



**Program #40040 - Financial and Business Management Services** 4/21/2021

**Department:** Health Department **Program Contact:** Wendy Lear  
**Program Offer Type:** Support **Program Offer Stage:** As Proposed  
**Related Programs:** 40041, 40042  
**Program Characteristics:**

**Executive Summary**

This program offer supports the essential programs and services of the Health Department. The goal of this program and of the division is to provide expert business and financial management, consultation and support to all our divisions, programs, and business partners. Equity is incorporated into all the planning, operational and decision-making processes of the division.

**Program Summary**

This program is responsible for providing all financial reporting and forecasting, grant accounting, budget development, and accounts payable services for the Health Department. These teams serve as liaisons for the Health Department with the Department of County Management (e.g. Budget Office, Central Finance). They are responsible for adhering to County budget, financial and administrative procedures, policies and practices. Compliance with a multitude of federal, state and county financial policies and procedures is a key responsibility of this division.

The Financial and Business Management division is committed to centering equity in policy and practice and in service to the Health Department's value of racial equity and mission to reduce health disparities. The division will continually invest time and resources into identifying and then dismantling internal and external structures that contribute to inequity, including the culture of white supremacy. The division employs a finance strategy to preserve critical services and support infrastructure for improved health outcomes. We strive to build trusting partnerships with community partners we depend on and we genuinely engage with communities and staff to drive positive changes, especially in the areas of business, operational and financial management. We pride ourselves on our ability to recruit, retain and promote a diverse, inclusive and high-performing workforce. The division is working to advance the objectives outlined in the Workforce Equity Strategic plan by committing resources for an equity and inclusion committee and operationalizing its policy recommendations.

**Performance Measures**

Measure Type	Primary Measure	FY20 Actual	FY21 Budgeted	FY21 Estimate	FY22 Offer
Output	# of invoices processed	17,000	14,000	17,000	17,000
Outcome	Avg # of days from receipt to recording revenue in County's accounting system.	7	8	10	8
Quality	Number of audit findings in County's annual financial audit.	1 finding	No findings	No findings	No Findings

**Performance Measures Descriptions**

'# of invoices processed' measures output for the accounts payable unit.  
 The average number of days from receipt to recording revenue measures the cash management's unit's performance to process revenue.  
 The division aims to avoid auditing findings for the department by prioritizing compliance and ensuring accurate and accessible documentation.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2021	2021	2022	2022
Personnel	\$5,243,801	\$0	\$5,140,777	\$0
Contractual Services	\$116,096	\$0	\$56,500	\$0
Materials & Supplies	\$127,799	\$0	\$78,090	\$0
Internal Services	\$2,686,395	\$0	\$2,739,070	\$0
<b>Total GF/non-GF</b>	<b>\$8,174,091</b>	<b>\$0</b>	<b>\$8,014,437</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$8,174,091</b>		<b>\$8,014,437</b>	
<b>Program FTE</b>	36.80	0.00	33.80	0.00

Program Revenues				
Other / Miscellaneous	\$10,946,248	\$0	\$12,285,467	\$0
<b>Total Revenue</b>	<b>\$10,946,248</b>	<b>\$0</b>	<b>\$12,285,467</b>	<b>\$0</b>

Explanation of Revenues

Significant Program Changes

**Last Year this program was:** FY 2021: 40040 Financial and Business Management Services

2020 presented our division and staff with new challenges including remote working, lack of childcare, school closures, wildfires, continued racial injustice and a divisive national election - these and other challenges had significant impacts on our personal and professional lives. Our teams have adeptly responded to these challenges by implementing new workflows, building and strengthening relationships and applying an equity lens to decision making. The accounts payable unit processed more than \$88 million dollars in invoices in 2020 and entered more than 21,000 invoices, ensuring that our vendors were paid on time and that our partners had the cash flow they needed to respond to COVID-19. From December 30th, 2020 to January 27th, 2021 the team also distributed more than 2,700 restaurant relief payments totaling more than \$5 million dollars to restaurants and food cart vendors in just four weeks. The cash management team handled more than \$240 million dollars in funds in 2020 and issued approximately 200 refunds. The team recorded more than 90 million dollars in health center fee revenue in 2020.

Two vacancies FTE were cut to meet budgetary constraints.