

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

101



FROM: Department of Public Social Services

SUBMITTAL DATE:
April 2, 2014

SUBJECT: To Approve the FY 2014/15 Budget for the Public Authority [Districts-All] [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:


1. Approve the FY 2014/15 Requested Budget for the Public Authority (Attachment A); and
2. Authorize the Director of DPSS to submit the Budget/Rate Package to the State for approval.

BACKGROUND:

Summary

The Riverside County In-Home Supportive Services (IHSS) Public Authority (PA) is a State mandated program resulting from the passage of AB 1682. As an enhancement to IHSS direct service delivery, Public Authority responsibilities include: development and maintenance of the IHSS Provider Registry; completion of screening, training, and matching of quality providers with IHSS consumers; interpretation of Criminal Offender Record Information from the Department of Justice; and delivery of training and education related with IHSS payments and processes. The PA also provides consumer perspective and policy development through the In-Home Supportive Services Advisory Committee.


Departmental Concurrence


 Patricia Reynolds
 Susan von Zubern
 Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 3,084,112.00	\$ 0.00	\$ 3,084,112.00	\$ 0.00	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

SOURCE OF FUNDS: Federal Funding: 49.0% State Funding: 51.0%; County Funding: 0%; Realignment Funding: 0%; Other Funding: 0%	Budget Adjustment: No
	For Fiscal Year: 14-15


C.E.O. RECOMMENDATION:

APPROVE

 BY: Jennifer L. Sargent
 County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
 Nays: None
 Absent: None
 Date: April 22, 2014
 xc: DPSS

Kecia Harper-Ihem
 Clerk of the Board
 By: 
 Deputy

- A-30
- Positions Added
- 4/5 Vote
- Change Order

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

3-63

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

FORM 11: To Approve the FY 2014/15 Budget for the Public Authority

DATE: April 2, 2014

PAGE: Page 2 of 2

BACKGROUND:

Summary (continued)

The FY 2014/15 requested budget anticipates an increase of 8% in provider hours from FY 2013/14. The Public Authority also handles new workload associated with provider time sheet and payment resolution through the new IHSS Time Sheet Service Center (800-575-2588).

The total proposed budget for FY 2014/15 is estimated to be \$3,084,112, which is a net decrease of \$124,814 compared to the revised FY 2013/14 budget. The total FY 2014/15 budget net decrease is 3.89%, which is due to the completion of the facility expansion project in FY 2013/14.

With the 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 is a \$0.02 per hour decrease from the revised budgeted amount for FY 2013/14.

Impact on Residents and Businesses

The budget will allow the IHSS program to continue to provide much needed assistance to elderly and/or persons with disabilities needing care, allowing them to live independently in a healthy, safe environment.

SUPPLEMENTAL:

Additional Fiscal Information

The funding ratios for the budget are as follows:

Federal	49.00%
State	51.00%
County	<u>0.00%</u>
TOTAL	100.00%

There are no County funds required.

ATTACHMENTS:

- A. Budget Summary
- B. Line Item Budget
- C. Cash Flow Statement

SvZ:clh

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IHSS-PUBLIC AUTHORITY BUDGET AND RATE
FY 14/15
Attachment A

Line No.	Item Description		On-Going		Total Budget	Total Services	Total Admin.	Portion of Rate
Provider Costs								
1	IP Wages @ 22,215,701 projected hours @ \$11.50 per hour		On-Going		255,480,562	255,480,562		11.50
2	IP Benefit @ \$.60 per hour		On-Going		13,329,421	13,329,421		0.60
3	IP Employer Tax @ 8%		On-Going		20,438,445	20,438,445		0.92
	Total Provider Costs				\$ 289,248,427	\$ 289,248,427		13.02
Administrative Salaries and Benefits								
Line No.	Item Description			FTE			Salaries	
	IHSS Pub Authority Exec Director		On-Going	1	99,969		\$ 99,969	
	Administrative Svcs Manager		On-Going	1	53,460		\$ 53,460	
	Sr. Community Program Specialist		On-Going	1	49,487		\$ 49,487	
	Sr. Administrative Analyst		On-Going	2	135,551		\$ 135,551	
	Community Program Specialist II		On-Going	4	198,034		\$ 198,034	
	Administrative Svcs Analyst II		On-Going	2	92,938		\$ 92,938	
	Social Services Assistant (Registry)		On-Going	4	113,733		\$ 113,733	
	Secretary II		On-Going	1	42,688		\$ 42,688	
	DPSS Office Support Supervisor I		On-Going	1	36,643		\$ 36,643	
	Office Assistant III		On-Going	7	178,393		\$ 178,393	
	Human Resources Clerk		On-Going	1	27,926		\$ 27,926	
	Sr. Human Resources Clerk		On-Going	1	33,130		\$ 33,130	
	Supervising Program Specialist		On-Going	1	58,235		\$ 58,235	
	Social Services Worker III (Vacant)		On-Going	3	100,784		\$ 100,784	
	Social Services Worker V (Vacant)		On-Going	1	50,284		\$ 50,284	
	Office Assistant II (Vacant)		On-Going	6	115,794		\$ 115,794	
	Data Entry Operator II		On-Going	1	30,353		\$ 30,353	
	Sub Total			38	1,417,402		\$ 1,417,402	
	Admin Benefit & Taxes				706,295		\$ 706,295	
4	Total Salaries, Benefits and Taxes				\$ 2,123,697		\$ 2,123,697	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	36,000		\$ 36,000	0.0016
7	Workstation Costs	One Time		Direct	-		\$ -	0.0000
8	Temporary Help Services		On-Going	Direct	72,262		\$ 72,262	0.0033
9	1-800 Toll Free Services		On-Going	Direct	20,000		\$ 20,000	0.0009
10	Provider Background Checks	*	On-Going	Direct	-		\$ -	0.0000
11	Provider Medical Screenings	*	On-Going	Direct	30,000		\$ 30,000	0.0014
12	Provider Training Material		On-Going	Direct	17,000		\$ 17,000	0.0008
13	Consultant Fees		On-Going	Direct	-		\$ -	0.0000
14	Registry/Benefit Software Maintenance		On-Going	Direct	60,000		\$ 60,000	0.0027
15	Staff Training		On-Going	Direct	10,000		\$ 10,000	0.0005
16	Transportation		On-Going	Direct	3,500		\$ 3,500	0.0002
17	Transportation Maintenance		On-Going	Direct	4,000		\$ 4,000	0.0002
18	Communications-Cell Phone/Blackberry		On-Going	Direct	18,000		\$ 18,000	0.0008
19	Liability Insurance		On-Going	Generic	35,000		\$ 35,000	0.0016
20	Facility Improvements	One Time		Direct	-		\$ -	0.0000
21	Staff Travel		On-Going	Generic	13,500		\$ 13,500	0.0006
22	Memberships		On-Going	Generic	16,000		\$ 16,000	0.0007
23	Miscellaneous Expenses		On-Going	Generic	5,916		\$ 5,916	0.0003
24	Books/Publications/Subscriptions		On-Going	Generic	300		\$ 300	0.0000
25	Office Supplies		On-Going	Generic	13,000		\$ 13,000	0.0006
26	Office Supplies	One Time		Generic	-		\$ -	0.0000
27	Office Equipment	One Time		Direct	30,500		\$ 30,500	0.0014
28	Office Equipment		On-Going	Direct	8,000		\$ 8,000	0.0004
29	Facility Safety Supplies	One Time		Generic	-		\$ -	0.0000
30	Building Maintenance and Supplies	One Time		Direct	100,000		\$ 100,000	0.0045
31	Postage		On-Going	Generic	20,000		\$ 20,000	0.0009
32	Interpreting/Translating		On-Going	Generic	-		\$ -	0.0000
33	Rent-Lease/Moving Expense		On-Going	Direct	221,300		\$ 221,300	0.0100
34	Storage		On-Going	Generic	-		\$ -	0.0000
35	Provider Recruitment (Advertising)		On-Going	Generic	3,000		\$ 3,000	0.0001
36	PA Staff Recruitment (Advertising)		On-Going	Generic	-		\$ -	0.0000
37	Printing Providers/Consumers recruit. Mail		On-Going	Generic	2,000		\$ 2,000	0.0001
38	PA Printing Services		On-Going	Generic	8,000		\$ 8,000	0.0004
39	Legal Notices		On-Going	Generic	-		\$ -	0.0000
	Sub-Total				747,278		\$ 747,278	0.03

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IHSS-PUBLIC AUTHORITY BUDGET AND RATE
FY 14/15
Attachment A

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	1,000		\$ 1,000	0.00
41	DPSS IT	One Time		Direct	-		\$ -	-
42	DPSS IT		On-Going	Direct	-		\$ -	-
43	DPSS SDD		On-Going	Direct	-		\$ -	-
44	County Property Svcs Charge		On-Going	Generic	-		\$ -	-
45	County Liability Svcs Charge		On-Going	Generic	-		\$ -	-
46	County Workers' Comp. Charge		On-Going	Direct- Sal/Ben	7,637		\$ 7,637	0.00
47	County Delivery Services		On-Going	Generic	500		\$ 500	0.00
48	County Support Services (CowCap)		On-Going	Generic	-		\$ -	-
49	DPSS Operating Support (Fiscal, Acctg.)		On-Going	Direct	77,000		\$ 77,000	0.00
50	OASIS Financial Charges		On-Going	Direct	2,000		\$ 2,000	0.00
51	OASIS HRMS Charges		On-Going	Direct	8,500		\$ 8,500	0.00
52	County Annual Audit		On-Going	Direct	-		\$ -	-
53	County Personnel (HR)		On-Going	Direct	26,500		\$ 26,500	0.00
54	DPSS Contracting		On-Going	Direct	-		\$ -	-
55	Indirect Cost Rate Charge		On-Going	Generic	90,000		\$ 90,000	0.00
56	Equipment-Other (Fixed Asset)	One Time		Direct	-		\$ -	-
Sub-total					213,137		\$ 213,137	0.01
Total PA Administrative Budget					\$ 3,084,112		\$ 3,084,112	0.14
Total PA Budget (Provider and Admin.Costs)					\$ 292,332,539			13.16
Percentage to Total Budget					98.94%		\$ 0	
Items included within the PA Admin Budget (No State Financial Participation)								
57	Provider Background Checks		On-Going	Direct	-		\$ -	0.0000
58	Provider Medical Screening		On-Going	Direct	30,000		\$ 30,000	0.0014
Total Excluded Items					\$ 30,000		\$ 30,000	0.0014
Total PA Budget (Provider and Admin.Costs) less excluded items					\$ 292,302,539			\$ 13.16

* 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 14/15
 Attachment A

			FY 14/15
Line No.	Line Item	Item Description	Budget
1	IP Wages:	Represent 22,215,701 projected annual service hours at a wage of \$11.50 per hour	\$ 255,480,562
2	IP Health Benefits:	Represent 22,215,701 projected annual services hours at a benefit rate of \$.60 per hour	\$ 13,329,421
3	IP Employer Taxes:	Represent 8% of total cost of 22,215,701 annual service hours at \$11.50 per hour	\$ 20,438,445
4	Admin. Salaries and Benefits:	Based on salaries per DPSS-HR, COLA, step increases and benefit ratio	\$ 2,123,697
5	Facilities Improvements	537080 Facilities & Securities Wiring	\$ -
6	Facilities-Lease Costs: On-Going	537000 537000 537000 537080 Utilities Costs estimated at \$2,500 * 12 mos = \$30,000 520820 Janitorial Costs = \$1,000 525320 Security Guard Services = \$5,000	\$ - \$ - \$ - \$ 30,000 \$ 1,000 \$ 5,000
7	Workstation/Furniture:	523680 Office Furniture	\$ -
8	Temporaries Svcs:	525500 Salary/Benefit Reimbursement For TAP costs 525340 TAP agency temp services	\$ 72,262 \$ -
9	1-800 Line:	520320 Approx. \$1666 per mo for 12 months includes NORSTAR, AT&T and SBC on-going costs (\$20,000) 520320 New Substitute Provider Phone Line \$0	\$ 20,000
10	Background Checks:	524580 Background checks - Operation of Live Scan machine (certification) Estimate of costs to obtain online criminal records outside of Riverside County	\$ -
11	Provider Medical Screenings:	525100 Provider Medical Screenings Estimate for FY 14/15	\$ 30,000
12	Provider/Consumer Training Mat'l	527860 Provider/Consumer Training Matl. & CPR/FIRST AID	\$ 17,000
13	Consultant Fees:	525440 Professional services estimated \$0	\$ -
14	Registry Software Maint: On-Going	521640 Maint. & support expenses for the Registry Software (New RFP estimate) \$60,000 521640 Maint. & support expenses for the Health Benefit Packages	\$ 60,000
15	Staff Training:	528140 Conferences and Registration Fees (Hotels) 528140 Caregiver Training Conferences 528140 PA Training \$10,000 (Includes monthly CAPA Staff, CWDA, Red Cross Instructor, Aging Conf, NASW, CICA)	\$ 10,000
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 = \$2,500 unexpected costs such as break-ins and damages 528920 (\$1,750+\$1,750+\$2,500+1,500 = \$7,500)	\$ 2,500 \$ 1,500
18	Communication-Cell Phone:	520230 Cell Phone service (11 units @594.11 per month): 520230 Mobile HotSpot \$10 per unit= \$110 Unlimited Texting \$12 per unit= \$132 Unlimited Data \$24.99 per unit= \$274.89 Voice Plan \$.06 per minute (est. usage 117 minutes per unit)= \$77.22 Total \$7,129.32 (Amount adjusted to cover fluctuation in voice plan minute usage) 520200 Communications 520250 Communications Equip / Installation-Solidus	\$ 10,500 \$ 500 \$ 7,000
19	Liability Insurance:	520930 CSAC Liability Insurance costs= \$35,000 per contract renewal County Liability Svcs Charge = \$0 estimated	\$ 35,000
20	Facility Improvement: One time	522310 Facilities Improvements-Phase II of of facilities expansion (Reception area).	\$ 100,000
21	Staff Travel	529000 Conference and retreat travel expenses \$9,000 (Budgets associated with 2 CAPA trainings, CWDA, Red Cross Instructor, Aging Conf, NASW, CICA trainings and conferences) 529540 Utilities 529040 Private Mileage Reimbursement \$3,000 527880 Staff travel \$1,500	\$ 9,000 \$ - \$ 3,000 \$ 1,500

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE NARRATIVE
 FY 14/15
 Attachment A

			FY 14/15
Line No.	Line Item	Item Description	Budget
42	DPSS IT: On Going	524760 System and Network Maintenance Charge	\$ -
43	DPSS SDD	536740 Staff Dev. Officer costs	\$ 67,000
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 (\$636.41*12 = \$7,637)	\$ 7,637
47	County Delivery Svcs.	520270 FY 14/15 Mail Delivery and Central mail Services \$200 per year (est. @ \$500 for two delivery sites)	\$ 500
48	County Support Svcs.	524740 County Support Services (CowCap)	\$ -
49	DPSS Operating Support	536740 DPSS IHSS Liason Services (IT, Admin Program) estimate	\$ 10,000
50	OASIS Financial :	525300 OASIS Financial System (Est. at \$166.7 per mo. * 12 = \$2,000)	\$ 2,000
51	OASIS HRMS:	525310 OASIS HRMS (PA staff for 26 payperiods) Estimated charges	\$ 8,500
52	County Annual Audit:	525440 County Annual Audit	\$ -
53	County Personnel:	537090 Co. HR Charges est. at \$22,000	\$ 22,000
		536760 Audit & Acclg (\$166.82 * 26 PPs = \$4,337.32)	\$ 4,500
54	DPSS Contracting:	536740 DPSS Contracting charges	\$ -
55	Indirect Cost Rate:	536740 DPSS Indirect Cost Rate charges est. at \$90,000	\$ 90,000
56	Equipment-Other (Fixed Asset)	546160 Equipment-Other (Fixed Asset)	\$ -
Total PA Budget (Operating Costs)			\$ 960,415
Total FY 14/15 PA Budget			\$ 2,123,697
Total FY 14/15 PA Budget			\$ 3,084,112

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IHSS-PUBLIC AUTHORITY LINE ITEM BUDGET
FY 1415

Staffing Costs, Salaries + Benefits avg. at 64.77%*

Class Codes	Personnel	Classification	Range	# Req'd	Ext. Annual Salary	Ext. Annual Benefit	Total Ext. Sal. & Benefits
79894	Jewel Lee	IHSS Pub Authority Exec Director (Lee)	MCO/574	1	\$99,969	\$29,517	\$129,485
74191	Vacant Employee	Administrative Svcs Manager (Vacant)	MCO/436	1	\$53,460	\$22,645	\$76,104
74158	Vacant Employee	Sr. Community Prog. Specialist (Minjarez)	SEU/415	1	\$49,487	\$20,551	\$70,038
74152	Rose Valdes	Community Program Specialist II (Valdes)	SEU/379	1	\$49,835	\$17,528	\$67,363
74152	Roger Swalm	Community Program Specialist II (Swalm)	SEU/379	1	\$49,752	\$18,009	\$67,761
74152	Martha Williams-Garcia	Community Program Specialist II (Garcia, M)	SEU/379	1	\$49,986	\$18,971	\$68,957
74152	Hector Miranda	Community Program Specialist II (Miranda)	SEU/379	1	\$48,862	\$23,163	\$72,025
74127	Leti Fierro-Garcia	Sr. Administrative Analyst (Fierro-Garcia)	UNC/427	1	\$59,822	\$22,719	\$82,541
74127	Jennifer DeLaOssa-Ramirez	Sr. Administrative Analyst (DeLaOssa-Ramirez)	UNC/427	1	\$75,729	\$27,523	\$103,252
74106	Barbara Simpson-Lara	Administrative Svcs Analyst II (Simpson-Lara)	SEU/379	1	\$52,132	\$21,670	\$73,802
57726	Alma Escouvel	Social Services Assistant (Escouvel)	SEU/112	1	\$28,940	\$17,857	\$46,797
57726	Ella Chavez	Social Services Assistant (Chavez)	SEU/112	1	\$28,857	\$18,338	\$47,195
57726	Susana Melero	Social Services Assistant (Melero)	SEU/112	1	\$21,898	\$15,743	\$37,642
57726	Roxana Duarte	Social Services Assistant (Duarte)	SEU/112	1	\$34,037	\$19,025	\$53,062
13924	Dwight Benner	Secretary II (Benner)	UPE/421	1	\$42,688	\$20,090	\$62,778
13866	Mellyssa Lomeli	Office Assistant III (Lomeli)	UPE/249	1	\$22,482	\$15,917	\$38,399
13866	Sandra Ochoa	Office Assistant III (Ochoa)	UPE/249	1	\$31,952	\$18,589	\$50,551
13866	Syng Lee	Office Assistant III (Lee)	UPE/249	1	\$26,990	\$15,950	\$42,940
13866	Barbara Walker	Office Assistant III (Walker)	UPE/249	1	\$25,432	\$15,593	\$41,025
13866	Claudia Valencia	Office Assistant III (Valencia)	UPE/249	1	\$26,911	\$17,476	\$44,387
13866	Thina Marquez	Office Assistant III (Marquez)	UPE/249	1	\$22,910	\$16,015	\$38,926
13439	Christina Rios	Human Resources Clerk (Rios)	UPE/289	1	\$27,926	\$17,164	\$45,091
13416	Elizabeth Dyches	DPSS Office Support Supervisor I (Dyches)	UPE/203	1	\$36,643	\$14,627	\$51,270
13131	Belina Lopez	Sr. HR Clerk (Lopez)	UPE/331	1	\$33,130	\$16,357	\$49,487
13609	Felix Minjarez	Supervising Program Specialist	SEU/539	1	\$58,235	\$24,206	\$82,441
79874	Vacant Employee	Social Services Worker III (Vacant)	SEU/401	1	\$33,595	\$17,423	\$51,018
79874	Vacant Employee	Social Services Worker III (Vacant)	SEU/401	1	\$33,595	\$17,423	\$51,018
79874	Vacant Employee	Social Services Worker III (Vacant)	SEU/401	1	\$33,595	\$17,423	\$51,018
79878	Vacant Employee	Social Services Worker V (Vacant)	SEU/471	1	\$50,284	\$23,529	\$73,813
13865	Vacant Employee	Office Assistant II (Vacant)	UPE/190	1	\$19,382	\$14,751	\$34,133
13865	Vacant Employee	Office Assistant II (Vacant)	UPE/190	1	\$19,216	\$15,714	\$34,929
13865	Vacant Employee	Office Assistant II (Vacant)	UPE/190	1	\$19,216	\$15,713	\$34,929
13865	Vacant Employee	Office Assistant II (Vacant)	UPE/190	1	\$19,382	\$14,751	\$34,133
13865	Vacant Employee	Office Assistant II (Vacant)	UPE/190	1	\$19,382	\$14,751	\$34,133
13866	Vacant Employee	Office Assistant III (Vacant)	UPE/249	1	\$21,705	\$15,283	\$36,988
13786	Vacant Employee	Data Entry Operator II	UPE/229	1	\$30,353	\$17,264	\$47,617
74106	Vacant	Administrative Svcs Analyst II	SEU/416	1	\$40,806	\$19,317	\$60,123
Total				38	\$1,417,402	\$706,295	\$2,123,697

*Benefit Package Expense used in actual budget

** Step Increase est. at

****FY1415 AUB Variables-Hours in Work Year

64.77%
2.71%
2080

Notes:

Classification

IHSS Pub Authority Exec Director (Lee)

Administrative Svcs Manager

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.

Community Program Specialist II (Valdes)

Community Program Specialist II

Sr. Administrative Analyst (DeLaOssa-Ramirez)

Administrative Svcs Analyst II (Simpson-Lara)

Social Services Assistant (Duarte)

DPSS Office Support Supervisor I (Dyches)

Office Assistant III (Lomeli)

Sr. HR Clerk (Lopez)

Human Resources Clerk (Rios)

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

Assists with analyzing health care benefits and eligibility for home care workers, assists in staffing recommendations and coordination of facility needs and planning.

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IHSS-PUBLIC AUTHORITY BUDGET AND RATE
FUNDING SUMMARY
FY 14/15
Attachment A

FUNDING	TOTAL AMOUNT	PCSP FUNDING RATIO	PCSP SHARE	IHSS FUNDING RATIO	IHSS SHARE	TOTAL
Total Provider Costs	\$ 289,248,427					
IHSS-Services PCSP	\$ 283,463,458	98.00%	283,463,458			
IHSS-Services Non PCSP	\$ 5,784,969			2.00%	5,784,969	
IHSS Services-Federal Share		50.00%	141,731,729	0%	-	141,731,729
IHSS Services-State Share		50.00%	141,731,729	100%	5,784,969	147,516,698
IHSS Services-County Share (MOE)		0.00%	-	0%	-	-
Total Providers Costs	\$ 289,248,427	100%	283,463,458	100%	5,784,969	\$ 289,248,427
Total Public Authority Admin. Costs (exclude IP Background Checks & Medical Screening Costs)	\$ 1,592,149					
Public Authority Administration-PCSP	\$ 1,560,306	98.00%	\$ 1,560,306			
Public Authority Administration-Non PCSP	\$ 31,843			2.00%	\$ 31,843	
Public Authority Administration-Federal Share		50.00%	780,153	0%	-	780,153
Public Authority Administration-State Share		32.50%	507,099	65%	20,698	527,797
Public Authority Administration-County Share shifted to State		17.50%	273,054	35%	11,145	284,199
Total Public Authority Admin. Budget (exclude BC & MS)	\$ 1,592,149	100%	\$ 1,560,306	100%	\$ 31,843	\$ 1,592,149
Total IP Background Checks & Medical Screening Costs	\$ 30,000					
Public Authority Administration-PCSP	\$ 29,400	98.00%	\$ 29,400			
Public Authority Administration-Non PCSP	\$ 600			2.00%	\$ 600	
Public Authority Administration-Federal Share		50.00%	14,700	-	-	14,700
Public Authority Administration-State Share		0.00%	-	-	-	-
Public Authority Administration-County Share shifted to State		50.00%	14,700	100%	600	15,300
Total IP Background Checks & Medical Screening Costs	\$ 30,000	100%	\$ 29,400	100%	\$ 600	\$ 30,000
Sub-Total Including Admin. Budget, IP BC & MS	\$ 1,622,149					
Public Authority Administration-PCSP	\$ 1,589,706	98%				
Public Authority Administration-Non PCSP	\$ 32,443			2%		
Public Authority Administration-Federal Share		50.00%	\$ 794,853	0%	\$ -	\$ 794,853
Public Authority Administration-State Share		32.50%	\$ 507,099	65%	\$ 20,698	\$ 527,797
Public Authority Administration-County Share shifted to State		17.50%	\$ 287,754	35%	\$ 11,745	\$ 299,499
Sub-Total (Based on \$284,199 County MOE)	\$ 1,622,149	100%	\$ 1,589,706	100%	\$ 32,443	\$ 1,622,149

FUNDING	TOTAL AMOUNT	PCSP FUNDING RATIO	PCSP SHARE	IHSS FUNDING RATIO	IHSS SHARE	TOTAL
Total Public Authority Overmatch	\$ 1,461,963					
Public Authority Administration-PCSP	\$ 1,432,724	98.00%	\$ 1,432,724			
Public Authority Administration-Non PCSP	\$ 29,239			2.00%	\$ 29,239	
Public Authority Administration-Federal Share-overmatch		49.00%	\$ 702,035	49.00%	\$ 14,327	\$ 716,362
Public Authority Administration-State Share-overmatch		51.00%	\$ 730,689	51.00%	\$ 14,912	\$ 745,601
Public Authority Administration-County Share - Overmatch Shifted to State		0.00%	\$ -	0.00%	\$ -	\$ -
Total Public Authority Admin. Budget (exclude BC & MS)- overmatch	\$ 1,461,963	100%	\$ 1,432,724	100%	\$ 29,239	\$ 1,461,963
Composite Ratios						
Public Authority Administration-Federal Share		49.00%	1,496,888		14,327	1,511,215
Public Authority Administration-State Share		41.29%	1,237,789		35,610	1,273,399
Public Authority Administration-County Share Shifted to State		9.71%	287,754		11,745	299,499
Total Public Authority Admin. Budget	\$ 3,084,112	100%	\$ 3,022,430	-	\$ 61,682	\$ 3,084,112
Composite Ratios						
Public Authority Administration-Federal Share		49.00%	143,228,617		14,327	143,242,944
Public Authority Administration-State Share		51.00%	143,257,271		5,832,324	149,089,595
Public Authority Administration-County Share		0.0%	-		-	-
Grand Total Providers & Public Authority Admin. Budget	\$ 292,332,539	100%	\$ 286,485,888		\$ 5,846,651	\$ 292,332,539

FY 1415 PA Total Budget \$ 3,084,112

Funding Source	Ratio	PA Budget within County MOE	Overmatch	Sub-Total
Fed	49.0%	\$ 780,153	\$ 731,062	\$ 1,511,215
State	32.5%	\$ 527,797	\$ 760,901	\$ 1,288,699
County share shifted to State	18.5%	\$ 284,199	\$ 284,199	\$ 284,199
Total	100.0%	\$ 1,592,149	\$ 1,491,963	\$ 3,084,112

Note(s):
The FY 1415 PA Admin county share of \$284,199 is included in the overall IHSS MOE amount of \$44,026,422.
The FY 1415 PA Budget of \$3,084,112 does not include the contracted IHSS/PA MOU amount of \$661,832.

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 FISCAL-MRU
 IHSS-PUBLIC AUTHORITY ESTIMATE EXPENDITURES
 FY 14/15

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	1,417,402	
2	1-1999	PAARC	22800	985101	518100		Budgeted Benefit	706,295	
								2,123,697	
Workers Comp Ins.									
3	1-1801	PAARC	22800	985101	517000		Workers Comp Insurance	7,637	
Appropriation 2								Sub-Total	2,131,334
4	2-2070	PAARC	22800	985101	520200		Communications	500	
5	2-2072	PAARC	22800	985101	520230		Cellular Phone Service	10,500	
6	2-2074	PAARC	22800	985101	520250		Communications Equip / Installation	7,000	
7	2-2076	PAARC	22800	985101	520270		County Delivery Service	500	
8	2-2081	PAARC	22800	985101	520320		Telephone Service (Includes Ericsson & AT&T)	20,000	
9	2-2154	PAARC	22800	985101	520820		Janitorial Services	1,000	
10	2-2197	PAARC	22800	985101	520930		Insurance - Liability	35,000	
11	2-2201	PAARC	22800	985101	520945		Insurance - Property	-	
12	2-2264	PAARC	22800	985101	521360		Maint - Computer Equipment (IT)	500	
13	2-2265	PAARC	22800	985101	521380		Maint - Copier Machines	7,500	
14	2-2275	PAARC	22800	985101	521500		Maint - Motor Vehicles	-	
15	2-2284	PAARC	22800	985101	521640		Maint. Software License (Regis./Benefit/Others)	60,000	
16	2-2311	PAARC	22800	985101	522310		Maint - Buildings & Improvements	100,000	
17	2-2391	PAARC	22800	985101	523100		Memberships	16,000	
18		PAARC	22800	985101	523230		Misc. Exp-	5,916	
19	2-2432	PAARC	22800	985101	523300		Moving Expense	1,300	
20	2-2462	PAARC	22800	985101	523620		Books and Publications	-	
21	2-2463	PAARC	22800	985101	523640		Computer Equipment - (Non Fixed Asset)	20,000	
22	2-2465	PAARC	22800	985101	523680		Office Equipment - (Non Fixed Asset)	10,000	
23	2-2466	PAARC	22800	985101	523700		Office Supplies	13,000	
24	2-2469	PAARC	22800	985101	523760		Postage/Mailing	20,000	
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	1,000	
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	30,000	
33	2-2535	PAARC	22800	985101	525140		County Personnel Services	-	
34	2-2544	PAARC	22800	985101	525300		OASIS Financial Charge	2,000	
35		PAARC	22800	985101	525310		OASIS/HRMS Payroll Charge	8,500	
36	2-2545	PAARC	22800	985101	525320		Security Guard Services	5,000	
37	2-2546	PAARC	22800	985101	525340		Temporary Help Services (Agency Temps)	-	
38	2-2541	PAARC	22800	985101	525440		Professional Services - Other	-	
39	2-2555	PAARC	22800	985101	525500		Salary/Benefit Reimbursement	72,262	
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	220,000	
44	2-2723	PAARC	22800	985101	526720		Rent / Lease-Storage	-	
45	2-2845	PAARC	22800	985101	527860		Training - Materials	17,000	
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)	10,000	
48	2-2903	PAARC	22800	985101	528920		Car Pool Expense (4 Toyota Prius)	7,500	
49	2-2909	PAARC	22800	985101	529000		Miscellaneous Travel Expense (Meals)	9,000	
50	2-2911	PAARC	22800	985101	529040		Private Mileage Reimbursement	3,000	
51	2-2957	PAARC	22800	985101	529540		Utilities	-	
Appropriation 2								Sub-Total	729,278

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 FISCAL-MRU
 IHSS-PUBLIC AUTHORITY ESTIMATE EXPENDITURES
 FY 14/15

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	167,000	
56		PAARC	22800	985101	536760		Interfnd Exp-Audit & Acctg	4,500	
54		PAARC	22800	985101	537000		Interfnd Exp-Leases	-	
55		PAARC	22800	985101	537080		Interfnd Exp-Misellaneous	30,000	
57		PAARC	22800	985101	537090		Interfnd Exp-Personnel Svcs	22,000	
	Appropriation 3							Sub-Total	223,500
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	952,778
	Total Appropriation 1 through 4							Grand Total	\$ 3,084,112

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: Alexandra Perez

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RIVERSIDE COUNTY DEPARTMENT OF SOCIAL SERVICES
 FY 1415 IHSS Public Authority Cash Account Projection

Attachment C

Description	FY 14/15												Year End				
	July	Aug	Sept	Qtr 1	Oct	Nov	Dec	Qtr 2	Jan	Feb	Mar	Qtr 3		Apr	May	Jun	Qtr 4
Expenditures:																	
-Salaries and Benefits	176,975	176,975	176,975	530,924	176,975	176,975	176,975	530,924	176,975	176,975	176,975	530,924	176,975	176,975	176,975	530,924	2,123,697
-Operating Costs	60,773	60,773	60,773	182,320	60,773	60,773	60,773	182,320	60,773	60,773	60,773	182,320	60,773	60,773	60,773	182,320	729,278
-County Support Services	19,261	19,261	19,261	57,784	19,261	19,261	19,261	57,784	19,261	19,261	19,261	57,784	19,261	19,261	19,261	57,784	231,137
Total Cash Out	257,009	257,009	257,009	771,028	257,009	257,009	257,009	771,028	257,009	257,009	257,009	771,028	257,009	257,009	257,009	771,028	3,084,112
Federal/State																	
County NCC Share (Special Revenue Fund)																	
Total Cash In																	
Operating Capital Requirement	257,009	514,019				514,019			257,009	514,019			257,009	514,019			3,084,112
Total Expenditures	257,009	257,009	257,009	771,028	257,009	257,009	257,009	771,028	257,009	257,009	257,009	771,028	257,009	257,009	257,009	771,028	3,084,112
Net Funds Needed	257,009	257,009	257,009	771,028	257,009	257,009	257,009	771,028	257,009	257,009	257,009	771,028	257,009	257,009	257,009	771,028	3,084,112
Reimbursement from Federal/State	257,009	514,019				514,019			257,009	514,019			257,009	514,019			3,084,112
Fund Balance																	

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	1,511,215
	PAARC	22800	985101	750300	CA-Public Assistance Admin Revenue	1,572,897
	PAARC	22800	985101	790800	Contributions from Other Funds	
Total						3,084,112
Total Estimated Revenue						3,084,112

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

Total Projection for Public Authority						3,084,112
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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**

COUNTY:	Riverside County
CONTACT:	Jewel Lee, 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 9-7-92
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

22,215,701

#	ITEM	BUDGET	SERVICES	ADMIN	Portion of RATE
Provider Costs					
1	IP Wages = proj yearly hours @ \$11.50 per hr	255,480,562	\$ 255,480,562		11.50
2	IP Employer Taxes @ 8%	20,438,445	\$ 20,438,445		0.92
3	Health Benefits	13,329,421	\$ 13,329,421		0.60
		\$ -			0.00
	Total Provider Costs	\$ 289,248,428	\$ 289,248,428		13.02
Public Authority Administrative costs					
	Salaries & Benefits	\$ 2,131,334		\$ 2,131,334	0.0959
	Overhead Expenses	\$ 952,778		\$ 952,778	0.0429
	Total Public Authority Administrative costs	\$ 3,084,112		\$ 3,084,112	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	\$ 289,248,428 +	\$ 3,084,112.00 /	\$ 22,215,701 =	\$ 13.16
	Services Rate = Services Cost Divided by Total Hours	\$ 289,248,428	\$ - /	\$ 22,215,701 =	\$ 13.02
	Admin Rate = Admin Cost Divided by Total Hours		\$ 3,084,112.00 /	\$ 22,215,701 =	\$ 0.14