

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

422



FROM: Department of Public Social Services (DPSS)/In-Home Supportive Services Public Authority

SUBMITTAL DATE:
April 17, 2012

SUBJECT: FY 12/13 Requested Budget for the Public Authority

Departmental Concurrence

RECOMMENDED MOTION: That the IHSS-Public Authority Board of Directors:

1. Approve the FY 12/13 Requested Budget for the Public Authority (Attachment A); and
2. Authorize the Director of the Department of Public Social Services (DPSS) to submit the Budget/Rate Package to the state for approval.

BACKGROUND:

The Riverside County In-Home Supportive Services (IHSS) Public Authority is a State mandated program resulting from the passage of AB 1682. Program responsibilities include the development and maintenance of the provider registry, providing access to training, and maintaining provider benefits.

Susan Loew

Susan Loew, Director

| | | | | |
|-----------------------|--------------------------------------|--------------|--------------------------------|-------|
| FINANCIAL DATA | Current F.Y. Total Cost: | \$ 2,454,722 | In Current Year Budget: | N/A |
| | Current F.Y. Net County Cost: | \$ 368,880 | Budget Adjustment: | No |
| | Annual Net County Cost: | \$ 368,880 | For Fiscal Year: | 12-13 |

| | | | | |
|--------------------------------|------------------------------|-------------------------------|---|--------------------------|
| SOURCE OF FUNDS: | | | Positions To Be Deleted Per A-30 | <input type="checkbox"/> |
| Federal Funding: 49.0% | State Funding: 20.77% | County Funding: 30.23% | Requires 4/5 Vote | <input type="checkbox"/> |
| Realignment Funding: 0% | Other Funding: 0% | | | |

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Courmoyer*
Debra Courmoyer

County Executive Office Signature

Policy

Consent

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

Prev. Agn. Ref.:

District: All

Agenda Number:

7.2

TO: IHSS Public Authority Board of Directors

Date: 4/17/12

Page: 2

RE: FY 2012/2013 Requested Budget for the Public Authority

BACKGROUND (Continued):

The Riverside County IHSS Public Authority also provides consumer input and policy development through the In-Home Supportive Services Advisory Committee.

The FY 12/13 requested budget anticipates a decrease of 1.11% in provider hours from FY 11/12.

This total proposed budget for FY 12/13 is estimated to be \$2,454,722, which is an increase of \$90,649 compared to the FY 11/12 budget. The total FY 12/13 budget increase is 3.83%, which is attributable to normal cost adjustments related to current staff.

With your Board's approval, 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 for administrative costs will be \$0.14 per hour of service provided, which with the slight increase in cost and decrease in hours, is a \$0.01 increase from the budgeted amount for the current year FY 11/12.

The funding ratios for the budget are as follows:

| | |
|---------|---------------|
| Federal | 49.00% |
| State | 20.77% |
| County | <u>30.23%</u> |
| | 100% |

FINANCIAL:

The FY 12/13 County share is estimated to be \$741,959. Based on program expenditure plans for FY 12/13, a contribution from other funds of \$368,880 from the General Fund and \$373,079 from the Public Authority fund balance will be used to balance the FY 12/13 budget.

ATTACHMENT(S):

- Attachment A – Budget Summary
- Attachment B – Line Item Budget
- Attachment C – Cash Flow Statement

SL:PR:clh

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE
 FY 12/13

| Line No. | Item Description | | On-Going | | Total Budget | Total Services | Total Admin. | Portion of Rate |
|---|--|----------|----------|-----------|-----------------------|-----------------------|---------------------|-----------------|
| Provider Costs | | | | | | | | |
| 1 | IP Wages @ 17,665,809 projected hours @ \$11.50 per hour | | On-Going | | 203,156,804 | 203,156,804 | | 11.50 |
| 2 | IP Benefit @ \$.60 per hour | | On-Going | | 10,599,485 | 10,599,485 | | 0.60 |
| 3 | IP Employer Tax @ 8% | | On-Going | | 16,252,544 | 16,252,544 | | 0.92 |
| | Total Provider Costs | | | | \$ 230,008,833 | \$ 230,008,833 | | 13.02 |
| Administrative Salaries and Benefits | | | | | | | | |
| Line No. | Item Description | | | FTE | | | Salaries | |
| | IHSS Pub Authority Exec Director | | On-Going | 1 | 99,127 | | 99,127 | |
| | Administrative Svcs Manager | | On-Going | 1 | 79,987 | | 79,987 | |
| | Sr. Community Program Specialist | | On-Going | 1 | 56,800 | | 56,800 | |
| | Sr. Administrative Analyst | | On-Going | 2 | 142,444 | | 142,444 | |
| | Community Program Specialist II | | On-Going | 5 | 259,431 | | 259,431 | |
| | Administrative Svcs Analyst II | | On-Going | 1 | 57,085 | | 57,085 | |
| | Social Services Assistant (Registry) | | On-Going | 4 | 119,608 | | 119,608 | |
| | Secretary II | | On-Going | 1 | 45,766 | | 45,766 | |
| | DPSS Office Support Supervisor I | | On-Going | 1 | 39,946 | | 39,946 | |
| | Office Assistant III | | On-Going | 7 | 200,084 | | 200,084 | |
| | Human Resources Clerk | | On-Going | 1 | 26,209 | | 26,209 | |
| | Sr. Human Resources Clerk | | On-Going | 1 | 33,783 | | 33,783 | |
| | Sub Total | | | 26 | 1,160,270 | | \$ 1,160,270 | |
| | Admin Benefit & Taxes | | | | 602,691 | | \$ 602,691 | |
| 4 | Total Salaries, Benefits and Taxes | | | | \$ 1,762,961 | | \$ 1,762,961 | 0.10 |
| Operating Costs | | | | | | | | |
| Line No. | Item Description | | | | Cost Types | | | |
| 5 | Facility (Security & Wiring) | One Time | | | Direct | - | - | 0.0000 |
| 6 | Facility (Space) | | On-Going | | Direct | 29,245 | 29,245 | 0.0017 |
| 7 | Workstation Costs | One Time | | | Direct | - | - | 0.0000 |
| 8 | Temporary Help Services | | On-Going | | Direct | 22,000 | 22,000 | 0.0012 |
| 9 | 1-800 Toll Free Services | | On-Going | | Direct | 10,000 | 10,000 | 0.0006 |
| 10 | Provider Background Checks | | On-Going | | Direct | - | - | 0.0000 |
| 11 | Provider Medical Screenings | | On-Going | | Direct | 6,000 | 6,000 | 0.0003 |
| 12 | Provider Training Material | | On-Going | | Direct | 4,000 | 4,000 | 0.0002 |
| 13 | Consultant Fees | | On-Going | | Direct | - | - | 0.0000 |
| 14 | Registry/Benefit Software Maintenance | | On-Going | | Direct | 50,000 | 50,000 | 0.0028 |
| 15 | Staff Training | | On-Going | | Direct | 8,000 | 8,000 | 0.0005 |
| 16 | Transportation | | On-Going | | Direct | 3,500 | 3,500 | 0.0002 |
| 17 | Transportation Maintenance | | On-Going | | Direct | 1,500 | 1,500 | 0.0001 |
| 18 | Communications-Cell Phone/Blackberry | | On-Going | | Direct | 7,800 | 7,800 | 0.0004 |
| 19 | Liability Insurance | | On-Going | | Generic | 29,887 | 29,887 | 0.0017 |
| 20 | Facility Improvements | One Time | | | Direct | - | - | 0.0000 |
| 21 | Staff Travel | | On-Going | | Generic | 5,100 | 5,100 | 0.0003 |
| 22 | Memberships | | On-Going | | Generic | 15,000 | 15,000 | 0.0008 |
| 23 | Miscellaneous Expenses | | On-Going | | Generic | - | - | 0.0000 |
| 24 | Books/Publications/Subscriptions | | On-Going | | Generic | 300 | 300 | 0.0000 |
| 25 | Office Supplies | | On-Going | | Generic | 7,000 | 7,000 | 0.0004 |
| 26 | Office Supplies | One Time | | | Generic | - | - | 0.0000 |
| 27 | Office Equipment | One Time | | | Direct | 8,000 | 8,000 | 0.0005 |
| 28 | Office Equipment | | On-Going | | Direct | 5,000 | 5,000 | 0.0003 |
| 29 | Facility Safety Supplies | One Time | | | Generic | 1,500 | 1,500 | 0.0001 |
| 30 | Building Maintenance and Supplies | One Time | | | Direct | 1,000 | 1,000 | 0.0001 |
| 31 | Postage | | On-Going | | Generic | 30,000 | 30,000 | 0.0017 |
| 32 | Interpreting/Translating | | On-Going | | Generic | - | - | 0.0000 |
| 33 | Rent-Lease/Moving Expense | | On-Going | | Direct | 155,526 | 155,526 | 0.0088 |
| 34 | Storage | | On-Going | | Generic | - | - | 0.0000 |
| 35 | Provider Recruitment (Advertising) | | On-Going | | Generic | 3,000 | 3,000 | 0.0002 |
| 36 | PA Staff Recruitment (Advertising) | | On-Going | | Generic | - | - | 0.0000 |
| 37 | Printing Providers/Consumers recruit. Matl | | On-Going | | Generic | 3,000 | 3,000 | 0.0002 |
| 38 | PA Printing Services | | On-Going | | Generic | 7,000 | 7,000 | 0.0004 |
| 39 | Legal Notices | | On-Going | | Generic | - | - | 0.0000 |
| | Sub-Total | | | | | 413,358 | 413,358 | 0.02 |

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IHSS-PUBLIC AUTHORITY BUDGET AND RATE
FY 12/13

| Line No. | Item Description | | On-Going | Cost Types | Total Budget | Total Services | Total Admin. | Portion of Rate |
|---|---|----------|----------|-----------------|-----------------------|----------------|---------------------|-----------------|
| County Support Services | | | | | | | | |
| 40 | County Counsel | | On-Going | Direct | - | | - | 0.0000 |
| 41 | DPSS IT | One Time | | Direct | - | | - | 0.0000 |
| 42 | DPSS IT | | On-Going | Direct | - | | - | 0.0000 |
| 43 | DPSS SDD | | On-Going | Direct | - | | - | 0.0000 |
| 44 | County Property Svcs Charge | | On-Going | Generic | - | | - | 0.0000 |
| 45 | County Liability Svcs Charge | | On-Going | Generic | - | | - | 0.0000 |
| 46 | County Workers' Comp. Charge | | On-Going | Direct- Sal/Ben | 3,498 | | 3,498 | 0.0002 |
| 47 | County Delivery Services | | On-Going | Generic | 500 | | 500 | 0.0000 |
| 48 | County Support Services (CowCap) | | On-Going | Generic | - | | - | 0.0000 |
| 49 | DPSS Operating Support (Fiscal, Acctg.) | | On-Going | Direct | 150,000 | | 150,000 | 0.0085 |
| 50 | OASIS Financial Charges | | On-Going | Direct | 5,160 | | 5,160 | 0.0003 |
| 51 | OASIS HRMS Charges | | On-Going | Direct | 1,476 | | 1,476 | 0.0001 |
| 52 | County Annual Audit | | On-Going | Direct | - | | - | 0.0000 |
| 53 | County Personnel (HR) | | On-Going | Direct | 18,673 | | 18,673 | 0.0011 |
| 54 | DPSS Contracting | | On-Going | Direct | 12,350 | | 12,350 | 0.0007 |
| 55 | Indirect Cost Rate Charge | | On-Going | Generic | 86,746 | | 86,746 | 0.0049 |
| | Sub-total | | | | 278,403 | | 278,403 | 0.02 |
| Total PA Administrative Budget | | | | | \$ 2,454,722 | | \$ 2,454,722 | 0.14 |
| Total PA Budget (Provider and Admin.Costs) | | | | | \$ 232,463,555 | | | 13.16 |
| Percentage to Total Budget | | | | | 98.94% | | 1.06% | |
| Items included within the PA Admin Budget (No State Financial Participation) | | | | | | | | |
| 56 | Provider Background Checks | | On-Going | Direct | - | | - | 0.0000 |
| 57 | Provider Medical Screening | | On-Going | Direct | 6,000 | | 6,000 | 0.0003 |
| Total Excluded Items | | | | | \$ 6,000 | | \$ 6,000 | 0.0003 |
| Total PA Budget (Provider and Admin.Costs) less excluded items | | | | | \$ 232,457,555 | | | \$ 13.16 |

PA Indirect Cost Rate (ICR) FY 12/13

| | |
|--|-------------------|
| DPSS Staff (SDD, Operating Support, Contracting) | 162,350 |
| PA Staff | 1,762,961 |
| Total Staff Salaries | 1,925,311 |
| ICR Percentage (Estimate) | 10.00% **FY12/13 |
| Indirect Cost Rate (ICR amount) | \$ 192,531 |
| PA Total Generic Overhead | 105,785 |
| ICR | 192,531 |
| ICR Difference owed by PA | 86,746 |
| DPSS Staff (SDD, Operating Support, Contracting) | 162,350 |
| Amount owed by PA | 86,746 |
| Total JV to PA | \$ 249,096 |

* Provider Background Checks and Medical Screening Testing will not receive a State Funding Share

*** Notes: PA Total Generic Overhead include all Generic Operating Costs, and Generic County Support Svcs charges such as County Property Svcs, Liability, Delivery Svcs, Support Svcs (CowCap) and County Delivery Services.

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**RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IHSS-PUBLIC AUTHORITY BUDGET AND RATE NARRATIVE
FY 12/13
Attachment A**

| Line No. | Line Item | Item Description | FY 12/13 Budget |
|----------|--------------------------------------|--|---|
| 1 | IP Wages: | Represent 17,665,809 projected annual service hours at a wage of \$11.50 per hour | \$ 203,156,804 |
| 2 | IP Health Benefits: | Represent 17,665,809 projected annual services hours at a benefit rate of \$.60 per hour | \$ 10,599,485 |
| 3 | IP Employer Taxes: | Represent 8% of total cost of 17,665,809 annual service hours at \$11.50 per hour | \$ 16,252,544 |
| 4 | Admin. Salaries and Benefits: | Based on salaries per DPSS-HR, COLA, step increases and benefit ratio | \$ 1,762,961 |
| 5 | Facilities Improvements | 537080 Facilities & Securities Wiring | \$ - |
| 6 | Facilities-Lease Costs: On-Going | 537000 537000 537000 537080 Utilities Costs estimated at \$2,245.42 * 12 mos = \$26,945 520820 Janitorial Costs = \$800 525320 Security Guard Services = \$1,500 | \$ - \$ - \$ - \$ 26,945 \$ 800.00 \$ 1,500.00 |
| 7 | Workstation/Furniture: | 523680 Office Furniture | \$ - |
| 8 | Temporaries Svcs: | 525500 Salary/Benefit Reimbursement (For TAP overhead) 525340 TAP agency temp services | \$ 5,000 \$ 17,000 |
| 9 | 1-800 Line: | 520320 Approx. \$833.33 per mo for 12 months includes NORSTAR, AT&T and SBC on-going costs (\$10,000) 520320 New Substitute Provider Phone Line \$0 | \$ 10,000 |
| 10 | Background Checks: | 524580 Background checks - Suspended | \$ - |
| 11 | Provider Medical Screenings: | 525100 Provider Medical Screenings Estimate for FY 12/13 | \$ 6,000 |
| 12 | Provider/Consumer Training Mat'l | 527860 Provider/Consumer Training Matl. & CPR/FIRST AID | \$ 4,000 |
| 13 | Consultant Fees: | 525440 Professional services estimated \$0 | \$ - |
| 14 | Registry Software Maint: On-Going | 521640 Maint. & support expenses for the Registry Software (RTZ) \$45,000 per contract renewal 521640 Maint. & support expenses for the Health Benefit Packages Includes software updates est. @ \$5,000 (\$45,000+\$5,000 = \$50,000) | \$ 50,000 |
| 15 | Staff Training: | 528140 Conferences and Registration Fees (Hotels) 528140 Caregiver Training Conferences 528140 PA Training \$8,000 (Includes monthly CAPA Staff, CWDA, Red Cross Instructor, Aging Conf, NASW, CICA) | \$ 8,000 |
| 16 | Transportation: | 528920 Est. Fixed charge of leasing - (3 Toyota Prius) = \$1,750 Est. Fuel Cost = \$1,750 | \$ 3,500 |
| 17 | Transportation Maintenance: | 528920 Est. Maintenance costs for 4 cars = \$1,500 (\$1,750+\$1,750+\$1,500 = \$5,000) | \$ 1,500 |
| 18 | Communication-Cell Phone: | 520230 Cell Phone service (3 phones @ \$32.59 per month for 12 months = \$1,173.24 520230 Blackberry Svc (5 units @ \$56.12 for 12 months = \$3,367.20) Blackberry Svc (1 unit @ \$66.12 for 12 months = \$793.44) Aircards (2 @ \$38.01 per mo for 12 months = \$912.24) (\$1,173.24 + \$3,367.20 + \$793.44 + \$912.24 = \$6,246.12) 520200 Blackberry Equipment (\$500) 520250 Communications Equip / Installation | \$ 6,300 \$ 500 \$ 1,000 |
| 19 | Liability Insurance: | 520930 CPEIA Liability Insurance costs= \$29,887 per contract renewal County Liability Svcs Charge = \$0 estimated | \$ 29,887 |
| 20 | Facility Improvement: One time | 522310 Facilities Improvements | \$ - |
| 21 | Staff Travel | 529000 Conference and retreat travel expenses \$2,100 (Budgets associated with 2 CAPA trainings, CWDA, Red Cross Instructor, Aging Conf, NASW, CICA trainings and conferences) 529040 Private Mileage Reimbursement \$1,500 527880 Staff travel \$1,500 | \$ 2,100 \$ 1,500 \$ 1,500 |

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE NARRATIVE
 FY 12/13
 Attachment A

| | | | | FY 12/13 |
|----------|--|------------------|--|------------|
| Line No. | Line Item | Item Description | | Budget |
| 22 | Membership: | 523100 | Annual Public Association Membership fees est. for CAPA \$15,000 | \$ 15,000 |
| 23 | Miscellaneous Expenses | 523230 | Bank fees, etc...\$0 | \$ - |
| 24 | Books/Publication/ Subscriptions: | 523620 | Est \$0 | \$ - |
| | | 523820 | Purchase of subscriptions for providers, and PA staff (\$300) (Managers intelligence rpts, Nat. Council on Aging, Executive Leader, Nat. Institute of Bus. Mgmt.) | \$ 300 |
| 25 | Office Supplies: On going | 523700 | Purchase of Office Supplies \$4,000 | \$ 7,000 |
| | | 523700 | Printer Toners, paper products, copier supplies \$3,000 | |
| 26 | Office Supplies: one-time | 523700 | Purchase of General office supplies \$0 | \$ - |
| 27 | Office Equipment: one time | 523640 | Estimated Replacement costs for: Computer Equipment (Desk/Laptop) \$2,000 | \$ 5,000 |
| | | 523640 | Computer Equipment (Fax Machines) \$1,000 | |
| | | 523640 | Computer Equipment (4 in 1 Printer/Fax) \$2,000 | |
| | | 523640 | Computer Equipment (Cameras) | \$ - |
| | | 523640 | Computer Equipment (4Thumb Drives) | |
| | | 520200 | Wireless Headsets \$0 | |
| | | 523640 | Wireless Mice | |
| | | 523680 | Postage Machine meter lease and slug \$500 | \$ 2,500 |
| | | 523680 | Phone Dialer System \$2,000 est. | |
| | | 523840 | Software Program > \$5,000 | \$ 500 |
| 28 | Office Equipment: On going | 521360 | Maint - Computer Equipment (IT) \$0 | \$ - |
| | | 521380 | Maint - Copier Equipment (\$5,000) | \$ 5,000 |
| 29 | Facility Safety Supplies: | 523700 | Facility Disaster/Safety Supplies for the Office | \$ 1,500 |
| 30 | Building Maint & Supplies: | 522310 | General maintenance | \$ 1,000 |
| 31 | Postage: | 523760 | Includes semi-annual newsletter mailing to approx. 19,000 consumers/providers households (\$14,000), Governing Board recruitment, mailings, training flyer, and regular correspondence (\$16,000) (14,000 + \$16,000 = \$30,000) | \$ 30,000 |
| 32 | Interpreting/Translating: | 525440 | Translation charges \$0 | \$ - |
| 33 | Moving Expense | 523300 | Moving Expense \$0 | \$ - |
| | | 526700 | Admin Lease Space at \$1.50 ave per sq ft per 8,143 sq ft =\$12,214.50 * 12 mos = \$146,574.00 Admin Lease fee of \$462.93*12 = \$5,555.16 Tenant Improv. annual fee of 2.5% of Lease Cost = \$0 Video Display Board est. at \$4,800 EDA Lease fee at 3.79% = \$181.92 (\$146,574 + \$5,555.16 + \$4,800 + \$181.92 = \$157,711.08) | \$ 164,602 |
| 34 | Storage | 526720 | Storage Rental Fees \$0 | \$ - |
| 35 | Provider Recruitment Advertising: | 526420 | Newspaper and Recruitment Promotional Items (Possible costs of Canyon Springs Plaza video board) | \$ 3,000 |
| 36 | PA Staff Recruitment: | 526420 | Staff Recruitment advertising | \$ - |
| 37 | Printing Provider/Consumers recruitment Mat'l | 523800 | Printing Providers/Consumers recruitment flyer \$2,000 | \$ 3,000 |
| | | 523800 | Printing Providers/Consumers Orientation introduction package \$1,000 | |
| 38 | PA Printing Mat'l | 523800 | Monthly HB Package Printing for the Providers = \$2,000 | \$ 7,000 |
| | | 523800 | Annual Open Enrollment Package Printing = \$1,000 | |
| | | 523800 | Provider Quarterly and Annual Report for the Board est. at \$2,000 | |
| | | 523800 | PA Brochures \$2,000 (\$2,000*4 = \$8,000) + (2*\$1,000 = \$2,000) = \$10,000 | |
| 39 | Legal Notices: | 526410 | Avg. Legal Notice est. at \$74.98 per hr. (for paralegal svcs) | \$ - |
| 40 | County Counsel: | 524700 | County Council/Deputy services (\$143.15 per hr for attorneys) | \$ - |
| 41 | DPSS IT: One-Time | 537090 | System and Network Setup Charge | \$ - |
| 42 | DPSS IT: On Going | 524760 | System and Network Maintenance Charge | \$ - |

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE NARRATIVE
 FY 12/13
 Attachment A

| Line No. | Line Item | Item Description | FY 12/13 Budget |
|--|------------------------|--|---------------------|
| 43 | DPSS SDD | 536740 Staff Dev. Officer costs (.25 FTE) | \$ - |
| 44 | County Property Svcs: | 520945 County Property Svcs Charge | \$ - |
| 45 | County Liability Svcs: | 520930 County Liability Svcs Charge | \$ - |
| 46 | County Workers' Comp: | 517000 County Workers' Comp. Charge (\$291.50*12 = \$3,498) | \$ 3,498 |
| 47 | County Delivery Svcs. | 520270 FY 12/13 Mail Delivery and Central mail Services estimate \$180 per year (est. @ \$500) | \$ 500 |
| 48 | County Support Svcs. | 524740 County Support Services (CowCap) | \$ - |
| 49 | DPSS Operating Support | 536740 DPSS IHSS Liason Services (IT, Contracts, Accounts Payables) estimate | \$ 140,924 |
| 50 | OASIS Financial : | 525310 OASIS Financial System (PA staff for 26 payperiods) (Estimated at \$430 * 12 months = \$5,160) | \$ 5,160 |
| 51 | OASIS HRMS: | 525300 OASIS HRMS Charges (Est. at \$123 per mo. * 12 = \$1,476) | \$ 1,476 |
| 52 | County Annual Audit: | 525440 County Annual Audit | \$ - |
| 53 | County Personnel: | 537090 Co. HR Charges est. at (\$640 per person *25 PA staff = \$16,000) | \$ 16,000 |
| | | 536760 Audit & Acctg (\$102.81 * 26 PPs = \$2,673.06) | \$ 2,673 |
| 54 | DPSS Contracting | 536740 DPSS Contracting charges Supply svcs est. @ \$1,029.17*12 = \$12,350 | \$ 12,350 |
| 55 | Indirect Cost Rate: | 536740 DPSS Indirect Cost Rate charges est. at \$86,746 | \$ 86,746 |
| Total PA Budget (Operating Costs) | | | \$ 691,761 |
| | | | \$ 1,762,981 |
| Total FY 12/13 PA Budget | | | \$ 2,454,722 |

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

FY 12/13
Attachment A

| FUNDING | TOTAL AMOUNT | PCSP FUNDING RATIO | PCSP SHARE | IHSS FUNDING RATIO | IHSS SHARE | TOTAL |
|---|-----------------------|--------------------|-----------------------|--------------------|---------------------|-----------------------|
| Total Provider Costs | \$ 230,008,833 | | | | | |
| IHSS-Services PCSP | \$ 225,408,657 | 98.00% | 225,408,657 | | | |
| IHSS-Services Non PCSP | \$ 4,600,177 | | | 2.00% | 4,600,177 | |
| IHSS Services-Federal Share | | 50.00% | 112,704,328 | 0% | | 112,704,328 |
| IHSS Services-State Share | | 32.50% | 73,257,813 | 65% | 2,990,115 | 76,247,928 |
| IHSS Services-County Share | | 17.50% | 39,446,515 | 35% | 1,610,062 | 41,056,577 |
| Total Providers Costs | \$ 230,008,833 | 100% | \$ 225,408,657 | 100% | \$ 4,600,177 | \$ 230,008,833 |
| Total Public Authority Admin. Costs (exclude IP Background Checks & Medical Screening Costs) | \$ 1,538,308 | | | | | |
| Public Authority Administration-PCSP | \$ 1,507,542 | 98.00% | \$ 1,507,542 | | | |
| Public Authority Administration-Non PCSP | \$ 30,766 | | | 2.00% | \$ 30,766 | |
| Public Authority Administration-Federal Share | | 50.00% | 753,771 | 0% | | 753,771 |
| Public Authority Administration-State Share | | 32.50% | 489,951 | 65% | 19,998 | 509,949 |
| Public Authority Administration-County Share | | 17.50% | 263,820 | 35% | 10,768 | 274,588 |
| Total Public Authority Admin. Budget (exclude BC & MS) | \$ 1,538,308 | 100% | \$ 1,507,542 | 100% | \$ 30,766 | \$ 1,538,308 |
| Total IP Background Checks & Medical Screening Costs | \$ 6,000 | | | | | |
| Public Authority Administration-PCSP | \$ 5,880 | 98.00% | \$ 5,880 | | | |
| Public Authority Administration-Non PCSP | \$ 120 | | | 2.00% | \$ 120 | |
| Public Authority Administration-Federal Share | | 50.00% | 2,940 | | | 2,940 |
| Public Authority Administration-State Share | | 0.00% | | | | |
| Public Authority Administration-County Share | | 50.00% | 2,940 | 100% | 120 | 3,060 |
| Total IP Background Checks & Medical Screening Costs | \$ 6,000 | 100% | \$ 5,880 | 100% | \$ 120 | \$ 6,000 |
| Sub-Total Including Admin. Budget, IP BC & MS | \$ 1,544,308 | | | | | |
| Public Authority Administration-PCSP | \$ 1,513,422 | 98% | | | | |
| Public Authority Administration-Non PCSP | \$ 30,886 | | | 2% | | |
| Public Authority Administration-Federal Share | | 50.00% | 756,711 | 0% | | 756,711 |
| Public Authority Administration-State Share | | 32.50% | 489,951 | 65% | 19,998 | 509,949 |
| Public Authority Administration-County Share | | 17.50% | 266,760 | 35% | 10,888 | 277,648 |
| Sub-Total (Based on \$509,949 State Funding) | \$ 1,544,308 | 100% | \$ 1,513,422 | 100% | \$ 30,886 | \$ 1,544,308 |

| | | | | | | | | | | | | | | | | | | | |
|--|----|-------------|-------------------------|----|-------------|-------|----|--------|--------|----|-----------|--|--|--|--|--|--|--|-------------|
| Total Public Authority Overmatch | \$ | 910,414 | | | | | | | | | | | | | | | | | |
| Public Authority Administration-PCSP | \$ | 892,206 | 98.00% | \$ | 892,206 | | | | | | | | | | | | | | |
| Public Authority Administration-Non PCSP | \$ | 18,208 | | | | 2.00% | \$ | 18,208 | | | | | | | | | | | |
| Public Authority Administration-Federal Share- overmatch | | | 49.00% | \$ | 437,181 | | | | 49.00% | \$ | 8,922 | | | | | | | | 446,103 |
| Public Authority Administration-State Share -overmatch | | | 0.00% | \$ | - | | | | 0.00% | \$ | - | | | | | | | | - |
| Public Authority Administration-County Share - Overmatch | | | 51.00% | \$ | 455,025 | | | | 51.00% | \$ | 9,286 | | | | | | | | 464,311 |
| Total Public Authority Admin. Budget (exclude BC & MS)- overmatch | \$ | 910,414 | 100% | \$ | 892,206 | | | | 100% | \$ | 18,208 | | | | | | | | 910,414 |
| | | | | | | | | | | | | | | | | | | | |
| | | | Composite Ratios | | | | | | | | | | | | | | | | |
| Public Authority Administration-Federal Share | | | 49.00% | | 1,193,892 | | | | 49.00% | | 8,922 | | | | | | | | 1,202,814 |
| Public Authority Administration-State Share | | | 20.77% | | 489,951 | | | | 20.77% | | 19,998 | | | | | | | | 509,949 |
| Public Authority Administration-County Share | | | 30.23% | | 721,785 | | | | 30.23% | | 20,174 | | | | | | | | 741,959 |
| Total Public Authority Admin. Budget | \$ | 2,454,723 | 100% | \$ | 2,405,628 | | | | 100% | \$ | 49,094 | | | | | | | | 2,454,722 |
| | | | | | | | | | | | | | | | | | | | |
| | | | Composite Ratios | | | | | | | | | | | | | | | | |
| Public Authority Administration-Federal Share | | | 49.00% | | 113,898,220 | | | | 49.00% | | 8,922 | | | | | | | | 113,907,142 |
| Public Authority Administration-State Share | | | 33.02% | | 73,747,764 | | | | 33.02% | | 3,010,113 | | | | | | | | 76,757,877 |
| Public Authority Administration-County Share | | | 17.98% | | 40,166,300 | | | | 17.98% | | 1,630,236 | | | | | | | | 41,796,536 |
| Grand Total Providers & Public Authority Admin. Budget | \$ | 232,463,556 | 100% | \$ | 227,814,284 | | | | 100% | \$ | 4,649,271 | | | | | | | | 232,463,555 |

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IHSS-PUBLIC AUTHORITY LINE ITEM BUDGET
FY 12/13
Staffing Costs, Salaries + Benefits avg. at 64.82% *

Attachment A

| Class Codes | Classification | Range | # Req'd | Ext. Annual Salary | Ext. Annual Benefit | Total Ext. Sal. & Benefit |
|-------------|----------------------------|---------|-----------|--------------------|---------------------|---------------------------|
| 7988A | Ronald Stewart | MCOI574 | 1 | \$98,127 | \$42,868 | \$141,995 |
| 74191 | Robert Hughes | MCOI436 | 1 | \$79,987 | \$36,655 | \$116,642 |
| 74158 | Felix Minjarez | SEU/415 | 1 | \$56,800 | \$29,076 | \$85,876 |
| 74152 | Rose Valdes | SEU/379 | 1 | \$54,087 | \$23,718 | \$77,805 |
| 74152 | Roger Swalm | SEU/379 | 1 | \$54,057 | \$24,233 | \$78,290 |
| 74152 | Martha Williams-Garcia | SEU/379 | 1 | \$53,877 | \$27,295 | \$81,172 |
| 74152 | Hector Miranda | SEU/379 | 1 | \$53,877 | \$27,295 | \$81,172 |
| 74152 | Erika Martinez | SEU/379 | 1 | \$43,534 | \$21,319 | \$64,853 |
| 74127 | Leli Fierro-Garcia | UNC/427 | 1 | \$62,369 | \$30,397 | \$92,766 |
| 74127 | Jennifer DeLaCassa-Ramirez | UNC/427 | 1 | \$80,075 | \$36,684 | \$116,759 |
| 74106 | Barbara Simpson-Lara | SEU/379 | 1 | \$57,085 | \$26,515 | \$83,600 |
| 57726 | Alma Esquivel | SEU/112 | 1 | \$32,435 | \$19,985 | \$52,420 |
| 57726 | Elia Chavez | SEU/112 | 1 | \$32,405 | \$20,500 | \$52,905 |
| 57726 | Cynthia Urutia | SEU/112 | 1 | \$27,289 | \$18,356 | \$45,645 |
| 57726 | Roxana Duarte | SEU/112 | 1 | \$27,479 | \$17,985 | \$45,464 |
| 13824 | Dwight Benner | UPE/421 | 1 | \$45,766 | \$24,368 | \$70,134 |
| 13866 | Vacant Employee | UPE/249 | 1 | \$25,188 | \$16,477 | \$41,665 |
| 13866 | Sandra Ochoa | UPE/249 | 1 | \$34,718 | \$21,212 | \$55,930 |
| 13866 | Alfreda McCullough-Hurst | UPE/249 | 1 | \$34,809 | \$19,667 | \$54,476 |
| 13866 | Samantha Tracey | UPE/249 | 1 | \$27,366 | \$16,125 | \$43,491 |
| 13866 | Syling Lee | UPE/249 | 1 | \$27,391 | \$15,709 | \$43,099 |
| 13866 | Barbara Walker | UPE/249 | 1 | \$25,987 | \$14,801 | \$40,788 |
| 13439 | Mary Rauschenburg | UPE/249 | 1 | \$24,625 | \$14,465 | \$39,090 |
| 13416 | Vacant Empl | UPE/269 | 1 | \$26,209 | \$16,815 | \$43,024 |
| 13131 | Elizabeth Dyches | SEU/203 | 1 | \$39,946 | \$19,795 | \$59,741 |
| 13131 | Belina Lopez | UPE/331 | 1 | \$33,783 | \$20,377 | \$54,160 |
| | Total | | 26 | \$1,160,270 | \$602,691 | \$1,762,961 |

*Benefit Package Expense used in actual budget 64.82%
 ** Step Increase est. at 2.71%
 ***COLA est. at 0.00%
 ****FY12/13 AUB Variables-Hours in Work Year 2080

Notes:

Classification
 IHSS Pub Authority Exec Director (Stewart)
 Administrative Svcs Manager (Hughes)
 Services
 Manage PA, Report to BOS, Liaison with DPSS etc.
 Supervises Community Program Specialists, Registry Staff (SSA's),
 Office Management, and oversees the operation of the Registry.
 Sr. Community Prog. Specialist (Minjarez)
 Community Program Specialist II (Swalm)
 Develops and implements all of the Public Authority policies and procedures as well as the PA newsletter.
 Sr. Administrative Analyst (Fierro-Garcia)
 Administrative Svcs Analyst II (Simpson-Lara)
 Develops training curriculum, trains home care workers and consumers.
 Social Services Assistant (Esquivel)
 Matches home care workers with consumers.
 Secretary II (Benner)
 Analyzes health care benefits and eligibility for home care workers, assists in staffing recommendations and coordination of facility needs and planning.
 Recruits home care workers for the Registry, does data entry and oversees the Registry application process.
 Office Assistant III (Walker)
 Office Assistant III (Rauschenburg)
 Human Resources Clerk (vacant)
 Assistant to IHSS PA Exec Director
 DPSS Office Support Supervisor I (Dyches)
 Supervises Clerical, etc.
 Sr. HR Clerk (Lopez)
 Assists with analyzing health care benefits and eligibility for home care workers, assists in staffing recommendations and coordination of facility needs and planning.
 Human Resources Clerk (vacant)

Salary Source: AUB-1 Worksheet for Projected Salaries & Benefits (Annual Salary Column)

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET - WORKSTATION PROJECTIONS
 FY 12/13
 Attachment A

Standard New Position Requests: Equipment Costs Per Each Position Type

| Positions | Start Up Costs | | | | | | | | | | | Total | | |
|--------------------------------------|----------------|-----------------------|-----------------------|---------------------------------------|-------------------------------|--------------------|-----------------|------------------|------------------|------------------|-----------------|----------|--------------------|------------------|
| | QTY | 520200 500.00 | QTY | 520230 391.08 | QTY | 520230 5,000.00 | QTY | 520230 673.44 | QTY | 520230 456.12 | QTY | | 523700 8,500.00 | QTY |
| Position Title | Positions | Comm - Cell Phones | Cell Phone Service | IT-Comp (Desk, Laptop, or Printer) | (IT) Comm - Blackberry Svc | Aircards | Office Supplies | Workstation | | | | | | |
| IHSS Pub Authority Exec Director | 1 | 500.00 | 1,173.24 | 5,000.00 | 3,367.20 | 912.24 | 8,500.00 | 2,500.00 | | | | | | |
| Administrative Svcs Manager | 1 | - | - | - | - | - | - | - | | | | | | |
| Sr. Community Program Specialist | 1 | - | - | - | - | - | - | - | | | | | | |
| Sr. Administrative Analyst | 2 | - | - | - | - | - | - | - | | | | | | |
| Community Program Specialist II | 5 | - | - | - | - | - | - | - | | | | | | |
| Staff Analyst II | 1 | - | - | - | - | - | - | - | | | | | | |
| Social Services Assistant (Registry) | 4 | - | - | - | - | - | - | - | | | | | | |
| Secretary II | 1 | - | - | - | - | - | - | - | | | | | | |
| DPSS Office Support Supervisor I | 1 | - | - | - | - | - | - | - | | | | | | |
| Human Resources Clerk | 1 | - | - | - | - | - | - | - | | | | | | |
| Sr. Human Resources Clerk | 1 | - | - | - | - | - | - | - | | | | | | |
| Office Assistant III | 7 | - | - | - | - | - | - | - | | | | | | |
| Position Total | 26 | 500.00 | 1,173.24 | 5,000.00 | 3,367.20 | 912.24 | 8,500.00 | 2,500.00 | 21,952.68 | 0 | 8,500.00 | 0 | 2,500.00 | 22,746.12 |

NOTES:

*Line 18: Communication/Cell phones
 *Line 24: Office Equip (one time)

Prepared By: Muriel Castillo
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RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE
 FY 12/13
 Attachment A

Office Equipments, Furniture, and Supplies Purchase

| Item | Purchase | Volume | Costs | Notes | Account # |
|---|----------|--------|---------------|--------------------|-----------|
| Computer Equipments (One Time) (Non-Fixed Asset) | | | | | |
| Cameras | 0 | 300 | - | | 523640 |
| Thumb Drives (Memory Sticks) | 0 | 75 | - | | 523640 |
| MultiMedia Projector | 0 | 4,500 | - | | 523640 |
| Scanner | 0 | 1,000 | - | | 523640 |
| Desk Jet Printer | 0 | 1,000 | - | | 523640 |
| Sub Total | | | \$ - | | |
| Postage Equipments (One Time) | | | | | |
| Postage Machine | 1 | 2,000 | 2,000 | | 523680 |
| Postage Meter Lease | 0 | 900 | - | | 523680 |
| Slug | 1 | 500 | 500 | | 523680 |
| Sub Total | | | \$ 500 | | |
| Office Equipment (One Time) (Fixed Asset) | | | | | |
| Copier | | | \$ - | *Depreciation \$\$ | 532660 |
| Office Equipment (One Time) (Non-Fixed Asset) | | | | | |
| Fax Machine (4 in 1 Printer/Fax) | 0 | 1,500 | \$ - | | 523640 |
| Fax Machine (Fax Machines) | 0 | 1,000 | \$ - | | 523640 |
| Phone Dialer System | 0 | 1,410 | \$ - | | 523640 |
| | | | \$ - | | |
| General Office Supplies (One Time) | | | | | |
| Clocks | | 30 | - | | 523700 |
| Foot Rest | | 60 | - | | 523700 |
| Telephone Headset | 0 | 75 | - | | 523700 |
| Signage | 0 | 20 | - | | 523700 |
| Decorating Supplies | | 100 | - | | 523700 |
| Cork Board | | 99 | - | | 523700 |
| Fire Extinguishers | | 50 | - | | 523700 |
| First aid kits | 0 | 50 | - | | 523700 |
| Floor Mats | | 120 | - | | 523700 |
| Lobby Seats | | 150 | - | | 523700 |
| Microwave | | 300 | - | | 523700 |
| Recycle Bin | | 100 | - | | 523700 |
| Waste Receptacles (general) | | 70 | - | | 523700 |
| Waste Baskets | | 5 | - | | 523700 |
| | | | \$ - | | |
| Conference Table | 0 | 500 | \$ - | 0 | 523700 |
| Conference Table | 0 | 1,500 | \$ - | 0 | 523700 |
| Book Case | 0 | 325 | \$ - | | 523700 |
| Coffee Maker | | 350 | \$ - | | 523700 |
| Digital Tape Recorder | | 250 | \$ - | | 523700 |
| Easel | | 313 | \$ - | | 523700 |
| File Cabinet | | 1,500 | \$ - | | 523700 |
| Guest Chair | | 425 | \$ - | | 523700 |
| Hand truck | | 500 | \$ - | | 523700 |
| Refrigerator | | 1,000 | \$ - | | 523700 |
| Dish Washer | | 780 | \$ - | ** | 523700 |
| Safe | | 3,500 | \$ - | | 523700 |
| Stack Chairs | | 230 | \$ - | | 523700 |
| Storage cabinet w/lock | | 225 | \$ - | | 523700 |
| Translation Equipment | | 400 | \$ - | | 523700 |
| Vertical Racks (for IT) | | 500 | \$ - | | 523700 |
| Bulletin Boards Enclosed | | 765 | \$ - | | 523700 |
| Racks (for IT) | | 2,000 | \$ - | | 523700 |
| 2 Horizontal Patch Panel | | 75 | \$ - | | 523700 |
| Shelving for Comm Room (IT) | | 700 | \$ - | | 523700 |
| TV | | 275 | \$ - | | 523700 |
| VCR | | 275 | \$ - | | 523700 |
| White Board | | 300 | \$ - | | 523700 |
| Sub Total | | | \$ - | | |

| | |
|--------------------------------|-----------------|
| Total Office Supplies | \$ - |
| Total Office Equipments | \$ 2,500 |
| Grand Total | \$ 2,500 |

**RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IT COST PROJECTIONS FOR IHSS-PUBLIC AUTHORITY PROJECT - 25 STAFF**

FY 12/13
Attachment A

| <u>Equipment-Computer (Non-Fixed Asset)</u> | Qty. | Unit Costs | Account # | Extended Total |
|---|------|------------|-----------|-----------------|
| Desk/Laptop | 2 | \$ 1,000 | 523640 | \$ 2,000 |
| Fax Machine | 1 | \$ 1,000 | 523640 | \$ 1,000 |
| 4 in 1 Printer | 1 | \$ 1,500 | 523640 | \$ 1,500 |
| Sub Total | | | | \$ 4,500 |

| <u>Equipment-Computer (Fixed Asset)</u> | Qty. | Unit Costs | Account # | Extended Total |
|---|------|------------|-----------|----------------|
| File Server - To replace building file server | 0 | \$ - | 532640 | \$ - |
| Firewall Server - To replace building firewall server | 0 | \$ - | 532640 | \$ - |

| <u>Equipment-Computer & Software (Fixed Asset)</u> | Qty. | Unit Costs | Account # | Extended Total |
|--|------|------------|-----------|----------------|
| Tarantella Software - HomeCare Access via Web (Research Pending) | 0 | \$ - | 546080 | \$ - |

| <u>Communication Equipment/Installation</u> | Qty. | Unit Costs | Account # | Extended Total |
|---|------|------------|-----------|-----------------|
| Voice/Data Line Install (RCIT Estimate) | 1 | 1,000 | 520250 | \$ 1,000 |
| Additional Communication/Installation | 0 | 0 | 520250 | \$ - |
| Sub Total | | | | \$ 1,000 |

Total: **\$ 5,500**

On Going Maintenance Charges:

| <u>Maintenance Equipment</u> | Qty. | Unit Costs | Account # | Extended Total |
|------------------------------|------|------------|-----------|----------------|
| Building T-1 Circuit | 0 | \$ - | 521360 | \$ - |

| <u>Data Processing</u> | Qty. | Unit Costs | Account # | Extended Total |
|--|------|------------|-----------|----------------|
| CORNET FEE - STANDARD EST. (RCIT) | 0 | \$ - | 524760 | \$ - |
| Email Service Fees | 0 | \$ - | 524760 | \$ - |
| Sub-Total On-Going Maintenance Charges: | | | | \$ - |

Total One-Time and On-Going Charges: **\$ 5,500**

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IHSS-PUBLIC AUTHORITY BUDGET AND RATE
FY 12/13
Depreciation Schedule

| Description | Total | FY | Principal Bal | Interest | Total Payments |
|---------------------------|-------|----|---------------|----------|------------------|
| PA Building Moreno Valley | | | | | Account # 537080 |
| | | | | | N/A |
| Final Payments | | | | | |

| | | | | | |
|-----------------------|--|--|--|--|------------------|
| Amortization Schedule | | | | | Account # 532660 |
| | | | | | N/A |
| Final Payments | | | | | |
| Security System | | | | | ACCT# 522310 |
| | | | | | N/A |
| Final Payments | | | | | |

Prepared By: Muriel Castillo
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RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE
 FY 12/13
 Attachment A

| <u>Office Supplies (On Going)</u> | <u>Purchase</u> | <u>Unit \$</u> | <u>Costs</u> | <u>Account #</u> |
|-----------------------------------|-----------------|----------------|-----------------|------------------|
| Network Laser Printers (Toner) | 21 | 40 | 840 | 523700 |
| All-In-One Printers (Toner) | 21 | 60 | 1260 | 523700 |
| Desk Jet Printers (Toner) | 21 | 48 | 1008 | 523700 |
| Copier Supplies | 21 | 49 | 1029 | 523700 |
| Papers | 42 | 30 | 1260 | 523700 |
| Black Ink Cartridges | 20 | 50 | 1000 | 523700 |
| Color Ink Cartridges | 10 | 60 | 600 | 523700 |
| Total | | | \$ 6,997 | |

| <u>Facility Safety Supplies-One Time</u> | <u>Purchase</u> | <u>Unit \$</u> | <u>Costs</u> | <u>Account #</u> |
|---|-----------------|----------------|-----------------|------------------|
| Earthquake Mat. Back to Back Partition Straps | 0 | 0 | - | 523700 |
| Earthquake Materials No tip Partition Straps | 0 | 0 | - | 523700 |
| Earthquake Materials Semi Flex Brackets | 0 | 0 | - | 523700 |
| Evacuation Plan Security Frame | 0 | 0 | - | 523700 |
| Security Hardware for the frames | 0 | 0 | - | 523700 |
| Key Box for Regional Manager | 0 | 0 | - | 523700 |
| Evacuation Plans (.05 per Sqf) | 0 | 0 | - | 523700 |
| Grip A Strip 96" | 0 | 0 | - | 523700 |
| Additional Facilities Safety Supplies | 1 | 1 | 1,500 | 523700 |
| Total Facility Supplies (One Time) | | | \$ 1,500 | |

| <u>Office Equipment (On Going)</u> | <u>Purchase</u> | <u>Unit \$</u> | <u>Costs</u> | <u>Account #</u> |
|--|-----------------|----------------|--------------|------------------|
| Office Equipment (to cover Safety needs or broken equipment) | 0 | 0 | - | 523680 |
| Computer Equipment (Jazz drives, cd burners reference material) | 0 | 0 | - | 523680 |
| Software (Software needs other than Microsoft) | 0 | 250 | - | 523680 |
| Total | | | \$ - | |

| <u>Building Maintenance and Supplies</u> | <u>Purchase</u> | <u>Unit \$</u> | <u>Costs</u> | <u>Account #</u> |
|--|-----------------|----------------|-----------------|------------------|
| Additional Fan | 0 | 0 | - | 522310 |
| Relocate light switches (Lobby to work area) | 0 | 0 | - | 522310 |
| Bathroom full-length mirrors | 0 | 0 | - | 522310 |
| Automatic Paper towel dispenser | 0 | 0 | - | 522310 |
| Automatic toilets | 0 | 0 | - | 522310 |
| Automatic soap dispensers | 0 | 0 | - | 522310 |
| Automatic Door Slider | 0 | 0 | - | 522310 |
| Enlarge kitchen sink/move garbage disposal | 0 | 0 | - | 522310 |
| Water fountain in lobby | 0 | 0 | - | 522310 |
| Relocation of Car Cage | 0 | 0 | - | 522310 |
| Miscellaneous maintenance | 1 | 1 | 1,000 | 522310 |
| Total | | | \$ 1,000 | |

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 | 1,160,270 | |
| 2 | 1-1999 | PAARC | 22800 | 985101 | 518100 | | Budgeted Benefit | 602,691 | |
| | | | | | | | | 1,762,961 | |
| Workers Comp Ins. | | | | | | | | | |
| 3 | 1-1801 | PAARC | 22800 | 985101 | 517000 | | Workers Comp Insurance | 3,498 | |
| Appropriation 2 | | | | | | | | Sub-Total | 1,766,459 |
| 4 | 2-2070 | PAARC | 22800 | 985101 | 520200 | | Communications | 500 | |
| 5 | 2-2072 | PAARC | 22800 | 985101 | 520230 | | Cellular Phone Service | 6,300 | |
| 6 | 2-2074 | PAARC | 22800 | 985101 | 520250 | | Communications Equip / Installation | 1,000 | |
| 7 | 2-2076 | PAARC | 22800 | 985101 | 520270 | | County Delivery Service | 500 | |
| 8 | 2-2081 | PAARC | 22800 | 985101 | 520320 | | Telephone Service (Includes Ericsson & AT&T) | 10,000 | |
| 9 | 2-2154 | PAARC | 22800 | 985101 | 520820 | | Janitorial Services | 800 | |
| 10 | 2-2197 | PAARC | 22800 | 985101 | 520930 | | Insurance - Liability | 29,887 | |
| 11 | 2-2201 | PAARC | 22800 | 985101 | 520945 | | Insurance - Property | - | |
| 12 | 2-2264 | PAARC | 22800 | 985101 | 521360 | | Maint - Computer Equipment (IT) | - | |
| 13 | 2-2265 | PAARC | 22800 | 985101 | 521380 | | Maint - Copier Machines | 5,000 | |
| 14 | 2-2275 | PAARC | 22800 | 985101 | 521500 | | Maint - Motor Vehicles | - | |
| 15 | 2-2284 | PAARC | 22800 | 985101 | 521640 | | Maint. Software License (Regis./Benefit/Others) | 50,000 | |
| 16 | 2-2311 | PAARC | 22800 | 985101 | 522310 | | Maint - Buildings & Improvements | 1,000 | |
| 17 | 2-2391 | PAARC | 22800 | 985101 | 523100 | | Memberships | 15,000 | |
| 18 | | PAARC | 22800 | 985101 | 523230 | | Misc. Exp-Bank Fees | - | |
| 19 | 2-2432 | PAARC | 22800 | 985101 | 523300 | | Moving Expense | - | |
| 20 | 2-2462 | PAARC | 22800 | 985101 | 523620 | | Books and Publications | - | |
| 21 | 2-2463 | PAARC | 22800 | 985101 | 523640 | | Computer Equipment - (Non Fixed Asset) | 5,000 | |
| 22 | 2-2465 | PAARC | 22800 | 985101 | 523680 | | Office Equipment - (Non Fixed Asset) | 2,500 | |
| 23 | 2-2466 | PAARC | 22800 | 985101 | 523700 | | Office Supplies | 8,500 | |
| 24 | 2-2469 | PAARC | 22800 | 985101 | 523760 | | Postage/Mailing | 30,000 | |
| 25 | 2-2471 | PAARC | 22800 | 985101 | 523800 | | Printing/Binding | 10,000 | |
| 26 | 2-2472 | PAARC | 22800 | 985101 | 523820 | | Subscriptions | 300 | |
| 27 | 2-2473 | PAARC | 22800 | 985101 | 523840 | | Software Programs <\$5,000 | 500 | |
| 28 | 2-2520 | PAARC | 22800 | 985101 | 524580 | | Provider Background-Reference Service | - | |
| 29 | 2-2513 | PAARC | 22800 | 985101 | 524700 | | County Counsel | - | |
| 30 | 2-2515 | PAARC | 22800 | 985101 | 524740 | | County Support Services (CowCap) | - | |
| 31 | | PAARC | 22800 | 985101 | 524760 | | Data Processing Svcs-IT | - | |
| 32 | 2-2530 | PAARC | 22800 | 985101 | 525100 | | Provider Medical Screenings | 6,000 | |
| 33 | 2-2535 | PAARC | 22800 | 985101 | 525140 | | County Personnel Services | - | |
| 34 | 2-2544 | PAARC | 22800 | 985101 | 525300 | | OASIS Financial Charge | 1,476 | |
| 35 | | PAARC | 22800 | 985101 | 525310 | | OASIS/HRMS Payroll Charge | 5,160 | |
| 36 | 2-2545 | PAARC | 22800 | 985101 | 525320 | | Security Guard Services | 1,500 | |
| 37 | 2-2546 | PAARC | 22800 | 985101 | 525340 | | Temporary Help Services (Agency Temps) | 17,000 | |
| 38 | 2-2541 | PAARC | 22800 | 985101 | 525440 | | Professional Services - Other | - | |
| 39 | 2-2555 | PAARC | 22800 | 985101 | 525500 | | Salary/Benefit Reimbursement | 5,000 | |
| 40 | 2-2652 | PAARC | 22800 | 985101 | 526410 | | Legally Required Notices | - | |
| 41 | 2-2802 | PAARC | 22800 | 985101 | 526420 | | Advertising (providers & Staff Recruitment) | 3,000 | |
| 42 | 2-2683 | PAARC | 22800 | 985101 | 526520 | | Rent-Lease Copiers | - | |
| 43 | 2-2721 | PAARC | 22800 | 985101 | 526700 | | Buildings - Rent / Lease | 164,603 | |
| 44 | 2-2723 | PAARC | 22800 | 985101 | 526720 | | Rent / Lease-Storage | - | |
| 45 | 2-2845 | PAARC | 22800 | 985101 | 527860 | | Training - Materials | 4,000 | |
| 46 | 2-2846 | PAARC | 22800 | 985101 | 527880 | | Training - Other (Staff Training) | 1,500 | |
| 47 | 2-2904 | PAARC | 22800 | 985101 | 528140 | | Conference and Registration Fees (Hotels) | 8,000 | |
| 48 | 2-2903 | PAARC | 22800 | 985101 | 528920 | | Car Pool Expense (4 Toyota Prius) | 5,000 | |
| 49 | 2-2909 | PAARC | 22800 | 985101 | 529000 | | Miscellaneous Travel Expense (Meals) | 2,100 | |
| 50 | 2-2911 | PAARC | 22800 | 985101 | 529040 | | Private Mileage Reimbursement | 1,500 | |
| 51 | 2-2957 | PAARC | 22800 | 985101 | 529540 | | Utilities | - | |
| Appropriation 2 | | | | | | | | Sub-Total | 402,626 |

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 FISCAL-MRU
 IHSS-PUBLIC AUTHORITY ESTIMATE EXPENDITURES
 FY 12/13

3/1/2012

ATTACHMENT B

| Line # | RIFMIS Object Code | Bus. Unit | Fund | Dept ID | Account | Program Code | Description | Projected Amounts |
|--------|---|-----------|-------|---------|---------|--------------|----------------------------------|---------------------|
| 52 | | PAARC | 22800 | 985101 | 532640 | | Capital Lease-Facility (Copiers) | - |
| 53 | | PAARC | 22800 | 985101 | 532660 | | Capital Lease-Other (IT) | - |
| 56 | 3-3802 | PAARC | 22800 | 985101 | 536740 | | Interfnd Exp-Admin supt direct | 240,018 |
| 56 | | PAARC | 22800 | 985101 | 536760 | | Interfnd Exp-Audit & Acctg | 2,673 |
| 54 | | PAARC | 22800 | 985101 | 537000 | | Interfnd Exp-Leases | - |
| 55 | | PAARC | 22800 | 985101 | 537080 | | Interfnd Exp-Misellaneous | 26,945 |
| 57 | | PAARC | 22800 | 985101 | 537090 | | Interfnd Exp-Personnel Svcs | 16,000 |
| | Appropriation 3 | | | | | | Sub-Total | 285,636 |
| 58 | 4-4209 | PAARC | 22800 | 985101 | 546080 | | Equipment - Computer & Software | |
| 59 | 4-4225 | PAARC | 22800 | 985101 | 546160 | | Equipment - Other (Fixed Asset) | - |
| | Appropriation 4 | | | | | | Sub-Total | - |
| | Totals for Appropriation 2, 3, & 4 | | | | | | Sub-Total | 688,262 |
| | Total Appropriation 1 through 4 | | | | | | Grand Total | \$ 2,454,722 |

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: Muriel Castillo

G:\MRU\SVC\SUN\FY1112\Accountant Programs\Public Authority\FY 1213 Budget\State Budget\State Package\FY 1213 Attachment B_Chart of Accounts.xls\EXPENDITURES FY1213
 3/13/12 9:17 AM

RIVERSIDE COUNTY DEPARTMENT OF SOCIAL SERVICES
 FY 12/13 IHSS Public Authority Cash Account Projection

Attachment C

| Description | FY 12/13 | | | | | | | | | | | | Year End | | | | |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| | July | Aug | Sept | Oct-1 | Oct | Nov | Dec | Chr 2 | Jan | Feb | Mar | Chr 3 | | Apr | May | Jun | Chr 4 |
| Expenditures: | | | | | | | | | | | | | | | | | |
| -Salaries and Benefits | 146,913 | 146,913 | 146,913 | 440,740 | 146,913 | 146,913 | 146,913 | 440,740 | 146,913 | 146,913 | 146,913 | 440,740 | 146,913 | 146,913 | 146,913 | 440,740 | 1,782,950 |
| -Operating Costs | 33,552 | 33,552 | 33,552 | 100,657 | 33,552 | 33,552 | 33,552 | 100,657 | 33,552 | 33,552 | 33,552 | 100,657 | 33,552 | 33,552 | 33,552 | 100,657 | 402,526 |
| -County Support Services | 24,095 | 24,095 | 24,095 | 72,284 | 24,095 | 24,095 | 24,095 | 72,284 | 24,095 | 24,095 | 24,095 | 72,284 | 24,095 | 24,095 | 24,095 | 72,284 | 289,134 |
| Total Cash Out | 204,560 | 204,560 | 204,560 | 613,680 | 204,560 | 204,560 | 204,560 | 613,680 | 204,560 | 204,560 | 204,560 | 613,680 | 204,560 | 204,560 | 204,560 | 613,680 | 2,454,720 |
| Federal/State | | | | | | | | | | | | | | | | | |
| County NCC Share (Special Revenue Fund) | - | - | 428,190 | 428,190 | 428,190 | 185,490 | 428,190 | 428,190 | 185,490 | 428,190 | 185,490 | 428,190 | 185,490 | 428,190 | 185,490 | 428,190 | 1,712,761 |
| Total Cash In | - | - | 613,680 | 613,680 | 613,680 | 613,680 | 613,680 | 613,680 | 613,680 | 613,680 | 613,680 | 613,680 | 613,680 | 613,680 | 613,680 | 613,680 | 2,454,720 |
| Operating Capital Requirement | 204,560 | 409,120 | 0 | 0 | 204,560 | 409,120 | 0 | 0 | 204,560 | 409,120 | 0 | 0 | 204,560 | 409,120 | 0 | 0 | 2,454,720 |
| Total Expenditures | 204,560 | 204,560 | 204,560 | 613,680 | 204,560 | 204,560 | 204,560 | 613,680 | 204,560 | 204,560 | 204,560 | 613,680 | 204,560 | 204,560 | 204,560 | 613,680 | 2,454,720 |
| NCC Transferred In | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 368,880 |
| Net Funds Needed | 204,560 | 204,560 | 204,560 | 613,680 | 204,560 | 204,560 | 204,560 | 613,680 | 204,560 | 204,560 | 204,560 | 613,680 | 204,560 | 204,560 | 204,560 | 613,680 | 2,085,840 |
| Reimbursement from Federal/State | - | - | 428,190 | 428,190 | 428,190 | 185,490 | 428,190 | 428,190 | 185,490 | 428,190 | 185,490 | 428,190 | 185,490 | 428,190 | 185,490 | 428,190 | 1,712,761 |
| Fund Balance | 204,560 | 409,120 | 185,490 | 185,490 | 390,050 | 594,610 | 370,979 | 370,979 | 575,539 | 780,099 | 556,469 | 556,469 | 761,029 | 965,589 | 741,959 | 741,959 | 373,079 |

Public Authority Special Revenue Fund Cash Statement

| Increase Estimated Revenue | BU | Fund | Dept ID | Account | Description | Projected \$\$ |
|--------------------------------|-------|-------|---------|---------|-------------------------------------|------------------|
| | PAARC | 22800 | 985101 | 760000 | Fed-Public Assistance Admin Revenue | 1,202,814 |
| | PAARC | 22800 | 985101 | 750300 | CA-Public Assistance Admin Revenue | 509,949 |
| | PAARC | 22800 | 985101 | 799500 | Contributions from Other Funds | 368,880 |
| Total | | | | | | 2,081,643 |
| Total Estimated Revenue | | | | | | 2,081,643 |

| Decrease in Fund Balance | BU | Fund | Dept ID | Account | Description | Projected \$\$ |
|---------------------------------------|-------|-------|---------|---------|-------------------------|----------------|
| | RIVCO | 22800 | 985101 | 325100 | Unreserved Fund Balance | 373,079 |
| Total Decrease in Fund Balance | | | | | | 373,079 |

| | | | | | | |
|--|--|--|--|--|--|------------------|
| Total Projection for Public Authority | | | | | | 2,454,722 |
|--|--|--|--|--|--|------------------|

- Notes:
1. Claims are submitted on a quarterly basis.
 2. There is an estimated 2 months delay in reimbursement from the State.

**IN-HOME SUPPORTIVE SERVICES PROGRAM
PUBLIC AUTHORITY/NONPROFIT
CONSORTIUM RATE**

| |
|---|
| COUNTY: |
| Riverside County |
| CONTACT: |
| Ronald Stewart, Executive Director |
| PA NAME: |
| Riverside County IHSS Public Authority |
| PHONE: |
| (951) 321-6164 |
| ADDRESS: |
| 12125 Day Street Moreno Valley, CA 92557 |

To: Adult Programs Branch
California Department of Social Services
744 P Street, MS 19-96
Sacramento, CA 95814

Please address questions regarding this form to the Fiscal and Administrative Unit, Adult Programs Branch at (916) 229-4582.

Please complete the budget narrative below. The total Public Authority (PA) and Nonprofit Consortium (NPC) rate should include a rate for services (wage and benefits) and a rate for administrative costs. The total rate for wages and benefits should be broken down to include an hourly wage, payroll taxes, and benefits.

- The state and federal governments will not participate in a PA or NPC rate in excess of 200% of minimum wage.
- The state will not participate in an hourly wage in excess of minimum wage unless otherwise provided for in the Annual Budget Act or appropriated by statute.
- The state will not participate in increases to wages or employment taxes, or increases or expansions of benefits negotiated or agreed to by a PA or NPC unless provided for in the Annual Budget Act or appropriated by statute.
- No increase in wages or benefits negotiated or agreed to by a PA or NPC shall take effect until it has been approved by the state or unless provided for in the Annual Budget Act or appropriated by statute.

BUDGET NARRATIVE

| | | |
|------------------------------------|---|---------|
| PA/NPC Hourly Rate: | 1 | \$13.16 |
| | | |
| PA/NPC Hourly Administrative Cost: | 2 | \$ 0.14 |
| | | |
| Hourly Services Cost: Total | 3 | \$13.02 |
| Hourly Wage: | 4 | \$11.50 |
| Benefits: | 5 | \$ 0.60 |
| Payroll Taxes (FUTA, SUI, FICA) | 6 | \$ 0.92 |

Comments (Optional): _____

Riverside County: IHSS PA Rate Worksheet

Projected yearly hours

17,665,809

| # | ITEM | BUDGET | SERVICES | ADMIN | Portion of RATE |
|---|--|-----------------------|-----------------------|---------------------|----------------------|
| | Provider Costs | | | | |
| 1 | IP Wages = proj yearly hours @ \$11.50 per hr | 203,156,804 | \$ 203,156,804 | | 11.50 |
| 2 | IP Employer Taxes @ 8% | 16,252,544 | \$ 16,252,544 | | 0.92 |
| 3 | Health Benefits | 10,599,485 | \$ 10,599,485 | | 0.60 |
| | | \$ - | | | 0.00 |
| | Total Provider Costs | \$ 230,008,833 | \$ 230,008,833 | | 13.02 |
| | Public Authority Administrative costs | | | | |
| | Salaries & Benefits | \$ 1,766,460 | | \$ 1,766,460 | 0.1000 |
| | Overhead Expenses | \$ 688,262 | | \$ 688,262 | 0.0390 |
| | | | | | |
| | | | | | |
| | | | | | |
| | Total Public Authority Administrative costs | \$ 2,454,722 | | \$ 2,454,722 | 0.14 |
| | TOTAL | \$ - | \$ - | | \$ 13.16 |
| | Total hourly rate: The hourly rate is computed by adding total services costs and total administrative costs and dividing by the number of IHSS hours. | | | | |
| | | Services Cost | Adm Costs | Total Hours | Total PA Hourly Rate |
| | PA Rate | \$ 230,008,833 + | \$ 2,454,722.00 / | \$ 17,665,809 = | \$ 13.16 |
| | Services Rate = Services Cost Divided by Total Hours | \$ 230,008,833 | \$ - / | \$ 17,665,809 = | \$ 13.02 |
| | Admin Rate = Admin Cost Divided by Total Hours | | \$ 2,454,722.00 / | \$ 17,665,809 = | \$ 0.14 |