

**Department:** Health Department

**Program Contact:** Wendy Lear

**Program Offer Type:** Support

**Program Offer Stage:** As Adopted

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

Business and Quality Services - Financial Services and Operations is responsible for providing all grant accounting, budget development and monitoring, accounts payable, contracts and purchasing services and support for the Health Department. They are liaisons for the Department with County Business Services, coordinating the provision of services such as Information Technology, Facilities and Fleet Services.

**Program Summary**

This group manages all of the financial reporting, billing and collection services for grant-funded programs. It prepares and reviews the Health Department's financial reports and develops and maintains the Department's budget. The Contracts Team advises, prepares and processes all contracts, intergovernmental agreements and professional service agreements for the Department. Accounts Payable, purchasing and travel and training services are also provided.

This group also includes the Facility and Safety Manager who acts as the Safety Coordinator and is responsible for managing compliance with federal, state and county safety regulations. This position is liaison to Facilities and Property Management, FREDS and works closely with the County's Health, Safety and Risk Management Division.

Operational IT support reports to Business Services. This team support the Health Department in meeting its IT Strategic plan, upgrading and maintaining its IT infrastructure in collaboration with County IT.

**Performance Measures**

Measure Type	Primary Measure	FY13 Actual	FY14 Purchased	FY14 Estimate	FY15 Offer
Output	Percent of contracts executed by start of contract	98%	98%	97%	98%
Outcome	Avg # of days from receipt to recording revenue in County's accounting system.	16 days	10 days	17 days	10 days
Quality	Number of audit findings in County's annual financial audit.	no findings	no findings	no findings	no findings

**Performance Measures Descriptions**

Outcome Measure #2 "Avg days between receipt of revenue and recording..." was previously "Percentage of revenue invoices recorded within 10 business days." County administrative procedure FIN-19 requires that revenue is posted no later than 10 days after the accounting period closes. This measure has been changed to report average days rather than % of revenue, which is easier to benchmark against the FIN-19 requirement.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2014	2014	2015	2015
Personnel	\$2,978,512	\$0	\$3,294,604	\$0
Contractual Services	\$33,000	\$0	\$50,893	\$0
Materials & Supplies	\$65,269	\$0	\$68,110	\$0
Internal Services	\$509,676	\$0	\$688,136	\$0
<b>Total GF/non-GF</b>	<b>\$3,586,457</b>	<b>\$0</b>	<b>\$4,101,743</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$3,586,457</b>		<b>\$4,101,743</b>	
<b>Program FTE</b>	31.10	0.00	30.30	0.00

Program Revenues				
Other / Miscellaneous	\$6,411,374	\$0	\$6,845,018	\$0
<b>Total Revenue</b>	<b>\$6,411,374</b>	<b>\$0</b>	<b>\$6,845,018</b>	<b>\$0</b>

Explanation of Revenues

The general fund revenue in this program offer, \$6,845,018 is the amount of department indirect that is charged to federal/state revenue sources.

Significant Program Changes

**Last Year this program was:** 40040A Business and Quality - Financial Services a

The vacant space charges for the East County teen clinic (moving to Centennial) was placed in Business Services to avoid artificially inflating the cost of the School Based Health Center program. We are working with other County programs to find another tenant for that space.

The size of Business Services has grown over the last few years as new responsibilities are added or moved from other areas. For example, staff and facility costs for the vaccine depot moved from Central Stores to the McCoy Building. We will review and restructure this program offer into several smaller program offers in future years.