



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-17

For the meeting of: August 19, 2014

Date: August 6, 2014
To: Board of Supervisors
From: Phillip R. Crandall, Director *CR*
Department of Health and Human Services – Public Health
Subject: Year End Supplemental Budgets in Fund 1175, Public Health for Fiscal Year 2013-14.
(Supplemental Budgets require a 4/5 vote)

RECOMMENDATION(S):

That the Board of Supervisors:

- 1. Direct Auditor-Controller to supplement Fund 1175, Budget Unit 403 – MAA/TCM Claims Administration, Budget Unit 407 – Childhood Lead, Budget Unit 414 - Health Education, Budget Unit 455 – Public Health Preparedness and Response and Budget Unit 486 – Land Use for Fiscal Year 2013-14, per Attachment A (4/5 vote required).

SOURCE OF FUNDING:

Public Health Funds

DISCUSSION:

The request before your Board today will adjust the County Budgets for Fiscal Year 2013-14 to account for changes that occurred during the year.

The Supplemental Budget for Budget Unit 403 – MAA/TCCM Claims Administration, will increase the overall budget by \$23,000. The MAA/TCM Claims Administration Budget Unit administers Medi-Cal

Prepared by: Olivia Wilder, Senior Fiscal Assistant _____

CAO Approval *Cheryl Dillman*

REVIEW: Auditor *AO* County Counsel _____ Human Resources _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Press* Seconded by Supervisor *Kennell*
Ayes *Sundberg, Lovelace, Edm, Fenner, Be*
Nays
Abstain
Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *August 19, 2014*
By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

Administrative Activities (MAA) and Targeted Case Management (TCM) for various Department of Health and Human Services (DHHS) Programs. In Fiscal Year 2013-14, there was an increase in expenditures in this budget unit due to the hiring of a new MAA/TCM Coordinator. Increases in revenue for both administrative activities will be received to reimburse Public Health for the increased costs. Approval of the Supplemental Budget will allow for the increased costs and revenue resulting in a balanced budget.

The Supplemental Budget for Budget Unit 407 – Childhood Lead Program, will increase the overall budget by \$14,014. The Childhood Lead Program is a State funded program to provide education to the community about the dangers of childhood lead poisoning. In addition to education the program provides case management and environmental testing to families whose child's blood lead test results were at the elevated level. In Fiscal Year 2013-14, the program had two lead cases that required multiple home visits, the increase in home visits resulted in an increase in the overall expenditures for the program. The increased costs exceed the total State allocation for the program; the supplemental budget will create the line item for State Aid Realignment in the amount of \$14,014.

The Supplemental Budget for Budget Unit 414 – Health Education, will increase the overall budget by \$10,573. The Health Education Budget Unit acts as the administrative budget unit for the Healthy Communities Division. Expenditures were higher than anticipated due to an increase in community activities and outreach. We are able to balance the increased expenditures with the collaboration with Cal Fresh and the successful recovery of State IV Drug Diversion dollars.

The Supplemental Budget for Budget Unit 455 – PH Preparedness and Response, will increase the overall budget by \$29,787. The PH Preparedness and Response Program is funded through Federal grants. The grant guidelines allow the program to carry forward unspent funds into the following operating year. At the end of Fiscal Year 2012-13 the program carried forward funds and expended them in Fiscal Year 2013-14. The approved county budget only allowed for the total grant allocation for Fiscal Year 2013-14, this increase will allow for carry forward expenditures as well as the regular grant expenditures.

The Supplemental Budget for Budget Unit 486 – Land Use will increase the overall budget by \$13,170. The Land Use program provides permitting and inspections for septic tanks, water systems, and construction plan reviews. In previous years the budget for Land Use had been decreased based on the decrease in construction in our county. In Fiscal Year 13-14 the revenues exceeded the budget amount due to the increase in construction and an increase in well boring permits. The supplement budget for Land Use will increase the fee related revenue lines and decrease the State Aid Realignment revenue.

FINANCIAL IMPACT:

Approval of the attached Supplemental Budgets is necessary for the Auditor's Office to close the books for Fiscal Year 2013-14. This action will increase the overall budget for Fund 1175, Public Health, Department of Health and Human Services, by \$90,544. There is no impact to the General Fund.

The proposed Agreement supports the Board's Strategic Framework by protecting vulnerable populations and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to not approve the recommendations; however, this is not recommended because these adjustments are needed as part of the year end procedures.

ATTACHMENTS:

Attachment A – Supplemental Budget for Budget Unit 403 – MAA/TCM Claims Administration, 407 – Childhood Lead Program, 414 Health Education, 455 PH Preparedness and Response, and 486 Land Use

Attachment A - Supplemental Budgets

- A1. MAA/TCM Claims Administration**
- A2. Childhood Lead Program**
- A3. Health Education**
- A4. Preparedness and Response**
- A5. Land Use**

**1175403 MAA/TCM Claims Administration
Year End Supplemental Budget Request**

	Board Adopted Budget	Adjusted Budget	Adjustment Needed	Supplemental Budget
588801 Federal Reimbursement-'TCM'	54,555.00	54,555.00	23,000.00	77,555.00
588802 Federal Reimbursement-'MAA'	54,555.00	54,555.00	23,000.00	77,555.00
Total	54,555.00	54,555.00	23,000.00	77,555.00
Total Revenue Accounts	54,555.00	54,555.00	23,000.00	77,555.00
Accounts				
2106 Communications	350.00	350.00	(50.00)	350.00
2107 Duplicating	50.00	50.00	3.00	9.00
2109 Household Expense	-	6.00	(400.00)	1,653.00
2110 Insurance	2,053.00	2,053.00	(75.00)	175.00
2116 Postage	250.00	250.00	(80.00)	420.00
2117 Office Supplies	500.00	500.00	4.00	4.00
2120 Rents & Leases - Equipment	-	1,423.00	493.00	1,916.00
2121 Rents & Leases - Structures	-	10,175.00	-	10,175.00
2123 Special Departmental Expense	15,000.00	200.00	-	200.00
2125 Transportation & Travel	200.00	90.00	40.00	130.00
2126 Utilities	-	4,793.00	2,000.00	6,793.00
2225 Transportation-Out of County	4,793.00	18,104.00	-	18,104.00
2260 MAA/TCM Takeback	3,000.00	246.00	-	246.00
2614 Staff Development & Training	100.00	38,240.00	1,935.00	40,175.00
Total	26,296.00	38,240.00	1,935.00	40,175.00
3125 Information Services Charges	1,466.00	1,506.00	(35,000.00)	(105,528.00)
3137 A-87 Overhead Charges	651.00	2,271.00	(15,989.00)	(48,714.00)
3513 Communications/Utility Charges	54.00	54.00	(50,989.00)	(154,242.00)
3928 Expense Transfers	129,258.00	114,154.00	72,054.00	186,208.00
3940 Central Service Charges	83.00	83.00	-	83.00
Total	131,512.00	118,068.00	72,054.00	190,122.00
9140 Targeted Case Management	(70,528.00)	(70,528.00)	(35,000.00)	(105,528.00)
9160 Medical Administrative Activit	(32,725.00)	(32,725.00)	(15,989.00)	(48,714.00)
Total	(103,253.00)	(103,253.00)	(50,989.00)	(154,242.00)
Total Expenditure Accounts	54,555.00	53,055.00	23,000.00	76,055.00
Total Revenue Accounts	54,555.00	54,555.00	23,000.00	77,555.00
Net	-	1,500.00	-	1,500.00

1175407 - Childhood Lead Program Year End Supplemental Budget Request

	Board Adopted Budget	Adjusted Budget	Adjustment Needed	Supplemental Budget
Revenue Accounts				
526527 St Childhood Lead Prev. Health	63,064.00	63,064.00	-	63,064.00
586499 State Aid Health Realignment	-	-	14,014.00	14,014.00
Total	63,064.00	63,064.00	14,014.00	77,078.00
Total Revenue Accounts	63,064.00	63,064.00	14,014.00	77,078.00
Expenditure Accounts				
2106 Communications	363.00	363.00	(500.00)	363.00
2107 Duplicating	900.00	700.00	-	200.00
2109 Household Expense	12.00	12.00	-	12.00
2110 Insurance	407.00	407.00	(35.00)	372.00
2113 Maintenance-Structures	6.00	6.00	(5.00)	1.00
2114 Medical Dental & Lab Supplies	1,105.00	1,418.00	-	1,418.00
2116 Postage	200.00	100.00	(38.00)	62.00
2117 Office Supplies	250.00	237.00	-	237.00
2120 Rents & Leases - Equipment	-	-	6.00	6.00
2121 Rents & Leases - Structures	3,179.00	3,179.00	145.00	3,324.00
2123 Special Departmental Expense	500.00	500.00	(500.00)	-
2125 Transportation & Travel	350.00	350.00	127.00	477.00
2126 Utilities	358.00	358.00	-	358.00
2147 Media	500.00	500.00	(250.00)	250.00
2225 Transportation-Out of County	650.00	1,650.00	(200.00)	1,450.00
2614 Staff Development & Training	3,306.00	2,306.00	(2,130.00)	176.00
Total	12,086.00	12,086.00	(3,380.00)	8,706.00
3125 Information Services Charges	605.00	605.00	(9.00)	596.00
3137 A-87 Overhead Charges	899.00	899.00	(189.00)	710.00
3928 Expense Transfers	49,289.00	49,289.00	17,673.00	66,962.00
3930 Building Maintenance Costs	81.00	81.00	(81.00)	-
3940 Central Service Charges	104.00	104.00	-	104.00
Total	50,978.00	50,978.00	17,394.00	68,372.00
Total Expenditure Accounts	63,064.00	63,064.00	14,014.00	77,078.00
Total Revenue Accounts	63,064.00	63,064.00	14,014.00	77,078.00
Net	-	-	-	-

1175414 - Health Education
Year End Supplemental Budget Request

	Board Adopted Budget	Adjusted Budget	Adjustment Needed	Supplemental Budget
50 Other Governmental Agencies				
523210 Safe Routes to Schools	120,000.00	120,000.00	-	120,000.00
531113 Community Transformation Grant	237,000.00	237,000.00	-	237,000.00
586499 State Aid Health Realignment	388,721.00	388,721.00	-	388,721.00
Total	745,721.00	745,721.00	-	745,721.00
60 Charges for Current Services				
631300 Sate - I.V. Drug Diversion	-	-	10,573.00	10,573.00
Total	-	-	10,573.00	10,573.00
70 Other Revenues				
707263 Donations	75.00	75.00	-	75.00
707272 Children's BikeSafe Campaign	-	-	-	-
Total	75.00	75.00	-	75.00
Total Revenue Accounts	745,796.00	745,796.00	10,573.00	756,369.00
Expenditure Accounts				
1 Salaries & Employee Benefits				
1100 Salaries And Wages	1,642,583.00	1,625,646.00	(46,923.00)	1,578,723.00
1400 Extra Help	48,647.00	48,647.00	-	48,647.00
1450 Unemployment Insurance	12,831.00	12,831.00	-	12,831.00
1470 Health Insurance	229,632.00	229,632.00	-	229,632.00
1471 Life & Air Travel Insurance	1,181.00	1,181.00	-	1,181.00
1472 Dental Insurance	30,698.00	30,698.00	-	30,698.00
1475 Salaries Reimbursed	(2,206,433.00)	(2,206,433.00)	-	(2,206,433.00)
1500 Retirement	354,339.00	354,339.00	-	354,339.00
1600 FICA	129,380.00	129,380.00	-	129,380.00
1700 Workers' Compensation	40,038.00	40,038.00	862.00	40,900.00
Total	282,896.00	265,959.00	(46,061.00)	219,898.00
2 Services and Supplies				
2106 Communications	5,720.00	6,100.00	5,490.00	11,590.00
2107 Duplicating	1,796.00	1,796.00	-	1,796.00
2109 Household Expense	134.00	134.00	48.00	182.00
2110 Insurance	3,525.00	7,136.00	7,136.00	7,136.00
2113 Maintenance-Structures	780.00	510.00	(33.00)	477.00

2116 Postage	200.00	500.00	(240.00)	260.00
2117 Office Supplies	1,000.00	1,000.00	(250.00)	750.00
2118 Professional & Special Service	-	40.00	80.00	40.00
2120 Rents & Leases - Equipment	-	270.00	4,537.00	350.00
2121 Rents & Leases - Structures	38,262.00	45,000.00	(1,000.00)	49,537.00
2125 Transportation & Travel	2,000.00	1,850.00	1,200.00	850.00
2126 Utilities	2,374.00	2,374.00	1,200.00	3,574.00
2148 Computer Software	-	150.00	(150.00)	-
2194 Recruiting and Employment Cost	1,000.00	1,000.00	(359.00)	641.00
2217 Books & Periodicals	200.00	200.00	(157.00)	43.00
2225 Transportation-Out of County	1,500.00	1,500.00	(600.00)	900.00
2317 Office Expense - Equipment	1,200.00	800.00	(800.00)	-
2324 Special Dept Exp-Donations	200.00	200.00	(200.00)	-
2439 State-OTS-B & P Safety	-	-	2.00	2.00
2471 Safe Communities	237,000.00	229,300.00	41,100.00	270,400.00
2556 Safe Routes to School	120,000.00	107,150.00	16,600.00	123,750.00
2614 Staff Development & Training	2,500.00	2,500.00	(2,254.00)	246.00
Total	419,391.00	409,510.00	63,014.00	472,524.00

3 Other Charges				
3023 Health Access	4,000.00	18,500.00	9,600.00	28,100.00
3125 Information Services Charges	6,064.00	10,332.00	10,332.00	10,332.00
3137 A-87 Overhead Charges	9,112.00	11,962.00	11,962.00	11,962.00
3441 Nutrition Education	-	1,600.00	1,600.00	1,600.00
3451 'MAA/TCM' Admin Costs/Health	-	5,200.00	(5,200.00)	-
3512 Social Services	-	400.00	(300.00)	100.00
3513 Communications/Utility Charges	589.00	589.00	589.00	589.00
3928 Expense Transfers	20,846.00	18,846.00	(35.00)	18,811.00
3940 Central Service Charges	2,898.00	2,898.00	2,898.00	2,898.00
Total	43,509.00	70,327.00	4,065.00	74,392.00

9 Intrafund Transfers				
9367 CalFresh (SSB)	-	-	(10,445.00)	(10,445.00)
Total	-	-	(10,445.00)	(10,445.00)
Total Expenditure Accounts	745,796.00	745,796.00	10,573.00	756,369.00
Total Revenue Accounts	745,796.00	745,796.00	10,573.00	756,369.00
Net	-	-	-	-

1175455- PH Preparedness and Response Year End Supplemental Budget Request

	Board Adopted Budget	Adjusted Budget	Adjustment Needed	Supplemental Budget
509050 Federal Reimbursement Grant	522,505.00	522,505.00	29,787.00	552,292.00
526523 Health Resources Service Admin	158,139.00	158,139.00	-	158,139.00
586499 State Aid Health Realignment	3,236.00	3,236.00	-	3,236.00
Total	683,880.00	683,880.00	29,787.00	713,667.00
Total Revenue Accounts	683,880.00	683,880.00	29,787.00	713,667.00
Expenditure Accounts				
2106 Communications	4,268.00	12,433.00	(595.00)	11,838.00
2107 Duplicating	4,778.00	4,273.00	(1,000.00)	3,273.00
2110 Insurance	3,222.00	3,222.00	(1,513.00)	1,709.00
2112 Maintenance-Equipment	3,500.00	18,202.00	(15.00)	18,187.00
2113 Maintenance-Structures	42.00	42.00	(29.00)	13.00
2114 Medical Dental & Lab Supplies	7,063.00	6,763.00	332.00	7,095.00
2116 Postage	250.00	250.00	-	250.00
2117 Office Supplies	1,500.00	1,650.00	-	1,650.00
2118 Professional & Special Service	7,960.00	8,260.00	-	8,260.00
2120 Rents & Leases - Equipment	264.00	5,264.00	45.00	5,309.00
2121 Rents & Leases - Structures	7,025.00	7,450.00	940.00	8,390.00
2125 Transportation & Travel	445.00	445.00	(215.00)	230.00
2126 Utilities	3,360.00	1,760.00	286.00	2,046.00
2148 Computer Software	2,500.00	5,510.00	(445.00)	5,065.00
2217 Books & Periodicals	300.00	300.00	(99.00)	201.00
2225 Transportation-Out of County	10,000.00	8,837.00	(1,434.00)	7,403.00
2317 Office Expense - Equipment	-	1,600.00	(355.00)	1,245.00
2323 Special Dept Expense	-	1,338.00	-	1,338.00
2345 Lab Annex/Modular	223,592.00	198,768.00	61,050.00	259,818.00
2614 Staff Development & Training	187.00	350.00	146.00	496.00
2644 Public Health-Prevention	69,025.00	64,570.00	-	64,570.00
Total	349,281.00	351,287.00	57,099.00	408,386.00
3125 Information Services Charges	2,046.00	2,046.00	(307.00)	1,739.00
3137 A-87 Overhead Charges	13,132.00	1,521.00	-	1,521.00
3177 Health Resources Service Admin	158,139.00	156,489.00	3,426.00	159,915.00

3513 Communications/Utility Charges	217.00	217.00	-	217.00
3928 Expense Transfers	156,434.00	138,481.00	(30,000.00)	108,481.00
3930 Building Maintenance Costs	1,629.00	1,629.00	1,992.00	3,621.00
3940 Central Service Charges	3,002.00	3,002.00	(2,152.00)	850.00
Total	334,599.00	303,385.00	(27,041.00)	276,344.00
8066 Computer Equipment	-	6,835.00	(122.00)	6,713.00
8910 Microscope	-	19,475.00	(52.00)	19,423.00
8931 Centrifuge	-	2,898.00	(97.00)	2,801.00
Total	-	29,208.00	(271.00)	28,937.00
Total Expenditure Accounts	683,880.00	683,880.00	29,787.00	713,667.00
Total Revenue Accounts	683,880.00	683,880.00	29,787.00	713,667.00
Net	-	-	-	-

1175486 - Land Use
Year End Supplemental Budget Request

	Board Adopted Budget	Adjusted Budget	Adjustment Needed	Supplemental Budget
206080 Septic Tank Permits-Pumpers	5,200.00	5,200.00	-	5,200.00
206090 Sewage Disposal Permits	100,000.00	100,000.00	26,000.00	126,000.00
206100 Water Well Permits	22,000.00	22,000.00	40,000.00	62,000.00
Total	127,200.00	127,200.00	66,000.00	193,200.00
586499 State Aid Health Realignment	202,570.00	202,570.00	(57,280.00)	145,290.00
Total	202,570.00	202,570.00	(57,280.00)	145,290.00
631171 Non-Standard SDS Fees	55,000.00	55,000.00	8,500.00	63,500.00
631180 Loan Inspection Fees	-	-	450.00	450.00
643110 Construction Plan Review Hlth	21,360.00	21,360.00	(3,000.00)	18,360.00
643111 Business License Review/Fees	8,500.00	8,500.00	(1,500.00)	7,000.00
Total	84,860.00	84,860.00	4,450.00	89,310.00
Total Revenue Accounts	414,630.00	414,630.00	13,170.00	427,800.00
Expenditure Accounts				
2106 Communications	1,500.00	1,860.00	500.00	2,360.00
2107 Duplicating	1,212.00	799.00	250.00	1,049.00
2109 Household Expense	50.00	50.00	-	50.00
2110 Insurance	1,893.00	1,893.00	-	1,893.00
2112 Maintenance-Equipment	100.00	100.00	-	100.00
2113 Maintenance-Structures	55.00	55.00	-	55.00
2114 Medical Dental & Lab Supplies	250.00	250.00	-	250.00
2115 Memberships	111.00	122.00	-	122.00
2116 Postage	300.00	300.00	400.00	700.00
2117 Office Supplies	700.00	1,220.00	-	1,220.00
2118 Professional & Special Service	6,188.00	-	-	-
2120 Rents & Leases - Equipment	-	100.00	-	100.00
2121 Rents & Leases - Structures	15,067.00	15,067.00	1,200.00	16,267.00
2122 Small Tools	100.00	100.00	-	100.00
2123 Special Departmental Expense	-	200.00	-	200.00
2125 Transportation & Travel	17,700.00	17,700.00	1,800.00	19,500.00

2126 Utilities	841.00	841.00	20.00	861.00
2148 Computer Software	220.00	6,656.00	4,500.00	11,156.00
2194 Recruiting and Employment Cost	-	19.00	-	19.00
2217 Books & Periodicals	50.00	50.00	-	50.00
2225 Transportation-Out of County	3,570.00	3,155.00	1,500.00	3,155.00
2317 Office Expense - Equipment	-	1,000.00	-	2,500.00
2614 Staff Development & Training	2,788.00	928.00	-	928.00
Total	52,695.00	52,465.00	10,170.00	62,635.00
3125 Information Services Charges	3,811.00	3,811.00	-	3,811.00
3137 A-87 Overhead Charges	4,748.00	4,748.00	-	4,748.00
3928 Expense Transfers	353,146.00	353,146.00	3,000.00	356,146.00
3940 Central Service Charges	230.00	230.00	-	230.00
Total	361,935.00	361,935.00	3,000.00	364,935.00
8066 Computer Equipment	-	230.00	-	230.00
Total	-	230.00	-	230.00
Total Expenditure Accounts	414,630.00	414,630.00	13,170.00	427,800.00
Total Revenue Accounts	414,630.00	414,630.00	13,170.00	427,800.00
Net	-	-	-	-