



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 10/16/2018

Agenda Placement: 6D

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Mary Butler - Interim Director  
IHSS Public Authority Napa Co

**REPORT BY:** Ben Guerrieri, Management Analyst II - 707-253-4197

**SUBJECT:** Resolution authorizing the submission of a packet to CDSS requesting an increase to the PA admin rate

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### **RECOMMENDATION**

Director of Napa County In-Home Supportive Services Public Authority requests adoption of a resolution authorizing the submission of a packet to California Department of Social Services on behalf of Napa County requesting an increase of \$0.10 to the administration portion of Public Authority's wage rate.

### **EXECUTIVE SUMMARY**

The current Public Authority (PA) Wage Rate is \$13.39 broken down as follows:

1. Provider Wage: \$12.10
2. Payroll Tax: \$1.10
3. PA Admin: \$.019
4. Total: \$13.39

The proposed Wage Rate is:

1. Provider Wage: \$12.10
2. Payroll Tax: \$1.10
3. PA Admin: \$0.29
4. Total: \$13.49

The increased PA Admin Rate will allow the Public Authority to claim the state and federal funding allocated for Public Authority administration. Without an increased PA admin rate, there is a risk of loss of revenue if

expenses claimed exceed the current admin rate of \$0.19/hour. The admin rate is calculated using projected IHSS provider paid hours for Fiscal Year 2018-2019 and the Fiscal Year 2018-2019 Public Authority budget. To request an increase in the PA admin Rate, CDSS provides Public Authorities with a worksheet (attached) to determine the appropriate rate. CDSS also requires that Counties submit SOC 449 which the Board of Supervisors must approve.

The request would not affect provider wage or payroll tax. The current PA admin rate will not be sufficient to claim the necessary federal and state share of PA admin funding.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	In-Home Supportive Services Budget
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This resolution is concerning increasing the administration portion of the Public Authority wage rate in order to establish the correct value which can be claimed from the state to cover services provided. This increase in discretionary but needed in order to cover expenses adequately,.
Is the general fund affected?	No
Future fiscal impact:	This resolution approves submitting a request to increase the admin rate which establishes a \$0.10 increase for the remainder of this fiscal year and each fiscal year following.
Consequences if not approved:	If this resolution is not adopted, this rate will not be increased and Public Authority will not be able to claim the total amount of revenue to cover expenses.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The IHSS Public Authority Wage Rate determines the amount that Public Authorities are able to claim and receive State and Federal participation for expenditures. The rate includes the provider base wage, payroll taxes, health benefits (if any) and an administration rate. If administration expenditures are projected to surpass the administration rate, a rate change request must be submitted to secure federal and state participation. The total administration funding that can be claimed is equal to the administration rate multiplied by the paid IHSS provider hours. Based on the projected paid IHSS hours for Fiscal Year 2018-2019 and the Fiscal Year 2018-2019 Public

Authority administration budget, a new administration rate will be needed in order to claim full state and federal participation. The administration rate needs to be increased from \$0.19 per hour to \$0.29 per hour. This request is completed with the submission to CDSS of the SOC 449 and with County Board of Supervisors Approval. The request would not affect provider wage or payroll tax.

The current PA admin rate will not be sufficient to claim the necessary federal and state share of PA admin funding.

**SUPPORTING DOCUMENTS**

- A . SOC 449
- B . MOU SEIU
- C . Public Authority 2018-2019 Budget
- D . Fiscal Officer Letter
- E . Public Authority Worksheet
- F . Resolution

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri