

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



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

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%; Realignment Funding: 0%; Other Funding: 0%	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

Policy Policy
Consent Consent

MINUTES OF THE IN HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY BOARD OF DIRECTORS

On motion of Director Tavaglione, seconded by Director Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: April 17, 2012
xc: DPSS/IHSS

Kecia Harper-Ihem
Clerk of the Board
By: *[Signature]*
Deputy

(Comp. Item 3.13)

Prev. Agn. Ref.: _____ District: All _____ Agenda Number: _____

7.2

Dept's Recomm...
Per Exec. Ofc.:

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
Line No.	Item Description	FTE	Salaries			
Administrative Salaries and Benefits						
	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
Line No.	Item Description	Cost Types				
Operating Costs						
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. Mail	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- SalBen	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	160,000		160,000	0.0055
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	162,350		162,350	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 Adminstrative 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	\$ 1,762,981
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 @ \$66.12 for 12 months = \$3,367.20) 520230 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

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
Total FY 12/13 PA Budget			\$ 1,762,861
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

Class Codes	Classification	Range	# Req'd	Ext. Annual Salary	Ext. Annual Benefit	Total Ext. Sal. & Benefit
79884	IHSS Pub Authority Exec Director (Stewart)	MCOJ574	1	\$89,127	\$42,868	\$141,995
74191	Administrative Svcs Manager (Hughes)	MCOJ436	1	\$79,987	\$36,655	\$116,642
74158	Sr. Community Prog. Specialist (Minjarez)	SEU415	1	\$56,800	\$29,076	\$85,876
74152	Community Program Specialist II (Valdes)	SEU379	1	\$54,087	\$23,718	\$77,805
74152	Community Program Specialist II (Swaim)	SEU379	1	\$54,057	\$24,233	\$78,290
74152	Community Program Specialist II (Garcia, M)	SEU379	1	\$53,877	\$27,295	\$81,172
74152	Community Program Specialist II (Miranda)	SEU379	1	\$53,877	\$27,295	\$81,172
74152	Community Program Specialist II (Martinez)	SEU379	1	\$43,534	\$21,319	\$64,853
74127	Sr. Administrative Analyst (Fierro-Garcia)	UNC427	1	\$62,369	\$30,397	\$92,766
74127	Sr. Administrative Analyst (DeLaOssa-Ramirez)	UNC427	1	\$80,075	\$36,684	\$116,759
74106	Administrative Svcs Analyst II (Simpson-Lara)	SEU379	1	\$57,085	\$26,515	\$83,600
57726	Social Services Assistant (Esquivel)	SEU112	1	\$32,435	\$19,985	\$52,420
57726	Social Services Assistant (Chavez)	SEU112	1	\$32,405	\$20,500	\$52,905
57726	Social Services Assistant (Urrutia)	SEU112	1	\$27,289	\$18,356	\$45,645
57726	Social Services Assistant (Duarte)	SEU112	1	\$27,479	\$17,985	\$45,464
13924	Secretary II (Benner)	UPE421	1	\$45,766	\$24,368	\$70,134
13966	Office Assistant III (vacant)	UPE249	1	\$25,188	\$16,477	\$41,665
13966	Office Assistant III (Ochoa)	UPE249	1	\$34,718	\$21,212	\$55,930
13966	Office Assistant III (McCullough-Hurst)	UPE249	1	\$34,809	\$19,667	\$54,476
13966	Office Assistant III (Tracey)	UPE249	1	\$27,366	\$16,125	\$43,491
13966	Office Assistant III (Lee)	UPE249	1	\$27,391	\$15,709	\$43,099
13966	Office Assistant III (Walker)	UPE249	1	\$25,987	\$14,801	\$40,788
13439	Office Assistant III (Rauschenburg)	UPE249	1	\$24,625	\$14,465	\$39,090
13416	Human Resources Clerk (vacant)	UPE269	1	\$39,946	\$16,815	\$56,761
13131	DPSS Office Support Supervisor I (Dyches)	SEU203	1	\$33,783	\$20,377	\$54,160
13131	Sr. HR Clerk (Lopez)	UPE331	1	\$33,783	\$20,377	\$54,160
	Total		26	\$1,160,270	\$602,681	\$1,762,951

*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)
 Sr. Community Prog. Specialist (Minjarez)
 Community Program Specialist II (Swaim)
 Sr. Administrative Analyst (Fierro-Garcia)
 Administrative Svcs Analyst II (Simpson-Lara)
 Social Services Assistant (Esquivel)
 Secretary II (Benner)
 DPSS Office Support Supervisor I (Dyches)
 Office Assistant III (Ochoa)
 Sr. HR Clerk (Lopez)
 Human Resources Clerk (vacant)

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.
 Develops and implements all of the Public Authority policies and procedures as well as the PA newsletter.
 Develops training curriculum, trains home care workers and consumers.
 Matches home care workers with consumers.
 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.
 Assistant to IHSS PA Exec Director
 Supervises Clerical, etc.
 Provides Support the Registry, PA activities, and IHSS Advisory Committee
 Office Assistant III (Ochoa)
 Sr. HR Clerk (Lopez)
 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		
	520200	520230	520230	520230	520230	520230	520230	520230	520230	523700		523680	
	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY		
Position Title	Positions	520200	520230	520230	520230	520230	520230	520230	520230	523700	523680		
IHSS Pub Authority Exec Director	1	500.00	391.08	1,173.24	1	5,000.00	5	3,367.20	2	912.24	1	2,500.00	21,952.68
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						1	793.44					793.44
Human Resources Clerk	1												
Sr. Human Resources Clerk	1												
Office Assistant III	7												
Position Total	26	500.00	391.08	1,173.24	1	5,000.00	6	4,167.64	2	912.24	0	2,500.00	22,746.12

NOTES:

*Line 24: Office Equip (one time)

Prepared By: Muriel Castillo
 G:\MRUVCS\JNIT\FY1112\Accountant Programs\Public Authority\FY 1213 Budget\State Budget\State Package\FY 12-13 State Budget Package_Attachment A2.xlsx\narrative
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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	Total	FY	Principal Bal	Interest	Total Payments
					Account # 532660
					N/A

Final Payments					
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Security System	Total	FY	Principal Bal	Interest	Total Payments
					ACCT# 522310
					N/A

Final Payments					
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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 Supplies (On Going)

	Purchase	Unit \$	Costs	Account #
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	

Facility Safety Supplies-One Time

	Purchase	Unit \$	Costs	Account #
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	

Office Equipment (On Going)

	Purchase	Unit \$	Costs	Account #
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			\$ -	

Building Maintenance and Supplies

	Purchase	Unit \$	Costs	Account #
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	

Prepared By: Muriel Castillo

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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

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

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Attachment C

Description	FY 12/13												Year End			
	July	Aug	Sept	Oct	Nov	Dec	Qtr 2	Jan	Feb	Mar	Qtr 3	Apr		May	Jun	Qtr 4
Expenditures:																
-Salaries and Benefits	146,913	146,913	146,913	146,913	146,913	146,913	440,740	146,913	146,913	146,913	440,740	146,913	146,913	146,913	440,740	1,752,960
-Operating Costs	33,552	33,552	33,552	33,552	33,552	33,552	100,657	33,552	33,552	33,552	100,657	33,552	33,552	33,552	100,657	402,626
-County Support Services	24,095	24,095	24,095	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	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				428,190			428,190	428,190	1,712,761
Total Cash In			428,190			428,190	428,190				428,190			428,190	428,190	1,712,761
			185,490			185,490	185,490				185,490			185,490	185,490	741,959
			613,680			613,680	613,680				613,680			613,680	613,680	2,454,720
Operating Capital Requirement	204,560	409,120	0	204,560	409,120	0	0	204,560	409,120	0	0	204,560	409,120	0	0	0
Total Expenditures	204,560	204,560	204,560	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																
Net Funds Needed	204,560	204,560	204,560	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																
Fund Balance	204,560	409,120	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	368,949
	PAARC	22800	985101	790600	Contributions from Other Funds	386,860
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
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- 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**

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

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

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