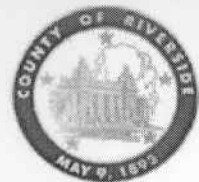


**SUBMITTAL TO THE RIVERSIDE COUNTY IN HOME
SUPPORTIVE SERVICES PUBLIC AUTHORITY COUNTY OF
RIVERSIDE, STATE OF CALIFORNIA**

549



FROM: DPSS

SUBMITTAL DATE:
May 11, 2004

SUBJECT: FY 04/05 Requested Budget for the Public Authority

RECOMMENDED MOTION: That the Public Authority Board of Directors:

1. Approve the FY04/05 Requested Budget for the Public Authority (Attachment A).
2. Authorize the Director of DPSS to submit the Budget/Rate Package to the State for Approval

Departmental Concurrence

BACKGROUND: On April 8, 2004 the IHSS Advisory Committee approved the proposed budget for the Public Authority with the adoption of resolution No. 04-01 (Attachment D). The proposed budget reflects projected costs associated with third year start-up, implementation, mandated functions, and on-going activities to establish a Public Authority. The budget assumes that existing County support services and DPSS support services will be utilized where needed to minimize the need for additional staffing within the Public Authority.

(Continued on Page 2)

Susan Lewis for

Dennis J. Boyle, Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ N/A	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	No
	Annual Net County Cost:	\$ 733,560	For Fiscal Year:	04/05
SOURCE OF FUNDS: Federal (37.3%), State (36%), and County Funds (26.7%)				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

Dan Martinez

Dep't Recomm.: Consent Policy
Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.:

District: ALL

Agenda Number:

7.2

Subject: FY 04/05 Requested Budget for the Public Authority

Page 2

BACKGROUND: (Continued)

The total proposed Public Authority Administrative Budget is estimated to be \$2,748,437 (including \$389,660 for start-up costs) for FY 04/05, the third year operations, with an estimated ongoing operating budget of \$2,358,777. If approved by your Board, this budget will be submitted to the California Department of Social Services (CDSS) for approval. CDSS will convert this budget into an hourly rate based on the number of service hours that will be rendered by individual providers to IHSS clients. We estimate that the hourly rate will be \$0.22 per hour of service provided, which is \$0.02 less than the current year FY03/04.

The estimated Public Authority Administrative Budget funding ratios are as follows:

Public Authority Administration-Federal Share	37.3%
Public Authority Administration-State Share	36.0%
Public Authority Administration-County Share	<u>26.7%</u>
Total	100%

The County share is estimated to be \$733,560, and will be funded by realignment growth revenue received in FY04/05. Public Authority Administration is included in the IHSS program expenditures which are covered by Realignment caseload growth, normally received 2 years in arrears. Due to the current economic conditions, receipt of these Realignment revenues may be delayed further into the future.

Although the Governor's proposed budget recommends the elimination of the Public Authority, unless that change is approved, we must continue to complete implementation of the Public Authority and submit a budget to the State Department of Social Services for approval.

Actual operations of the Public Authority are currently limited to those functions that the Department would intend to maintain should the Public Authority be eliminated.

Attachments:

Attachment A-Budget Summary

Attachment B-Line item budget

Attachment C-Cash Flow Statement

Attachment D-Resolution Statement adopted by the IHSS Advisory Committee

**RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
PROPOSED IHSS-PUBLIC AUTHORITY BUDGET AND RATE**

**Summarized
FY 04/05
ATTACHMENT A**

<u>Administrative Salaries and Benefits</u>			
	Item Description	Total Budget	Portion of Rate
	Total Staff Salaries, Benefits, and Taxes (15 FTEs)	947,031	0.08
<u>Operating Costs</u>			
	Item Description	Total Budget	Portion of Rate
	Operating Costs	816,733	0.06
*	Provider Background Checks	120,000	0.01
*	Provider Medical Screening Test	200,000	0.02
	Provider Training Material	72,000	0.01
	Registry Software Expenses	28,788	0.00
	Provider Recruitment (Advertising)	61,992	0.00
	Total Operating Costs	1,299,513	0.10
	Total County Support Services	501,893	0.04
	Total PA Administrative Budget	2,748,437	\$ 0.22

* Provider Background Checks and Medical Screening Testing will not received STATE funding Share

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 PROPOSED IHSS-PUBLIC AUTHORITY BUDGET AND RATE

Summarized
 Administrative Salaries and Benefits Detail

FY 04/05
 ATTACHMENT A

Line No.	Item Description	FTE	Total Budget	Salaries	Portion of Rate
Administrative Salaries and Benefits					
	Regional Manager Social Svcs On-Going	1	74,021	74,021	
	Administrative Svcs Manager On-Going	1	69,485	69,485	
	Social Services Worker V On-Going	2	114,364	114,364	
	Community Program Specialist II On-Going	3	130,997	130,997	
	Senior Admin. Analyst On-Going	1	63,895	63,895	
	Social Services Assistant On-Going	3	82,474	82,474	
	Secretary II On-Going	1	33,173	33,173	
	Office Assistant III On-Going	3	80,687	80,687	
	Sub Total	15	649,096	\$ 649,096	
			-		
	Admin Benefit & Taxes		297,935	297,935	
			-		
4	Total Salaries, Benefits and Taxes		947,031	947,031	\$ 0.08

**RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
PROPOSED IHSS-PUBLIC AUTHORITY BUDGET AND RATE**

**Summarized
Operating Costs Detail
FY 04/05
ATTACHMENT A**

Line No.	Item Description	One Time	On-Going	Total Budget	Portion of Rate
Operating Costs					
5	Facility (Tenant Improvtn & Planner Fees)	One Time		128,980	0.0102
6	Facility (Space)		On-Going	122,113	0.0097
7	Workstation/furniture for 15 staff	One Time		185,000	0.0147
8	Temporary Help Services		On-Going	20,800	0.0017
9	1-800 Toll Free Services		On-Going	20,004	0.0016
10	Utilities		On-Going	19,500	0.0015
11	Provider Background Checks	*	On-Going	120,000	0.0095
12	Provider Medical Screenings	*	On-Going	200,000	0.0159
13	Provider Training Material		On-Going	72,000	0.0057
14	Consultant Fees		On-Going	40,000	0.0032
15	Registry Software Maintenance		On-Going	28,788	0.0023
16	Staff Training		On-Going	40,000	0.0032
17	Transportation		On-Going	24,614	0.0020
18	Transportation Maintenance		On-Going	1,224	0.0001
9	Communications-Cell Phone		On-Going	15,000	0.0012
20	Liability Insurance		On-Going	26,000	0.0021
21	Facility Security System and wiring	One Time		30,337	0.0024
22	Staff Travel		On-Going	33,337	0.0026
23	Memberships		On-Going	10,000	0.0008
24	Books/Publications/Subscriptions		On-Going	5,000	0.0004
25	Office Supplies		On-Going	10,909	0.0009
26	Office Supplies	One Time		3,577	0.0003
27	Office Equipment		On-Going	8,500	0.0007
28	Facility Safety Supplies	One Time		1,505	0.0001
29	Building Maintenance and Supplies	One Time		3,700	0.0003
30	Postage		On-Going	20,000	0.0016
31	Interpreting/Translating		On-Going	7,497	0.0006
32	Moving Expense		On-Going	1,500	0.0001
33	Storage		On-Going	5,040	0.0004
34	Provider Recruitment (Advertising)		On-Going	61,992	0.0049
35	PA Staff Recruitment (Advertising)		On-Going	5,000	0.0004
36	Printing Services		On-Going	25,500	0.0020
37	Legal Notices		On-Going	2,096	0.0002
	Sub-Total			1,299,513	\$ 0.10

**RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
PROPOSED IHSS-PUBLIC AUTHORITY BUDGET AND RATE**

**Summarized
County Support Service Costs Detail
FY 04/05
ATTACHMENT A**

Line No.	Item Description	One Time	On-Going	Cost Types	Total Budget	Portion of Rate
	County Support Services					
38	County Counsel		On-Going	Direct	83,633	0.0066
39	DPSS IT	One Time		Direct	36,561	0.0029
40	DPSS IT		On-Going	Direct	28,425	0.0023
41	DPSS SDD		On-Going	Direct	22,706	0.0018
42	County Property Svcs Charge		On-Going	Generic	1,828	0.0001
43	County Liability Svcs Charge		On-Going	Generic	3,120	0.0002
44	County Workers' Comp. Charge		On-Going	Generic	12,669	0.0010
45	County Delivery Services		On-Going	Generic	279	0.0000
46	County Support Services (CowCap)		On-Going	Generic	11,422	0.0009
47	DPSS IHSS Admin.		On-Going	Generic	77,111	0.0061
48	DPSS Fiscal/Accounting		On-Going	Generic	124,529	0.0099
49	OASIS Financial Charges		On-Going	Generic	592	0.0000
50	OASIS HRMS Charges		On-Going	Generic	3,963	0.0003
51	County Annual Audit		On-Going	Generic	3,000	0.0002
52	County Personnel (HR)		On-Going	Generic	9,300	0.0007
53	DPSS Contracting		On-Going	Generic	62,606	0.0050
54	Indirect Cost Rate Charge		On-Going	Generic	20,150	0.0016
	Sub-total				501,893	\$ 0.04

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 FISCAL-MRU
 IHSS-PUBLIC AUTHORITY ESTIMATE EXPENDITURES
 FY 04/05

ATTACHMENT B

Line #	RIFMIS Object Code	Bus. Unit	Fund	Dept ID	Account	Program Code	Description	Projected Amounts	
Salaries and Benefits:									
1	1-1103	PAARC	22800	985101	510040		Regular Salaries	649,096	
2	1-1999	PAARC	22800	985101	518100		Budgeted Benefit	297,935	
								947,031	
Workers Comp Ins.									
3	1-1801	PAARC	22800	985101	517000		Workers Comp Insurance	12,669	
Appropriation 2								Sub-Total	959,700
4	2-2070	PAARC	22800	985101	520200		Communications	15,000	
5	2-2072	PAARC	22800	985101	520230		Cellular Phone Service	800	
6	2-2074	PAARC	22800	985101	520250		Communications Equip / Installation	45,500	
7	2-2076	PAARC	22800	985101	520270		County Delivery Service	279	
8	2-2081	PAARC	22800	985101	520320		Telephone Service (Includes Ericsson)	20,004	
9	2-2154	PAARC	22800	985101	520820		Janitorial Services	-	
10	2-2197	PAARC	22800	985101	520930		Insurance - Liability	29,120	
11	2-2201	PAARC	22800	985101	520945		Insurance - Property	1,828	
12	2-2264	PAARC	22800	985101	521360		Maint - Computer Equipment (IT)	28,425	
13	2-2265	PAARC	22800	985101	521380		Maint - Copier Machines	-	
14	2-2275	PAARC	22800	985101	521500		Maint - Motor Vehicles	1,224	
15	2-2284	PAARC	22800	985101	521640		Maint. Software License (Regis./Benefit/Others)	37,038	
16	2-2311	PAARC	22800	985101	522310		Maint - Buildings & Improvements	163,017	
17	2-2391	PAARC	22800	985101	523100		Memberships	10,000	
18	2-2432	PAARC	22800	985101	523300		Moving Expense	1,500	
19	2-2462	PAARC	22800	985101	523620		Books and Publications	5,000	
20	2-2463	PAARC	22800	985101	523640		Computer Equipment - (Non Fixed Asset)	33,210	
21	2-2465	PAARC	22800	985101	523680		Office Equipment - (Non Fixed Asset)	98,755	
22	2-2466	PAARC	22800	985101	523700		Office Supplies	20,317	
23	2-2469	PAARC	22800	985101	523760		Postage/Mailing	20,000	
24	2-2471	PAARC	22800	985101	523800		Printing/Binding	25,500	
25	2-2472	PAARC	22800	985101	523820		Subscriptions	-	
26	2-2473	PAARC	22800	985101	523840		Software Programs <\$5,000	-	
27	2-2513	PAARC	22800	985101	524700		County Counsel	83,633	
28	2-2515	PAARC	22800	985101	524740		County Support Services (CowCap)	11,422	
29	2-2520	PAARC	22800	985101	524580		Provider Background-Reference Service	120,000	
30	2-2530	PAARC	22800	985101	525100		Provider Medical Screenings	200,000	
31	2-2535	PAARC	22800	985101	525140		County Personnel Services	9,300	
32	2-2541	PAARC	22800	985101	525440		Professional Services - Other	50,496	
33	2-2544	PAARC	22800	985101	525300		OASIS Financial Charge	4,555	
34	2-2546	PAARC	22800	985101	525340		Temporary Help Services (Agency Temps)	-	
35	2-2555	PAARC	22800	985101	525500		Salary/Benefit Reimbursement	20,800	
36	2-2652	PAARC	22800	985101	526410		Legally Required Notices	2,096	
37	2-2802	PAARC	22800	985101	526420		Advertising (providers & Staff Recruitment)	66,992	
38	2-2721	PAARC	22800	985101	526700		Buildings - Rent / Lease	122,113	
39	2-2723	PAARC	22800	985101	526720		Rent / Lease-Storage	5,040	
40	2-2845	PAARC	22800	985101	527860		Training - Materials	72,000	
41	2-2846	PAARC	22800	985101	527880		Training - Other (Staff Training)	40,000	
42	2-2903	PAARC	22800	985101	528920		Car Pool Expense (3 Toyota Prius)	24,614	
43	2-2909	PAARC	22800	985101	529000		Miscellaneous Travel Expense	11,937	
44	2-2911	PAARC	22800	985101	529040		Private Mileage Reimbursement	5,000	
45	2-2904	PAARC	22800	985101	528140		Conference and Registration Fees	16,400	
46	2-2957	PAARC	22800	985101	529540		Utilities	19,500	
Appropriation 2								Sub-Total	1,442,415

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 FISCAL-MRU
 IHSS-PUBLIC AUTHORITY ESTIMATE EXPENDITURES
 FY 04/05

ATTACHMENT B

Line #	RIFMIS Object Code	Bus. Unit	Fund	Dept ID	Account	Program Code	Description	Projected Amounts
47	3-3802	PAARC	22800	985101	536740		Interfnd Exp-Admin supt direct	307,102
Appropriation 3							Sub-Total	307,102
48	4-4209	PAARC	22800	985101	546080		Equipment - Computer & Software	31,220
49	4-4225	PAARC	22800	985101	546160		Equipment - Other (Fixed Asset)	8,000
Appropriation 4							Sub-Total	39,220
Total Appropriation 1 through 4							Grand Total	\$ 2,748,437

Increase Estimated Revenue as follows:								
Federal & State Revenue								
50		PAARC	22800	985101	760000		Fed-Public Assist Admin Revenue	1,025,167
51		PAARC	22800	985101	750300		CA-Public Assist Admin Revenue	989,710
52		PAARC	22800	985101	781540		Contribution From Other Funds (NCC)	733,560
Total Est. Revenue for Fed, State, and County							Total PA Estimate Revenue	\$ 2,748,437

Note: Interfnd Exp-Admin. Supt. Direct - consist of DPSS IHSS-Admin., DPSS Fiscal, DPSS Contracting, DPSS SDD, and ICR (County Support Service Charges)

Prepared By: Phuong Mach

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RIVERSIDE COUNTY DEPARTMENT OF SOCIAL SERVICES
 FY 04/05 IHSS Public Authority Cash Flow Estimate
 Attachment C

Description	July	Aug	Sept	Qtr 1	Oct	Nov	Dec	Qtr 2	Jan	Feb	Mar	Qtr 3	Apr	May	Jun	Qtr 4	Year End
Expenditures:																	
-Salaries and Benefits	78,919	78,919	78,919	236,758	78,919	78,919	78,919	236,758	78,919	78,919	78,919	236,758	78,919	78,919	78,919	236,758	947,031
-Operating Costs	108,293	108,293	108,293	324,878	108,293	108,293	108,293	324,878	108,293	108,293	108,293	324,878	108,293	108,293	108,293	324,878	1,299,513
-County Support Svcs	41,824	41,824	41,824	125,473	41,824	41,824	41,824	125,473	41,824	41,824	41,824	125,473	41,824	41,824	41,824	125,473	501,893
Total Cash Out	229,036	229,036	229,036	687,109	229,036	229,036	229,036	687,109	229,036	229,036	229,036	687,109	229,036	229,036	229,036	687,109	2,748,437
Federal/State	-	-	525,536	525,536	-	-	503,719	503,719	-	-	503,719	503,719	-	-	503,719	503,719	2,036,693
County NCC (in Special Revenue Fund)	-	-	-	-	-	-	183,390	183,390	-	-	183,390	183,390	-	-	183,390	183,390	550,170
Total Cash In	-	-	525,536	525,536	-	-	687,109	687,109	-	-	687,109	687,109	-	-	687,109	687,109	2,586,864
Operating Capital Requirement	229,036	458,073	161,573	161,573	390,610	619,646	161,573	161,573	390,610	619,646	161,573	161,573	390,610	619,646	161,573	161,573	161,573
Total Expenditures																	2,748,437
NCC Transferred In																	733,560
Net Funds Needed																	2,014,877
Reimbursement from Federal/State																	2,036,693
Fund Balance																	(21,817)

Public Authority Special Revenue Fund Cash Statement

Increase Estimated Revenue	Bus. Unit	Fund	Dept. ID	Account	Program Code	Description	Projected Amount
	PAARC	22800	985101	7600000		Fed-Public Assist Admin Revenue	961,953
	PAARC	22800	985101	7503000		CA-Public Assist Admin Revenue	1,102,342
	PAARC	22800	985101	7815400		Contribution From Other Funds	733,560
Total							2,797,855
Total Estimated Revenue							2,797,855

Increase Estimated Revenue	Bus. Unit	Fund	Dept. ID	Account	Program Code	Description	Projected Amount
	RIVCO	10000	51002000000	750740		Realignment Revenue	733,560
Total							733,560

Increase Appropriations	Bus. Unit	Fund	Dept. ID	Account	Program Code	Description	Projected Amount
	RIVCO	10000	1101000000	551100		Contribution To Other Funds	733,560
Total							733,560

- Notes:
1. Claims are submitted on a quarterly basis.
 2. There is an estimated 2 months delay in reimbursement from the State.
 3. Federal & State reimbursement from 4th QTR FY 03/04 recorded in 1st QTR FY 04/05 (\$ 525,536)

