Health Grant Local Admin, \$978,327 - County General Fund Department Indirect: Based on FY16 Dept Indirect Rates published by Central Finance

Significant Program Changes

Last Year this program was: FY 2015: 25002 Business Services

Due to the MHASD transition to Health Department, DCHS Strategic Business Plan, FY 2008-13 Internal Audit findings, cost allocation methodology alignment with County -wide methodology, workflow and reporting, and build adequate support capacity, Business Services and Operations is being re-organized: 25003 Contracts Unit is now incorporated here. 10 FTE in Business Services and Contracts staff moved to Health Department; County General Fund Match (\$0.9M) was moved to ADVSD and DD to reflect more accurate program costs, where it was historically used to leverage State/Federal Funds and will continue to be used for the same purpose; 1.0 FTE Finance Supervisor and 1.0 FTE Finance Specialist 2 are added to address changing Federal and State regulations on funding and accounting; 1.0 FTE Office Assistant Sr is added to support Business Services and Operations and Director's Office.