COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2009-10

Department: DEPT OF SOCIAL SERVICES ADMINISTRATION (07510)
Function: Public Assistance
Activity: Administration
Fund: General

ACCOUNT CLASSIFICATION	ACTUAL EXPENDITURES 2007-08	BOARD APPROVED EXPENDITURES 2008-09	DEPARTMENT REQUEST 2009-10	CAO RECOMMENDATION 2009-10
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	10,515,721	10,470,000	10,850,000	10,850,000
710103 Extra Help	90,498	50,000	50,000	50,000
710105 Overtime	107,231	50,000	75,000	50,000
710106 Standby & Night Premium	57,174	60,000	60,000	60,000
710110 Uniform Allowance	90	0	0	0
710200 Retirement	1,903,095	2,594,000	2,633,900	2,633,900
710300 Health Insurance	1,325,138	1,441,500	1,482,400	1,482,400
710400 Workers' Compensation Insurance	448,247	311,738	287,011	287,011
TOTAL SALARIES & EMPLOYEE BENEFITS	**14,447,194**	**14,977,238**	**15,438,311**	**15,413,311**
SERVICES & SUPPLIES				
720300 Communications	204,664	196,300	185,160	165,000
720305 Microwave Radio Services	0	0	23,858	23,858
720500 Household Expense	117,967	97,450	99,920	99,000
720600 Insurance	34,635	43,393	28,492	28,492
720601 General Insurance	3,785	3,527	4,009	4,009
720605 Employer-Share Retiree Health Insurance	116,098	141,000	245,000	245,000
720800 Maintenance - Equipment	61,166	70,000	70,000	69,748
720900 Maintenance - Structures & Grounds	136,181	61,800	80,000	210,000
721100 Memberships	32,691	35,250	37,985	37,985
721300 Office Expense	348,427	364,785	506,000	389,658
721400 Professional & Specialized Services	2,257,234	2,684,219	1,335,855	1,236,701
721500 Publications & Legal Notices	38	500	500	250
721600 Rents & Leases - Equipment	76,257	75,500	86,500	90,600
721700 Rents & Leases - Buildings	785,441	847,500	822,235	818,347
721900 Special Departmental Expense	1,793,997	2,207,500	2,174,003	2,210,633
722000 Transportation & Travel	122,851	143,500	150,000	143,500
722100 Utilities	130,261	138,220	150,000	143,580
TOTAL SERVICES & SUPPLIES	**6,221,693**	**7,110,444**	**5,999,517**	**5,916,361**

COUNTY OF MADERA
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Department: DEPT OF SOCIAL SERVICES ADMINISTRATION (07510)
Function: Public Assistance
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Fund: General

ACCOUNT CLASSIFICATION	ACTUAL EXPENDITURES 2007-08	BOARD APPROVED EXPENDITURES 2008-09	DEPARTMENT REQUEST 2009-10	CAO RECOMMENDATION 2009-10
FIXED ASSETS				
740200 Buildings and Improvements	159,781	0	0	0
740300 Equipment	272,167	204,600	362,500	341,300
TOTAL FIXED ASSETS	**431,948**	**204,600**	**362,500**	**341,300**
TOTAL - DEPARTMENT OF SOCIAL SERVICES-ADMINISTRATION	**21,100,835**	**22,292,282**	**21,800,328**	**21,670,972**

COMMENTS

This budget contains the salaries and operating funds to administer all the various Social Services Programs. These Public Assistance Programs are mandated by Federal and State statutes.

The Department has full service facilities in Madera, Chowchilla and Oakhurst. In addition, employees are out-stationed at Childrens Hospital of Central California, and Madera Community Hospital.

Temporary Assistance to Needy Families (TANF)
In August, 1996, the Federal Government passed the Welfare Reform Bill, which includes the regulations regarding TANF. The State of California, in August 1997, adopted these TANF regulations into a State Program entitled CalWORKS. An employment program is the principle component of CalWORKS. Counties are required to prepare a detailed plan on how the Program is to put the maximum number of people into employment. The Federal Bill also sets time limits in which an individual can remain on assistance without working and the total amount of time a person has during a life time to receive benefits. The Madera County Department of Social Services developed and received approval from the California Department of Social Services to implement a local CalWORKS Program.

The County's CalWORKS Program provides self-sufficiency focused services under CalWORK'S regulations. A wide range of services are being developed through a collaborative effort with both public and private agencies, businesses, the faith community and individuals. The Program also provides follow-up services to insure former clients are able to retain the self-sufficiency they achieved through these services. The Program's objective is to give each participant the opportunity to achieve realistically established goals to decrease dependence on welfare, increase personal responsibility, and attain self-sufficiency.

For 2009-10, it is anticipated the State will allocate to the County of Madera approximately $7,400,000 for the CalWORKS Program. The allocation will fund direct employer services, the administration of the Food Stamp Program, the administration and benefit payments for the CalWorks Programs, current and future employment and self-sufficiency programs. The County is required to maintain a local "Maintenance of Effort" in the amount of $574,869 for activities which are comprised of Food Stamp Administration, AFDC eligibility, and the former GAIN Program administration. All CalWORKS costs above the local Maintenance of Effort are paid at 100% by the State.

COMMENTS (continued)

In-Home Supportive Services - Public Authority

In October 2002, the Board of Supervisors, by ordinance, created the, "In-Home Supportive Services - Public Authority" as a separate and distinct legal entity for the purpose of serving as employer of record for Independent Providers; to provide the functions required of a Public Authority; and to provide other functions related to the delivery of IHSS, and that Members of the Board of Supervisors serve as the governing body of the Public Authority. For details, please see the "In-Home Supportive Services - Public Authority" budget.

The necessary staff required to carry out the activities of the Public Authority is provided to the Authority from the Department of Social Services through an Inter-Agency agreement. During 2002-03, four (4) positions were allocated to the Social Services budget for assignment to the Public Authority. The cost of staff services is appropriated in permanent salaries, retirement and health insurance accounts in the 2009-10 Social Services Administrative budget (estimated at $190,000). The County's cost is reimbursed by the Authority.

The Authority will be sharing in certain facilities and equipment with Social Services; therefore, certain services and supplies accounts within the Social Services Administration budget will show a reduction due to the Authority's shared cost. A comment will be made in the accounts in which the Authority will share these costs.

Reimbursement of Indirect Costs

Under the Federal provisions of the Office of Management and Budget, Circular A-87, the County has in place an indirect cost allocation plan. This plan allows the County to be reimbursed for costs incurred by departments in the County for supplying goods and services to the to the Department of Social Services. For 2009-10, the Department will be claiming an estimated $1,200,000 in indirect costs which is included as part of State and Federal revenue to the General Fund.

For 2009-10, the estimated local share of cost for the recommended Administrative Budget of $21,670,972 is $2,167,097.

STAFFING

Due to the fluctuating caseloads, certain social services and eligibility functions are budgeted on an average principle called a "yardstick." Actual number of positions are allocated quarterly by the County Administrative Office as previously delegated by the Board of Supervisors. Although positions are allocated, the number of positions actually filled are limited by the availability of State and Federal funding.

Currently there are 211 filled positions, with funding for salaries and employee benefits at a staffing level of 256 (of which 4 positions are assigned to IHSS activities for the IHSS Public Authority). Limiting the number of funded positions limits the local share of cost. During 2008-09, the Department voluntarily allowed many vacant position to go unfunded based on possible reductions in State funding and/or elimination of State Programs. For 2009-10, the Department will continue to limit the filling of vacant positions pending a resolution of State funding.

STAFFING (continued)

Permanent	2008-09 Authorized	2009-10 Request	2009-10 Recommend
Account Clerk I or II	12	13	13
Account Clerk III	2	2	2
Account Clerk Supervisor I	2	2	2
Account Clerk Supervisor II	1	1	1
Administrative Analyst I or II	6	6	6
Administrative Assistant	2	2	2
Central Services Assistant	3	3	3
County Welfare Director IV	1	1	1
Data Entry Operator I or II	7	6	6
Deputy Welfare Director	2	2	2
Eligibility Supervisor, or Employment & Training Supervisor	30(1)	30(1)	30
Employment & Training Worker I, II, III or Eligibility Worker I, II, III or Vocational Trainee, or Vocational Assistant	130(1)(2)	130(1)(2)	130(1)(2)
Office Assistant I, II, or III	17	17(3)	17(3)
Office Assistant Supervisor I/II	5	5	5
Personnel Assistant	1	1	1
Program Manager I	5	5	5
Program Manager Secretary	2	2	2
Social Services Data Systems Coordinator	1	1	1
Social Worker I, II, III, or IV	65(1)	65(1)	65(1)
Social Worker Supervisor I or II	14	14	14
Staff Services Manager I - Fiscal	1	1	1
Staff Services Specialist - Data Processing	1	1	1
Systems Support Analyst	4	4	4
Total	314	314	314
IHSS Unit Funded by IHSS Public Authority			
Employment Training Worker I, II, or III	2	2	2
Office Assistant I or II	1	1	1
Program Manager	1	1	1
Total	4	4	4
TOTAL PERMANENT ALLOCATED POSITIONS	318	318	318
Actual Filled Positions as of 4/29		211	211

(1) Estimated Yardstick Allocation
(2) No more than 29 can be appointed to the EW III classification, and not to exceed 7 Employment & Training Worker III positions at any one time.
(3) No more than 6 Office Assistant III positions at any one time.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries are recommended at $10,850,000 based on a staffing level of 256 employees.

710103 Extra Help salaries are recommended at $50,000 based on current use of part-time help during leaves of absence and in General Relief to assist participants in a Job Search Program.

710105 Overtime ($50,000) is recommended to pay the overtime primarily for staff called-out on child and adult protective service calls. Effective 5/1/99, SB 2199 requires 24 hours, 365 days per year Adult Protective Services referrals. The Department requested $75,000. Should costs exceed the recommended allocation, it is anticipated that salary savings would offset this cost.

710106 Standby & Night Premium is recommended at $60,000 to fund the required standby of the Emergency Response Program. As noted in the Overtime account, the requirement of SB 2199 requires additional standby hours of the Adult Protective Services staff.

710200 Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 Health Insurance is based on the employer's share of health insurance premiums.

710400 Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 Communications is recommended at $165,000 and is based on the estimated telephone and line expenses of this Department. Included in this account is the Department's share of circuit costs of the County's Wide Area Network ($31,610). The IHSS Public Authority will pay $1,200 as their share of cost for Communications.

720305 Microwave Radio Services is recommended at $23,858, which represents the Department's contribution to the Internal Service Fund for 2009-10 based on the number of radios in this Department utilizing the County's microwave radio network.

720500 Household Expense is recommended at $99,000 based on the current contractual janitorial service, rug service and miscellaneous janitorial supplies. The IHSS Public Authority will pay $670 as their share of cost for Household Expense.

SERVICES & SUPPLIES (continued)

720600 Insurance contribution reflects the Department's contribution to the County's Self-Insured Liability Program.

720601 General Insurance is the Department's contribution to the County's Property Insurance Program.

720605 Unemployment Insurance is recommended at $245,000. This provides the Department's share of the County's contribution for the retiree's health insurance premiums.

720800 Maintenance - Equipment ($69,748) is recommended based on current and anticipated expenditures. This account includes funds for the maintenance of office equipment ($3,500), projected cost for auto maintenance ($34,000), and telephone maintenance ($12,800), Cost of gasoline purchased from Central Garage is allocated under Transportation and Travel. Included in this account is the Department's share of the Wide Area Network's equipment maintenance cost ($19,748). The IHSS Public Authority will pay $300 as their share of cost for equipment maintenance.

720900 Maintenance - Structures and Grounds ($210,000) is recommended for anticipated expenditures which includes materials and labor for the maintenance of the buildings using Building Maintenance and Grounds staff. The estimated costs for the projects are based on material costs with the maintenance staff performing the labor. The IHSS Public Authority will pay an additional $300 as their share of cost for Maintenance of Structures.

During 2008-09, the State of California conducted a tour of the DSS facilities reviewing the accessibility of protected information. As a result of the survey, the State made certain suggestions which will provide more security entering the facilities, and also securing certain areas of the facilities. For 2009-10, it is requested and recommended that $150,000 be allocated funds to provide access control systems for the four (4) facilities used by this department. The funding will come from State and Federal funds with no County match. The system will be similar to the system currently being used in the new Government Center.

721100 Memberships is recommended at $37,985 for memberships in the County Welfare Directors' Association ($32,500); the National Association of County Human Services Administrators (NACHSA) ($355); the Local Chapter of the Personnel Management Association ($30), and the Central Valley Consortium ($5,100), which participation was approved by the Board of Supervisors during 2003-04.

SERVICES & SUPPLIES (continued)

721300 Office Expense is recommended at $389,658. The IHSS Public Authority will pay $5,000 as their share of cost for Office Expense. Costs in this account include office supplies, photocopy, and computer supplies (estimated at $168,000) and mailing costs (estimated at $170,000). For 2009-10, $1,050 is recommended for the purchase of 2 - Electric Staplers ($310); 1 - Electric Letter Opener ($150); 1 - Projector Screen ($150); 1 - 4 Drawer Filing Cabinets (N) ($440). $10,000 is also recommended for "new computer related items."

State representatives have determined, based on a site visit, that additional equipment is needed to provide security enhancements to safeguard personal private health information. The Department has Federal fund allocations available, with no local match required to fund the enhanced security recommendation. The recommended purchases ($45,608) are as follows:

3	Locking Mail Cart ($1,605)
3	Locking File Boxes ($48)
4	Reception Window Locks ($24)
11	Reception Area Monitor Screen Protector ($2,321)
1	Locking Door Handle ($200)
65	4-Drawer Locking Letter Size Cabinets ($14,950)
42	Locking Lateral File Cabinets ($26,460)

721400 Professional & Specialized Services is recommended at $1,236,701. Included in this account is the Department's share of software maintenance related to the WAN ($37,432) and the hours of labor related to work involving subvented departments as part of the County's information technology system ($34,890). This account also funds the following recommended contractual agreements:

NON CalWORKS PROGRAMS

Staff Training Services (100% State Funded)	$139,840
Department contribution to Employee Assistance Plan	4,600
Local share of ongoing maintenance and operation of ISAWS	110,000
Department contribution for IT labor for non-WAN support	57,226

SERVICES & SUPPLIES (continued)

NON CalWORKS PROGRAMS (continued)

C- IV Development and Conversion Madera County is one of 35 counties that have shared the use of ISAWS for eligibility determination and benefit calculation for public assistance programs since 1994. The ISAWS counties will be transferring to a new automated welfare system called C-IV, and pre-implementation activities are currently underway. The program is due to began Feb-Mar 2010. Training will begin in December 2009	$ 31,243
Alarm Services	2,500
Annual Anti-Virus Upgrade	10,000
Licenses for Window 2000 Server, Mailbox Manager E-mail System, and Symantec	25,000
Office Professional Suite Upgrade Will provide upgrade to the 2007 version for 45 employees receiving database information from the State. 45 employees received the Suite Upgrade in 2008-09.	14,850
Internal Investigator to be contracted to conduct personnel complaints relating to employee harassment and discrimination as the need arises.	7,500

SERVICES & SUPPLIES (continued)

NON Cal WORKS PROGRAMS (continued)

Permanency Project. This project will be used to purchase existing effective services; such as, USSearch for identification and location of family members of youth in foster care to establish life-long connections to a caring adult.	$ 25,000
Community Action Partnership of Madera - Second year funding commitment to fund Homeless study.	5,000
Rushmore - To design, test, implement and maintain a case review data collection instrument and evaluation tool specifically designed for the Department to support and capture trends in the Food Stamp, MediCal, CalWorks and IHSS Programs. The goal to identify trends and reduce case errors.	50,000
Employee Fingerprinting - To comply with Resolution 94-398 of the Welfare and Institutions Code 16501 (k)(1)(A) and the California Code of Records, the Department must complete criminal clearance via fingerprints of all employees who are expected to have frequent and routine contact with children as well as those employees who have access to Criminal Offenders Record Information through their assignments.	5,000
Provide translation and interpreting services.	18,000

SERVICES & SUPPLIES (continued)

NON Cal WORKS PROGRAMS (continued)

Safe Measures - It is proposed and recommended that the Department purchase specific supervisor/management reporting software to identify and track Child Welfare direct service practices which are reviewed and audited by State and Federal agencies.	$ 10,000
Cowell Foundation Grant - In 2008-09 First 5 agreed to partner with the County of Madera with the use of Foundation funds to partially fund the cost of a Department of Social Services Social Service Work IV who provides case management and intervention services to families that might otherwise escalate into the Child Welfare System. The Social Worker is housed at First 5. With First 5 funds Social Services is able to match State and Federal Funds through the Child Welfare Services allocation. For 09-10 First 5 will contribute up to $45,530.	113,824

CalWORKS PROGRAMS

CalWORKS Assessment Funds will be used to assist the Adult School in presenting specifically tailored classes for clients on a full-time basis to meet the skill level required of local employers. Estimated cost for mandated educational assessments required by CalWORKS.	131,266

SERVICES & SUPPLIES (continued)

CalWORKS PROGRAMS (continued)

Economic Development Madera County Economic Development Commission (EDC) to provide job creation and business expansion ($209,852), including funds for marketing EDC ($13,500)	$ 223,352
Classroom Training Employment short-term classes, as well as vocational skills training to assist TANF/CalWORKS clients to be job ready.	52,500
Vocational Assessment Provides vocational assessment activities to help determine a career path most relevant to a participant's skills, abilities, and desires.	90,000
Learning Disability and SSI Advocacy California State University-Fresno will provide learning disability evaluation and Vocational assessment services to CalWORKs participants. These are State-mandated services which assist CalWORKs participants in identifying and accessing resources that meet vocational goals.	110,000

SERVICES & SUPPLIES (continued)

721500 Publications & Legal Notices ($250) is recommended for recruitment of foster homes and special staff recruitment.

721600 Rents & Leases - Equipment is recommended at $90,600 for the estimated rental cost of eleven (11) copy machines ($90,100) and miscellaneous rentals ($500).

721700 Rents & Leases - Building is recommended at $818,347. $3,888 will be paid by the IHSS Public Authority as their share of facility costs . The Department leases the following facilities: the 629 East Yosemite Ave facility ($163,240); lease payment for the Administration Office Building on 700 East Yosemite ($138,985); the facility on 720 East Yosemite Avenue ($330,692); the Oakhurst Office ($53,784); the Chowchilla Office ($40,428); the facility on Lake Street ($24,420); rental for the 441 Yosemite facility ($69,366) and rented storage space ($1,320).

721900 Special Departmental Expense is recommended at $2,202,651. $3,000 of the expense will paid by the IHSS Public Authority as their share of costs. This account covers the following:

• IRS Intercept Fee, Vital Statistics, and miscellaneous expenses.	$ 25,000
• The Mental Health Substance Abuse Contract for mental health services for clients in the CalWorks Program.	576,562
• Transportation costs provided by Behavioral Health Services for CalWorks consumers needing transportation for mental health services	100,000
• Federal and State reimbursement for consultation provided by County County Counsel in the areas of Child Welfare Services, Adult Services and Personnel Management.	151,180
• Federal and State reimbursement for a Public Health Nurse assigned to Child Welfare to assess the health needs of children and to identify resources to care for any identified needs.	96,113

SERVICES & SUPPLIES (continued)

721900 Special Departmental Expense (continued)

• Reimbursement of costs related to Child Welfare Services.	$ 250,000
• A Public Health contract to provide case management services under the Cal-Learn Program. Cal-Learn requires that services be provided to encourage teen parents to stay in or return to school and obtain a High School Diploma or its equivalency.	169,812
• Foster Home Recruitment and Parent Program which allocates funds for development and Implementation of recruitment and training activities for Foster Homes, including funds under AB 2129 ($4,269). There is no County cost.	11,266
• In-Home Supportive Services Committee, which under State law, require its establishment to review IHSS activities. There is no County cost.	52,966
• Independent Living Skills Program. Youths in foster care are eligible for cash incentives for specific activities (e.g. $25 for opening a bank account, graduation from High School $500, and attending an Independent Living Skills Workshop, $20). There is no County cost.	22,764
• Promoting Safe and Stable Families is a school-linked program. The goal is to prevent families from having to enter the County's Child Welfare System. There is no County cost.	10,000
• Adult Protective Services. Provides emergency and temporary housing, temporary caretakers costs, wheel chair ramps, apnea monitors, glasses and psychiatric services.	4,500

SERVICES & SUPPLIES (continued)

721900 Special Departmental Expense (continued)

• Kinship Foster Care Program funding is to assist in removing barriers to create successful placements of relative care giver and foster family homes.	$ 5,000
• Emancipated Youth Program funds are used by County Social Service Departments to provide special needs stipends for emancipating foster youth.	7,370
• Child Abuse Prevention Intervention and Treatment (CAPIT) Program - Contracted services provides parenting education and training to reduce the risk of abuse or neglect to children of Madera.	75,000
• Healthy Beginnings Program - This program provides a system of care for targeting families with children from 0 to 5 years of age in crisis and with Special needs. Children in this age range who come to the attention of Child Welfare Services are referred to the program for consultation and for services as appropriate to the agencies below. Local Share of Cost is provided by First 5 ($212,561).	648,118

Public Health	$293,147
Behavioral Health	76,255
Office of Education	278,716

SERVICES & SUPPLIES (continued)

722000 Transportation & Travel is recommended at $143,500. This account provides for anticipated training sessions, and cost of gasoline and maintenance purchased from Central Garage. $2,000 will be paid by the IHSS Public Authority as their share of costs

722100 Utilities is recommended at $143,580 to provide for the Department's share of the County's utility cost. The IHSS Public Authority will pay $1,420 as their share of cost for Utilities.

FIXED ASSETS

The following fixed assets are recommended to be purchased:

3 Compact Sedans (R) ($56,700) to replace a 2002 Dodge Stratus (with 123,923 miles), a 2002 Dodge Stratus (with 121,199 miles), and a 2003 Ford Taurus (with 128,782 miles). The two (2) Dodge Stratus were requested and recommended for 2008-09; however, the Department elected not to purchase the vehicles over concern with State program funding.

Reception Kiosk/Ticket System (N) ($200,000) The kiosk system would be available in the lobby at 720 East Yosemite Avenue facility where clients can check themselves in for an appointment and receive a number. They would then be called by the number instead of by name. The kiosk would interface with SAWS/C-IV) and provide statistics regarding the number of clients seen, when seen, amount of time to be seen, etc. This system would be funded 100% by Federal and State funds

Computer Equipment

The following computer equipment is recommended to be purchased:

2 Uninterruptible Power Supplies (N) ($5,600) to maintain temporary power in case of outage at two (2) work sites.
1 Firewall Appliance (N) ($15,000) to provide necessary firewall protection when the State's new C-IV program is placed into operation in 2008-09 The Firewall Appliance was requested and recommended for 2008-09; however, the Department elected not to purchase the item over concern with State program funding.

FIXED ASSETS (continued)

Replacement Computer Equipment

During the 2002-03 Final Budget discussions, the Department requested, and the Board of Supervisors approved, a four (4) year rotation cycle for the replacement of computers and printers. The Department has submitted the following computers and printers as the fourth year of the replacement program. Total cost of the recommended replacements is $64,000. No replacement computers are being requested for 2009-10 due to budgetary concerns.

1 Server (R) ($25,000)
15 Printers (R) ($39,000), an additional 5 replacement printers are not recommended.

The following computer equipment is not recommended to be purchased:

5 Printers (R) ($13,000)
1 High Speed Notice of Action Printer (R) ($7,400)

FUND SOURCES

	Total Cost	Local Cost	Federal/State Cost
Department of Social Services - Administration	$21,670,972	$ 2,167,097	$19,503,875
Department of Social Services - Public Assistance Programs	32,116,900	6,613,930	25,502,970
Department of Social Services - General Relief	819,820	819,820	-0-
TOTAL	$54,607,692	$9,600,847	$45,006,845
Less Estimated State Realignment for 2009-10		($4,000,000)	4,000,000
ESTIMATED COUNTY TOTAL NET COST		$ 5,600,847	$ 49,006,845
		(10.26%)	(89.74%)