



AGENDA ITEM NO.

C-16

# COUNTY OF HUMBOLDT

For the meeting of: August 9, 2016

Date: July 6, 2016

To: Board of Supervisors

From: Connie Beck, Director *Sundberg*  
Department of Health and Human Services – Public Health

Subject: Year End Supplemental Budgets in Fund 1175, Public Health for Fiscal Year 2015-16  
(Supplemental Budgets require a 4/5 vote)

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Directs the Auditor-Controller to supplement Fund 1175, Budget Unit 400 – Public Health Administration, Budget Unit 407 – Childhood Lead Program, Budget Unit 437 – CARE NorCAP, and Budget Unit 449 – Fiscal Agent (HART) per Attachment A1-A4 (4/5 vote required).

### SOURCE OF FUNDING:

Public Health Fund

### DISCUSSION:

The request before your Board today will adjust county budgets for Fiscal Year (FY) 2015-16 to account for changes that occurred during the year.

The supplemental budget for Budget Unit 400 – Public Health Administration, will decrease the overall

Prepared by Shannon Falk-Carlsen, AA

CAO Approval *Elisha Heg*

REVIEW:

Auditor *MSM*

County Counsel \_\_\_\_\_

Human Resources \_\_\_\_\_

Other \_\_\_\_\_

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**

Upon motion of Supervisor *Fennell* Seconded by Supervisor *Sundberg*

Ayes *Sundberg, Fennell, Lovelace, Bohm, Bass*

Nays \_\_\_\_\_

Abstain \_\_\_\_\_

Absent \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

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

Dated: *Aug. 9, 2016*

By: *[Signature]*

Kathy Hayes, Clerk of the Board

budget by \$65,224. The Public Health Administration budget experienced savings due to vacancies and reduced expenditures. The supplemental budget will decrease the line item for State Aid Realignment from \$2,559,300 to \$2,494,076, an overall decrease of \$65,224. These savings will be used to offset the increased costs in Budget Units 407 Child Hood Lead Program, 437 North Coast Aids Project (NorCAP) and 449 Fiscal Agent (HART).

The supplemental budget for Budget Unit 407 – Childhood Lead Program, will increase the overall budget by \$26,000. The Childhood Lead program provides environmental assessments, case management services to lead-exposed children and educational activities designed to reduce children’s exposure to lead and its consequences. Policy changes to health care implemented during the 2014-2017 contract period have resulted in increased levels in lead testing and increased detected cases of childhood lead poisoning in Humboldt County. In FY 2015-16 the Childhood Lead program received an increase in allocation to support the increase in staff time to support new program testing levels; the supplemental budget will decrease the line item for State Aid Realignment from \$30,523 to \$28,422 and increase the revenue line item for State Lead funding from \$47,557 to \$75,658, an overall increase of \$26,000.

The supplemental budget for Budget Unit 437 – CARE NorCAP, will increase the overall budget by \$32,832. The North Coast Aids Project (NorCAP) program brings HIV, Hep. C and overdose prevention, education, and information to people out in the community. The overall increase, in the NorCAP program, is due to an increase to staff time in effort to expand program services and outreach. NorCAP received a new allocation from the Department of Health Care Services (DHCS), Substance Use Disorders Division, for the purchase of overdose kits to distribute to the community. The corresponding increase to staff time for Medi-Cal Administrative Activities (MAA) will result in an increase to the program’s federal reimbursement as well as an increase to County match. The supplemental budget will increase the line item for State Aid Realignment from \$15,805 to \$40,282, and increase the line item for MAA from \$30,000 to \$38,355, an overall increase of \$32,832.

The supplemental budget for Budget Unit 449 – Fiscal Agent (HART), will increase the overall budget by \$6,392. The HART program provides long term continuation of care for chronically homeless people living with HIV/AIDS through continued assistance with rent and utilities. Housing services were expanded to support two additional clients; this resulted in an increase in staffing costs and associated program expenses. The increase will be covered with draw down Housing and Urban Development funds and County Realignment match; the supplemental budget will increase the line item for State Aid Realignment from \$4,855 to \$10,495 and the miscellaneous revenue line from zero to \$752, an overall increase of \$6,392.

**FINANCIAL IMPACT:**

Approval of the attached supplemental budgets is necessary for the Auditor’s Office to close the books for FY 2015-16. This action will not increase or decrease the overall budget for Fund 1175, Public Health, Department of Health and Human Services.

Budget Name	Adjusted Budget	Increase/Decrease	Revised Budget
Public Health Administration	2,766,317	(65,224)	2,701,093
Childhood Lead Program	78,080	26,000	104,080
CARE NorCAP	304,797	32,832	337,629
Fiscal Agent (HART)	50,286	6,392	56,678
Total for Fund 1175	3,199,480	0	3,199,480

The proposed supplemental budget 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:

Exhibit A

- A1. Public Health Administration
- A2. Childhood Lead Program
- A3. CARE NorCAP
- A4. Fiscal Agent

**County of Humboldt**  
**1175400 - Public Health Administration**  
**Revenues and Expenditures with Encumbrances**  
**For the Period Ending June 30, 2016**

	Adopted Budget	Adjusted Budget	Supplemental Request	Revised Budget
<b>Revenues</b>				
<b>20 Licenses and Permits</b>				
206110 Burial Permits	10,000.00	10,000.00		10,000.00
206120 Ambulance Permits	455.00	455.00		455.00
<b>Total Licenses and Permits</b>	<b>10,455.00</b>	<b>10,455.00</b>	-	<b>10,455.00</b>
<b>50 Other Governmental Agencies</b>				
506090 State S.B. 90 Reimbursements	-	-		-
586499 State Aid Health Realignment	2,559,300.00	2,559,300.00	(65,224.00)	2,494,076.00
588802 Federal Reimbursement-"MAA"	65,000.00	65,000.00		65,000.00
<b>Total Other Governmental Agenc</b>	<b>2,624,300.00</b>	<b>2,624,300.00</b>	<b>(65,224.00)</b>	<b>2,559,076.00</b>
<b>60 Charges for Current Services</b>				
631030 Vital Statistic Fees-Health	65,000.00	65,000.00		65,000.00
631200 Vital Records	9,000.00	9,000.00		9,000.00
<b>Total Charges for Current Serv</b>	<b>74,000.00</b>	<b>74,000.00</b>	-	<b>74,000.00</b>
<b>70 Other Revenues</b>				
704016 Insurance Reimbursement	57,062.00	57,062.00		57,062.00
707010 Misc Revenue	-	-		-
707570 Prior Cancelled Warrants	-	-		-
707800 Trust Fund Transfer	500.00	500.00		500.00
<b>Total Other Revenues</b>	<b>57,562.00</b>	<b>57,562.00</b>	-	<b>57,562.00</b>
<b>Total Revenues</b>	<b>2,766,317.00</b>	<b>2,766,317.00</b>	<b>(65,224.00)</b>	<b>2,701,093.00</b>
<b>Expenditures</b>				
<b>01 Salaries &amp; Employee Benefits</b>				
1100 Salaries And Wages	2,164,230.00	2,164,182.00	(65,224.00)	2,098,958.00
1400 Extra Help	13,530.00	13,530.00		13,530.00
1450 Unemployment Insurance	16,232.00	16,232.00		16,232.00
1460 Overtime	-	48.00		48.00
1470 Health Insurance	420,955.00	420,955.00		420,955.00
1471 Life & Air Travel Insurance	1,714.00	1,714.00		1,714.00
1472 Dental Insurance	37,625.00	37,625.00		37,625.00
1475 Salaries Reimbursed	(1,667,359.00)	(1,667,359.00)		(1,667,359.00)
1500 Retirement	511,300.00	511,300.00		511,300.00
1600 FICA	164,492.00	164,492.00		164,492.00
1700 Workers' Compensation	48,114.00	48,114.00		48,114.00
<b>Total Salaries &amp; Employee Bene</b>	<b>1,710,833.00</b>	<b>1,710,833.00</b>	<b>(65,224.00)</b>	<b>1,645,609.00</b>
<b>02 Services and Supplies</b>				
2106 Communications	7,887.00	8,287.00		8,287.00
2107 Duplicating	8,000.00	8,000.00		8,000.00
2109 Household Expense	3,000.00	3,000.00		3,000.00
2110 Insurance	63,053.00	48,280.00		48,280.00
2112 Maintenance-Equipment	120.00	765.00		765.00
2113 Maintenance-Structures	10,000.00	15,000.00		15,000.00
2115 Memberships	10,500.00	10,930.00		10,930.00
2116 Postage	1,000.00	1,000.00		1,000.00
2117 Office Supplies	6,000.00	26,000.00		26,000.00

2118	Professional & Special Service	7,000.00	7,000.00	7,000.00
2120	Rents & Leases - Equipment	178.00	978.00	978.00
2121	Rents & Leases - Structures	-	1,005.00	1,005.00
2125	Transportation & Travel	1,553.00	2,653.00	2,653.00
2126	Utilities	15,550.00	15,550.00	15,550.00
2128	Vital Statistics	113,000.00	113,000.00	113,000.00
2148	Computer Software	6,000.00	6,480.00	6,480.00
2194	Recruiting and Employment Cost	3,000.00	3,000.00	3,000.00
2217	Books & Periodicals	1,350.00	1,350.00	1,350.00
2225	Transportation-Out of County	18,040.00	15,540.00	15,540.00
2317	Office Expense - Equipment	20,000.00	9,093.00	9,093.00
2324	Special Dept Exp-Donations	500.00	500.00	500.00
2614	Staff Development & Training	3,000.00	1,320.00	1,320.00
<b>Total Services and Supplies</b>		<b>298,731.00</b>	<b>298,731.00</b>	<b>- 298,731.00</b>
<b>03 Other Charges</b>				
3125	Information Services Charges	35,066.00	35,066.00	35,066.00
3137	A-87 Overhead Charges	109,996.00	109,996.00	109,996.00
3202	DHHS Administration	906,693.00	906,693.00	906,693.00
3206	Mental Health Services	127,465.00	127,465.00	127,465.00
3441	Nutrition Education	200,829.00	200,829.00	200,829.00
3451	'MAA/TCM' Admin Costs/Health	9,750.00	9,750.00	9,750.00
3512	Social Services	599,028.00	599,028.00	599,028.00
3513	Communications/Utility Charges	1,529.00	1,529.00	1,529.00
3928	Expense Transfers	180,000.00	180,000.00	180,000.00
3940	Central Service Charges	5,230.00	5,230.00	5,230.00
<b>Total Other Charges</b>		<b>2,175,586.00</b>	<b>2,175,586.00</b>	<b>- 2,175,586.00</b>
<b>08 Fixed Assets</b>				
8998	Building Modification	100,000.00	100,000.00	100,000.00
<b>Total Fixed Assets</b>		<b>100,000.00</b>	<b>100,000.00</b>	<b>- 100,000.00</b>
<b>09 Intrafund Transfers</b>				
9336	SSB Charges to Other Co Dept	(599,028.00)	(599,028.00)	(599,028.00)
9362	Vital Statistics Fees	(1,800.00)	(1,800.00)	(1,800.00)
9367	CalFresh (SSB)	(200,829.00)	(200,829.00)	(200,829.00)
9381	Cost Applied Other Dept	(127,465.00)	(127,465.00)	(127,465.00)
<b>Total Intrafund Transfers</b>		<b>(929,122.00)</b>	<b>(929,122.00)</b>	<b>- (929,122.00)</b>
<b>90 General Fund Contribution</b>				
9360	General Fund Contributions	(589,711.00)	(589,711.00)	(589,711.00)
<b>Total General Fund Contributio</b>		<b>(589,711.00)</b>	<b>(589,711.00)</b>	<b>- (589,711.00)</b>
<b>Total Expenditures</b>		<b>2,766,317.00</b>	<b>2,766,317.00</b>	<b>(65,224.00) 2,701,093.00</b>
<b>Net Revenues Over (Under) Expenditures)</b>		<b>-</b>	<b>-</b>	<b>-</b>

**County of Humboldt**  
**1175407 - Childhood Lead Program**  
**Revenues and Expenditures with Encumbrances**  
**For the Period Ending June 30, 2016**

	Adopted Budget	Adjusted Budget	Supplemental Request	Revised Budget
<b>Revenues</b>				
<b>50 Other Governmental Agencies</b>				
526527 St Childhood Lead Prev. Health	47,557.00	47,557.00	28,101.00	75,658.00
586499 State Aid Health Realignment	30,523.00	30,523.00	(2,101.00)	28,422.00
<b>Total Other Governmental Agenc</b>	<b>78,080.00</b>	<b>78,080.00</b>	<b>26,000.00</b>	<b>104,080.00</b>
<b>Total Revenues</b>	<b>78,080.00</b>	<b>78,080.00</b>	<b>26,000.00</b>	<b>104,080.00</b>
<b>Expenditures</b>				
<b>02 Services and Supplies</b>				
2106 Communications	374.00	334.00	-	334.00
2107 Duplicating	225.00	125.00	-	125.00
2109 Household Expense	12.00	12.00	-	12.00
2110 Insurance	536.00	667.00	-	667.00
2113 Maintenance-Structures	-	70.00	-	70.00
2114 Medical Dental & Lab Supplies	1,200.00	1,919.00	-	1,919.00
2116 Postage	200.00	175.00	-	175.00
2117 Office Supplies	50.00	50.00	-	50.00
2118 Professional & Special Service	2,000.00	1,462.00	-	1,462.00
2120 Rents & Leases - Equipment	9.00	9.00	-	9.00
2121 Rents & Leases - Structures	3,544.00	3,044.00	-	3,044.00
2125 Transportation & Travel	850.00	850.00	-	850.00
2126 Utilities	401.00	301.00	-	301.00
2147 Media	300.00	300.00	-	300.00
2225 Transportation-Out of County	1,050.00	331.00	-	331.00
2554 Incentives	100.00	100.00	-	100.00
2614 Staff Development & Training	-	516.00	-	516.00
<b>Total Services and Supplies</b>	<b>10,851.00</b>	<b>10,265.00</b>	<b>-</b>	<b>10,265.00</b>
<b>03 Other Charges</b>				
3125 Information Services Charges	679.00	863.00	-	863.00
3137 A-87 Overhead Charges	846.00	1,248.00	-	1,248.00
3928 Expense Transfers	65,647.00	65,647.00	26,000.00	91,647.00
3940 Central Service Charges	57.00	57.00	-	57.00
<b>Total Other Charges</b>	<b>67,229.00</b>	<b>67,815.00</b>	<b>26,000.00</b>	<b>93,815.00</b>
<b>Total Expenditures</b>	<b>78,080.00</b>	<b>78,080.00</b>	<b>26,000.00</b>	<b>104,080.00</b>
<b>Net Revenues Over (Under) Expenditures)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Revenues and Expenditures with Encumbrances  
For the Period Ending April 30, 2016

	Adopted Budget	Adjusted Budget	Supplemental Request	Revised Budget
<b>Revenues</b>				
<b>50 Other Governmental Agencies</b>				
514007 St-ADAP Admin	-	10,252.00	-	10,252.00
586499 State Aid Health Realignment	42,338.00	15,805.00	24,477.00	40,282.00
588802 Federal Reimbursement-"MAA"	30,000.00	30,000.00	8,355.00	38,355.00
<b>Total Other Governmental Agenc</b>	<b>72,338.00</b>	<b>56,057.00</b>	<b>32,832.00</b>	<b>88,889.00</b>
<b>60 Charges for Current Services</b>				
531290 AIDS Info & Education Project	3,000.00	3,000.00	-	3,000.00
631124 Federal-HIV Care Consortium	96,776.00	167,190.00	-	167,190.00
<b>Total Charges for Current Serv</b>	<b>99,776.00</b>	<b>170,190.00</b>	<b>-</b>	<b>170,190.00</b>
<b>70 Other Revenues</b>				
705800 Transfer from Trust	3,050.00	3,050.00	-	3,050.00
707254 Other Grants	75,000.00	75,000.00	-	75,000.00
707512 Professional Training/Seminars	500.00	500.00	-	500.00
<b>Total Other Revenues</b>	<b>78,550.00</b>	<b>78,550.00</b>	<b>-</b>	<b>78,550.00</b>
<b>Total Revenues</b>	<b>250,664.00</b>	<b>304,797.00</b>	<b>32,832.00</b>	<b>337,629.00</b>
<b>Expenditures</b>				
<b>02 Services and Supplies</b>				
2106 Communications	1,610.00	1,610.00	-	1,610.00
2107 Duplicating	240.00	240.00	75.00	315.00
2109 Household Expense	33.00	45.00	-	45.00
2110 Insurance	1,339.00	1,666.00	-	1,666.00
2113 Maintenance-Structures	-	100.00	-	100.00
2114 Medical Dental & Lab Supplies	2,050.00	950.00	-	950.00
2115 Memberships	50.00	113.00	-	113.00
2116 Postage	50.00	15.00	-	15.00
2117 Office Supplies	150.00	1,350.00	-	1,350.00
2120 Rents & Leases - Equipment	19.00	29.00	-	29.00
2121 Rents & Leases - Structures	9,570.00	12,967.00	-	12,967.00
2125 Transportation & Travel	6,010.00	6,010.00	2,990.00	9,000.00
2126 Utilities	700.00	948.00	-	948.00
2148 Computer Software	-	246.00	-	246.00
2225 Transportation-Out of County	650.00	750.00	800.00	1,550.00
2324 Special Dept Exp-Donations	1,000.00	2,600.00	-	2,600.00
2614 Staff Development & Training	-	-	60.00	60.00
<b>Total Services and Supplies</b>	<b>23,471.00</b>	<b>29,639.00</b>	<b>3,925.00</b>	<b>33,564.00</b>
<b>03 Other Charges</b>				
3017 Small Grants Program	23,091.00	35,003.00	16,000.00	51,003.00
3107 Title 3 Fire Plan Implementati	-	-	-	-
3109 Grant Fund Disbursements	75,000.00	72,853.00	2,147.00	75,000.00
3125 Information Services Charges	1,719.00	2,062.00	204.00	2,266.00
3137 A-87 Overhead Charges	896.00	1,692.00	-	1,692.00
3451 'MAA/TCM' Admin Costs/Health	-	-	4,556.00	4,556.00
3502 State ADAP Grant	-	19,445.00	-	19,445.00
3513 Communications/Utility Charges	38.00	38.00	-	38.00
3928 Expense Transfers	142,926.00	160,542.00	22,000.00	182,542.00
3940 Central Service Charges	416.00	416.00	-	416.00
<b>Total Other Charges</b>	<b>244,086.00</b>	<b>292,051.00</b>	<b>44,907.00</b>	<b>336,958.00</b>
<b>09 Intrafund Transfers</b>				
9316 Other County Fund-MHB	(16,893.00)	(16,893.00)	(16,000.00)	(32,893.00)
<b>Total Intrafund Transfers</b>	<b>(16,893.00)</b>	<b>(16,893.00)</b>	<b>(16,000.00)</b>	<b>(32,893.00)</b>
<b>Total Expenditures</b>	<b>250,664.00</b>	<b>304,797.00</b>	<b>32,832.00</b>	<b>337,629.00</b>
<b>Net Revenues Over (Under) Expenditures)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**County of Humboldt**  
**1175449 - Fiscal Agent**  
**Revenues and Expenditures with Encumbrances**  
**For the Period Ending June 30, 2016**

	Adopted Budget	Adjusted Budget	Supplemental Request	Revised Budget
<b>Revenues</b>				
<b>50 Other Governmental Agencies</b>				
586499 State Aid Health Realignment	4,855.00	4,855.00	5,640.00	10,495.00
590069 HUD Grant	45,431.00	45,431.00		45,431.00
<b>Total Other Governmental Agenc</b>	<b>50,286.00</b>	<b>50,286.00</b>	<b>5,640.00</b>	<b>55,926.00</b>
<b>70 Other Revenues</b>				
707010 Misc Revenue	-	-	752.00	752.00
<b>Total Other Revenues</b>	<b>-</b>	<b>-</b>	<b>752.00</b>	<b>752.00</b>
<b>Total Revenues</b>	<b>50,286.00</b>	<b>50,286.00</b>	<b>6,392.00</b>	<b>56,678.00</b>
<b>Expenditures</b>				
<b>02 Services and Supplies</b>				
2106 Communications	50.00	50.00		50.00
2109 Household Expense	2.00	2.00		2.00
2110 Insurance	86.00	191.00		191.00
2116 Postage	25.00	25.00		25.00
2117 Office Supplies	70.00	70.00		70.00
2120 Rents & Leases - Equipment	2.00	2.00		2.00
2121 Rents & Leases - Structures	473.00	650.00		650.00
2126 Utilities	35.00	38.00		38.00
<b>Total Services and Supplies</b>	<b>743.00</b>	<b>1,028.00</b>	<b>-</b>	<b>1,028.00</b>
<b>03 Other Charges</b>				
3109 Grant Fund Disbursements	39,900.00	48,820.00	5,900.00	54,720.00
3125 Information Services Charges	107.00	107.00	123.00	230.00
3137 A-87 Overhead Charges	331.00	331.00	369.00	700.00
3928 Expense Transfers	9,205.00	-		-
<b>Total Other Charges</b>	<b>49,543.00</b>	<b>49,258.00</b>	<b>6,392.00</b>	<b>55,650.00</b>
<b>Total Expenditures</b>	<b>50,286.00</b>	<b>50,286.00</b>	<b>6,392.00</b>	<b>56,678.00</b>
<b>Net Revenues Over (Under) Expenditures)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>