



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 7/10/2018

Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Mary Butler - Interim Director
Health & Human Services Administration

REPORT BY: JoAnn Melgar, Staff Services Analyst II - 707-253-4722

SUBJECT: Budget Transfer for HHS for Cost Shifts for Salaries and Benefits

RECOMMENDATION

Interim Director of Health and Human Services requests approval of:

1. FY 2017-18 Budget Transfer No. HHS012 increasing and decreasing certain budget divisions to address changes in salaries due to changes since six-month estimates and client support costs due to rate increases (4/5 vote required):
 - a. Increasing Support and Care of Persons appropriations in the Child Welfare Services Division (20004-00) by \$400,000;
 - b. Decreasing salary and benefit appropriations in the Mental Health Division (20002-00) by \$100,000;
 - c. Decreasing salary and benefit appropriations in the Child Welfare Services Division (20004-00) by \$100,000;
 - d. Decreasing salary and benefit appropriations in the Self-Sufficiency Division (20006-00) by \$200,000;
2. FY 2017-18 Budget Transfer No. HHS011 increasing and decreasing certain budget divisions to address changes in Intrafund revenues and expenditures, primarily due to increased Administration costs since final budget (4/5 vote required):
 - a. Increasing the Intrafund Transfer-In appropriation in the Agency Administration Division (20010-00) by \$684,300;
 - b. Increasing the Intrafund Transfer-Out appropriation in the Public Health Division (20001-00) by \$55,600;
 - c. Increasing the Intrafund Transfer-Out appropriation in the Mental Health Division (20002-00) by \$542,300;
 - d. Decreasing the Intrafund Transfer-Out appropriation in the Alcohol and Drug Division (20003-00) by \$237,400
 - e. Increasing the Intrafund Transfer-Out appropriation in the Child Welfare Services Division (20004-00) by \$115,700;
 - f. Increasing the Intrafund Transfer-Out appropriation in the Comprehensive Services for Older Adults

- Division (20005-00) by \$262,400;
- g. Decreasing the Intrafund Transfer-Out appropriation in the Self-Sufficiency Services Division (20006-00) by \$54,300.

EXECUTIVE SUMMARY

Approval of the requested action will adjust salaries and client support costs due to cost shifts that occurred after six-month estimates were completed.

The increase in client support costs are due to foster care rate increases enacted by the State. No additional resources are required as commensurate savings from salaries in the Mental Health, Child Welfare Services, and Self-Sufficiency will offset increases in the Child Welfare Services Support and Care of Persons.

Increases in the Intrafund Transfer-In in Agency Administration and decreases to the Intrafund Transfer-Out in Alcohol and Drug and Self-Sufficiency will offset increases in the Intrafund Transfer-Out in Public Health, Mental Health, Child Welfare Services, and Comprehensive Services for Older Adults. The increases in Intrafund revenue are primarily due to costs increases in the Administration Division since final budget.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Administration Health & Human Services Alcohol & Drug Services Health & Human Services Child Welfare Services Health & Human Services Comprehensive Services for Older Adults Health & Human Services Mental Health Health & Human Services Public Health Health & Human Services Self Sufficiency Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of the requested action will enable HHSA to adjust salaries, client support, and intrafund revenues and expenses due to cost shifts that occurred after six-month estimates were completed.
Is the general fund affected?	No
Future fiscal impact:	There is no future fiscal year impact.
Consequences if not approved:	If the requested action is not approved, HHSA will be unable to adjust salaries, client support, and intrafund revenues and expenses to account for cost shifts that occurred after six-month estimates were completed and the Auditor Controller's Office will not be able to post the year-end payroll.

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

Budget Transfer No. HHS012 is to increase appropriations in the Child Welfare Services Division (20004) client support account line (account number 53500) due to Foster Care rate increases recently enacted by the State. No additional resources are required as a commensurate reduction in appropriations for salaries (account number 51100) in the Mental Health (20002), Child Welfare Services, and Self-Sufficiency (20006) will offset these costs.

Budget Transfer HHS011 increases the Intrafund Transfer-In (account number 49900) in Agency Administration (20010) and decreases the Intrafund Transfer-Out (account number 57900) in Alcohol and Drug (20003) and Self-Sufficiency to cover increases in expenses incurred for admin. Increases in the Intrafund Transfer-Out (account number 57900) in Public Health (20001), Mental Health, Child Welfare Services, and Comprehensive Services for Older Adults (20005) are made to offset these additional expenses. Expenses incurred in the Administration Division are allocated out to all of the service divisions, similar to overhead charges for the County at large. Payments from the program divisions are made in the form of Intrafund Transfer-Outs and are realized as revenue in the Administration Division.

Budget authority is at the division level. Therefore, although HHSA has sufficient budget authority overall; adjustments are required between HHSA divisions.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri