

# SOCIAL SERVICES

Fund 0140 Social Services, Budget Unit 501  
Jane Work, Director of Social Services

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2007-08	ACTUAL BUDGET 2008-09	ACTUAL EXP/REV 2008-09	BUDGET REQUESTS 2009-10	CAO RECOMMENDS 2009-10	ADOPTED BY BOS 2009-10
SALARIES AND BENEFITS	24,686,428	24,251,432	23,856,679	25,793,949	25,793,949	25,793,949
SERVICES AND SUPPLIES	9,354,706	11,354,493	10,429,235	12,378,317	12,378,317	12,378,317
OTHER CHARGES	7,948,103	7,337,514	7,263,052	7,485,438	7,485,438	7,485,438
FIXED ASSETS	65,364	82,675	12,989	0	0	0
INTRAFUND TRANSFERS	-677,917	-675,350	-677,217	-821,324	-821,324	-821,324
APPROP FOR CONTINGENCY	0	264,108	0	0	0	0
OTHER FINANCING USES	401,004	275,000	165,076	0	0	0
TOTAL EXPENDITURES*****	\$41,777,689	\$42,889,872	\$41,049,814	\$44,836,380	\$44,836,380	\$44,836,380
REV FROM MONEY & PROPER	307,357	200,000	85,610	160,000	160,000	160,000
INTERGOVT REVENUES	42,865,221	36,571,495	36,395,491	39,980,238	39,980,238	39,980,238
CHARGES FOR SERVICES	519,315	564,691	604,534	564,108	564,108	564,108
MISCELLANEOUS REVENUES	333,179	343,483	297,737	736,698	736,698	736,698
OTHR FINANCE SRCS T/I	1,266,705	2,525,865	2,275,841	1,071,692	1,071,692	1,071,692
OTHR FINANCE SRCS SAL F/A	3,360	0	0	0	0	0
TOTAL REVENUES*****	\$45,295,137	\$40,205,534	\$39,659,212	\$42,512,736	\$42,512,736	\$42,512,736
SOCIAL SERVICES ADMINISTRATION EXP OVER (UNDER) REV	(\$3,517,449)	\$2,684,338	\$1,390,602	\$2,323,644	\$2,323,644	\$2,323,644

## **PROGRAM DESCRIPTION**

The Department of Social Services administers a variety of human service programs that promote the welfare of persons in Shasta County through crisis intervention and protection functions, prevention services, income maintenance, and employment and training programs. The cost center funds the salary and benefits of casework and support staff, department administration, and operating expenses necessary to carry out the programs, which include:

CalWORKs/Welfare to Work	Children & Family (Child Protection) Services
Administering Eligibility Services for:	Adoptions
Food Stamps	Foster Home Licensing & Placement
Medi-Cal	Adult Protective Services
County Medical Services Program	Public Guardian
General Assistance	In-Home Supportive Services

These federal and state mandated safety net services are critical to ensure that our children and adults receive services necessary for safety and stability. The department's eligibility services help individuals and families access income supports, food and medical care. Employment services help individuals to achieve and maintain employment, a key component of economic and social well-being.

Operation of Social Service programs is funded by a combination of federal and state revenue, Realignment, charges for services and miscellaneous revenue, and a statutorily required County General Fund contribution. Department reserves are proposed to be used to balance the budget.

## **BUDGET SUMMARY**

Social Services continues to face difficult budget challenges in FY 2009-10. The preliminary FY 2009-10 state budget maintained most of the program funding. In fact, some state and federal revenues are anticipated to increase because of caseload growth adjustments and new federal dollars. However, the department is anticipating losing nearly \$1 million in Realignment revenue in FY 2008-09 and \$1.1 million in FY 2009-10 for a two-year revenue loss of \$2.1 million. This is particularly worrisome, as nearly every Social Services program includes a county share of cost that is required to draw down the state and federal funds. For the Realigned programs, the county share is made up of a combination of Realignment and County General Fund dollars. For the non-Realigned programs, the county share comes entirely from County General Fund. To lose a dollar of county funding has a significant multiplier effect because of the cost sharing ratios. For example, if a program has a ten percent county share of cost, a one dollar reduction in county dollars equates to ten dollars of lost revenue and, by extension, services and benefits to County residents.

In anticipation of a bleak fiscal picture, the department began implementing cost cutting measures in the fall of 2007 to maintain as much of its reserves as possible. The department has maintained staff vacancies, eliminated contracts for beneficial but non-mandated services, and cut supplies and travel expenditures. Through prudent financial management over the past several years, the department goes into FY 2009-10 with a projected fund balance of approximately \$7.2 million. While concerning, this budget submission reflects a budget deficit of \$2.3 million. Coupled with the funding deficits budgeted in the other two large Social Services budgets of Cash Aid (cost center 541) and General Assistance (cost center 540) the total fund balance draw will exceed \$4.18 million. This will leave the department with slightly more than \$3 million in reserves at the end of FY 2009-10. During a time of unprecedented caseload growth in most all Social Services programs due to the declining economy, maintaining eligibility and assistance services and benefits to eligible County residents seems a priority. For FY 2009-10, the department will hold staffing to the current level of an approximate 12 percent vacancy rate, limit contracts to those for mandated services, and maintain reductions in supplies and travel/training expenses.

## **BUDGET REQUESTS**

The FY 2009-10 budget includes a total expenditure request of \$44,836,380, an increase of approximately \$2 million, or 4.8 percent, from the FY 2008-09 adjusted budget. Salaries and benefits are projected at a net amount of \$25,793,949, which includes unallocated salary savings of more than \$2.1 million. The overall increase of 6.3 percent from the FY 2008-09 adjusted budget is indicative of negotiated wage and normal step increases. This level is only 4.4 percent higher than the actual FY 2007-08 salaries and benefits, an indicator that a higher level of vacancies is being maintained.

Services and supplies expense is projected at \$12,378,317, which is \$976,354 higher than the FY 2008-09 adjusted budget. However, the cost increase is attributable to one-time purchases related to state-required remediation for security deficiencies for handling protected client information. Because these requirements are being imposed upon all California Counties, the state provided funding to offset the cost. In Shasta County, these costs are entirely offset by new state funds.

Other charges, which includes many of the contracts that the department maintains to provide services to clients, is projected at \$7,485,438, an increase of \$222,924 from the adjusted

FY 2008-09 budget. This increase is due mainly to increased costs for contracted services provided directly to clients to meet program mandates.

Overall revenues are projected at \$42,512,736, an increase of \$2.4 million, or six percent, from the FY 2008-09 adjusted budget. Intergovernmental revenues are estimated to be \$39,980,238, which is \$3,518,948 higher than the prior year budgeted level. Increases in state and federal dollars for CalWORKs, Food Stamp administration, Medi-Cal administration, and child welfare funding augmentations which all follow caseload growth expenditures, and security remediation funds account for the higher level of revenues budgeted.

The General Fund transfer into this budget is requested at \$1,042,906, a reduction of \$147,359 from the FY 2008-09 adjusted budget. While General Fund dollars transferred into Social Services are at the same level in FY 2009-10 as they were in FY 2008-09, more General Fund dollars have been shifted to the Cash Aid budget (cost center 541) to support entitlement programs. Even with flat General Fund, Social Services is funded below the Maintenance of Effort level necessary to draw down current allocations of state and federal funding by more than \$2.8 million. The proposed budget deficit of \$2,323,644 in this budget unit will be absorbed through fund balance reserves.

### **SUMMARY OF RECOMMENDATIONS**

No modifications to the request are recommended.

### **PENDING ISSUES AND POLICY CONSIDERATIONS**

Social Services faces issues on several fronts. First, for the third time in two years, the state is planning a payment deferral for the majority of Social Services program administration and assistance payments. In order to manage its own cash flow, the state is, in essence, requiring the County to "loan" the state the funds to pay out millions in entitlement payments to clients as well as maintain mandated service levels for state programs. The County has little or no discretion to reduce these costs. While only planned for a two-month period at the beginning of FY 2009-10, this deferral will result in a decline in Social Services cash balance of more than \$4 million. As the department utilizes reserves to continue state programs while Realignment funds are diminishing and General Fund remains flat, department cash balances will become lower and lower and less able to sustain these types of state funding schemes into the future.

Further, the significant decline in Realignment revenue places a heavier burden on the County to match state and federal funding. Into the future, the Board of Supervisors may have to direct the department to utilize all remaining and limited reserves, appropriate more General Fund dollars, or forego potentially millions of dollars of state and federal revenue to support human services programs.

### **DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

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### **FINAL BOARD ACTION**

Adopted as presented in the proposed budget.

**POSITION ALLOCATION**

Title	As of June 09	09-10 Request	09-10 Rec	Change
HHSA Branch Director	1.00	1.00	1.00	0.00
Administrative Secretary II	1.00	1.00	1.00	0.00
Chief Deputy Public Guardian	1.00	1.00	1.00	0.00
Community Education Specialist I/II	1.00	0.00	0.00	-1.00
Data Entry Operator III	1.00	1.00	1.00	0.00
Deputy Director of Social Services	3.00	3.00	3.00	0.00
Deputy Public Guardian	2.00	2.00	2.00	0.00
Eligibility Supervisor	15.00	15.00	15.00	0.00
Eligibility Worker I/II	88.00	88.00	88.00	0.00
Eligibility Worker III	27.00	27.00	27.00	0.00
Employment and Training Worker I/II	25.00	25.00	25.00	0.00
Employment and Training Worker III	7.00	7.00	7.00	0.00
Employment and Training Worker Supervisor	4.00	4.00	4.00	0.00
Executive Assistant-Confidential	1.00	1.00	1.00	0.00
Fair Hearing Officer	2.00	2.00	2.00	0.00
Foster Parent Liaison	1.00	1.00	1.00	0.00
Legal Clerk	5.00	5.00	5.00	0.00
Legal Secretary	1.00	1.00	1.00	0.00
Office Assistant I/II	32.00	32.00	32.00	0.00
Office Assistant III	20.00	20.00	20.00	0.00
Office Assistant Supervisor	6.00	6.00	6.00	0.00
Program Manager I/II	3.00	3.00	3.00	0.00
Program Manager I or Staff Services Manager	5.00	4.00	4.00	-1.00
Program Manager I-IHSS or Staff Services Manager-IHSS	1.00	1.00	1.00	0.00
Senior Social Worker or Social Worker or Assistant Social Worker	75.00	75.00	75.00	0.00
Senior Staff Services Analyst	6.00	6.00	6.00	0.00
Senior Vocational Counselor	1.00	1.00	1.00	0.00
Social Service Aide	12.00	12.00	12.00	0.00
Social Worker or Assistant Social Worker	17.00	17.00	17.00	0.00
Social Worker Supervisor I	2.00	2.00	2.00	0.00
Social Worker Supervisor II	14.00	14.00	14.00	0.00
Social Worker Supervisor I/II	1.00	1.00	1.00	0.00
Staff Services Analyst I/II	15.00	15.00	15.00	0.00
Stock Clerk or Office Assistant II	1.00	1.00	1.00	0.00
System Support Analyst	1.00	1.00	1.00	0.00
Vocational Counselor	3.00	3.00	3.00	0.00
Vocational Counselor Supervisor	1.00	1.00	1.00	0.00
Vocational Evaluator Technician	1.00	1.00	1.00	0.00
<b>Total</b>	<b>403.00</b>	<b>401.00</b>	<b>401.00</b>	<b>-2.00</b>

# HEALTH AND HUMAN SERVICES AGENCY ADMINISTRATION

Fund 0140 Social Services, Budget Unit 502

Marta McKenzie, R.D., M.P.H., Health and Human Services Agency Director

	ACTUAL EXP/REV 2007-08	ACTUAL BUDGET 2008-09	ACTUAL EXP/REV 2008-09	BUDGET REQUESTS 2009-10	CAO RECOMMENDS 2009-10	ADOPTED BY BOS 2009-10
STATE CONTROLLER COUNTY BUDGET ACT (1985)						
SALARIES AND BENEFITS	1,081,334	3,971,635	3,847,987	4,581,371	4,581,371	4,581,371
SERVICES AND SUPPLIES	168,305	498,620	449,521	414,743	414,743	414,743
OTHER CHARGES	0	300	300	78,354	78,354	78,354
INTRAFUND TRANSFERS	-1,032,517	-4,497,846	-4,179,222	-5,056,299	-5,056,299	-5,056,299
APPROP FOR CONTINGENCY	0	27,305	0	0	0	0
OTHER FINANCING USES	0	19,224	18,593	0	0	0
TOTAL EXPENDITURES*****	\$217,123	\$19,238	\$137,179	\$18,169	\$18,169	\$18,169
INTERGOVT REVENUES	12,541	0	-12,541	0	0	0
CHARGES FOR SERVICES	6,507	18,019	15,896	18,169	18,169	18,169
TOTAL REVENUES*****	\$19,048	\$18,019	\$3,355	\$18,169	\$18,169	\$18,169
HEALTH & HUMAN SVS AGENCY ADM EXP OVER (UNDER) REV	\$198,075	\$1,219	\$133,823	\$0	\$0	\$0

## **PROGRAM DESCRIPTION**

The Board of Supervisors created the Health and Human Services Agency (HHSA) in June 2006, consistent with AB 1881, which allows any California county to participate in the integration of health and human service programs as long as the integration occurs prior to January 2009. The ultimate goal of the HHSA is to focus the three departments of Mental Health, Public Health and Social Services on providing responsible, efficient and customer-oriented services that support Shasta County children, families, and individuals in attaining independence, permanency, safety, health and well being.

The FY 2009-10 budget request reflects further consolidation of staff performing administrative, fiscal, contract, human resources and other support functions throughout the departments. This consolidation will continue to reach the goal of eliminating duplication of functions and becoming more efficient wherever possible. Additionally, this request supports the movement of existing allocated staff positions from the respective HHSA departments, consistent with the organizational structure presented to the Board of Supervisors. Overall, the HHSA has not added administrative staff and continues the 11 senior management positions that existed before formation of the agency.

## **BUDGET REQUESTS**

The most significant change to this budget is the proposed movement of six full-time administrative positions from the Social Services, Mental Health, and Public Health budgets into the HHSA Administration budget. These staff perform fiscal and community education functions. By centralizing staff into a single budget, their assigned duties can remain more flexible to meet the changing Departmental and Agency needs. Allocation of cost will occur through continuous time studies, and departments will be charged staff time appropriate to their needs. It is important to note that no additions or position changes are requested other than to move staff out of department specific budgets into a centralized budget. Further, 67 percent of a Deputy Director of Public Health will be housed in the HHSA administrative budget as that employee will be providing planning and

development oversight of Regional Resource Centers, one of the integrative service delivery transformations that is expected to occur. Through this allocation of cost, the Deputy's time can appropriately be charged to programs within the Regional Resource Center model. The Deputy will be working 50 percent in the HHSA Administration budget for the first half of the fiscal year, and 75 percent for the second half of the year.

Fiscal Year 2009-10 expenditures are estimated at \$5,074,468. Salaries and benefit expenditures are anticipated to increase by \$609,736, or 15.3 percent, over the FY 2008-09 adjusted budget. This increase is attributed to the movement of more than \$500,000 in staff costs from other budgets (with a commensurate reduction in those budgets), as well as negotiated wage increases. Unallocated salary savings is expected to increase by \$143,887 from the FY 2008-09 adjusted budget due to maintaining vacancies at the current staffing levels. As positions become vacant in this budget unit, careful scrutiny will occur before they are filled in order to generate further savings. Services and supplies expense is \$414,743, a reduction of \$103,101, or 20 percent, from the FY 2008-09 adjusted budget. This reduction results from decreases in operating expenses, including a rent reduction as the Business and Support Services staff moves out of its present leased office space to less costly space in Downtown Redding. The revenue in this budget unit comes from administrative charges paid by the IHSS Public Authority and a small amount of federal Medi-Cal Administrative Activities reimbursement for services provided by fiscal staff. All other costs are passed on to departments through cost applied accounts.

In consideration of budget challenges in other HHSA departments, cost control measures were implemented in the HHSA budget in the fall of 2007. As a result of these practices, actual charges to departments in FY 2008-09 are expected to be nearly \$500,000 below the adopted budget. These cost control measures included holding positions vacant, reducing or eliminating contracts, and limiting travel. For FY 2009-10, these same prudent fiscal measures will remain in place to reduce costs passed on to departments. Overall, HHSA Administration costs are only 3.4 percent of the total HHSA budgeted expenditures.

### **SUMMARY OF RECOMMENDATIONS**

No modifications to the request are recommended.

### **PENDING ISSUES AND POLICY CONSIDERATIONS**

For FY 2009-10, the HHSA will begin implementing changes to the current service delivery and locations within the HHSA. Under the prospective "Transformation Model," the HHSA will begin to organize away from its department-specific structure into a model that includes Regional Resource Centers, Children's Intensive Services, Adult/Older Adult Services, Public Health, and Administration. This model should allow for a more efficient delivery of services to all of our clients. The model will be presented formally to the Board of Supervisors later in the year. This model is not without its challenges to the budget process, however, as it also obscures traditional budget lines and tests our ability to account for some of our costs in order to not compromise state and federal funding. HHSA Administration is currently developing a cost allocation model that will address these challenges.

### **DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

**FINAL BOARD ACTION**

Adopted as presented in the proposed budget.

**POSITION ALLOCATION**

Title	As of June 09	09-10 Request	09-10 Rec	Change
HHSA Director	1.00	1.00	1.00	0.00
Account Clerk I/II	6.00	7.00	7.00	1.00
Account Clerk III	3.00	3.00	3.00	0.00
Account Clerk Supervisor I	1.00	1.00	1.00	0.00
Accountant Auditor I/II	6.00	6.00	6.00	0.00
Accounting Technician	3.00	3.00	3.00	0.00
Agency Staff Services Analyst I/II	6.00	6.00	6.00	0.00
Agency Staff Services Analyst I/II or Public Health Assistant	1.00	1.00	1.00	0.00
Business Office Clerk I/II	1.00	0.00	0.00	-1.00
Collections Assistant I/II	1.00	1.00	1.00	0.00
Community Education Specialist I/II	1.00	5.00	5.00	4.00
Deputy Director of Public Health	0.00	1.00	1.00	1.00
Epidemiologist or Senior Staff Analyst	1.00	1.00	1.00	0.00
Executive Assistant-Confidential	2.00	2.00	2.00	0.00
HHSA Branch Director	1.00	1.00	1.00	0.00
HHSA Program Manager	7.00	7.00	7.00	0.00
Personnel Assistant	3.00	3.00	3.00	0.00
Senior Account Clerk	2.00	2.00	2.00	0.00
Senior Public Health Assistant	1.00	1.00	1.00	0.00
Senior Staff Analyst	1.00	1.00	1.00	0.00
Senior Staff Services Analyst	2.00	2.00	2.00	0.00
Staff Services Analyst I/II	3.00	3.00	3.00	0.00
Staff Services Manager	1.00	2.00	2.00	1.00
Supervising Accountant	2.00	2.00	2.00	0.00
Typist Clerk III	1.00	1.00	1.00	0.00
Welfare Collection Officer	1.00	1.00	1.00	0.00
<b>Total</b>	<b>58.00</b>	<b>64.00</b>	<b>64.00</b>	<b>6.00</b>

# SOCIAL SERVICES-OPPORTUNITY CENTER

Fund 0120 Opportunity Center, Budget Unit 530

Jane Work, Director of Social Services

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2007-08	ACTUAL BUDGET 2008-09	ACTUAL EXP/REV 2008-09	BUDGET REQUESTS 2009-10	CAO RECOMMENDS 2009-10	ADOPTED BY BOS 2009-10
SALARIES AND BENEFITS	2,628,396	2,844,363	2,640,423	2,771,981	2,771,981	2,771,981
SERVICES AND SUPPLIES	1,382,609	1,422,976	1,417,292	1,581,721	1,581,721	1,581,721
OTHER CHARGES	1,343,061	1,437,342	1,436,786	1,453,121	1,453,121	1,453,121
FIXED ASSETS	70,402	33,456	32,474	0	0	0
INTRAFUND TRANSFERS	-1,225,522	-1,258,317	-1,143,927	-1,153,550	-1,153,550	-1,153,550
APPROP FOR CONTINGENCY	0	18,000	0	0	0	0
TOTAL EXPENDITURES*****	\$4,198,945	\$4,497,820	\$4,383,047	\$4,653,273	\$4,653,273	\$4,653,273
REVENUE FROM MONEY & PROP	9,424	-1,000	8,414	6,500	6,500	6,500
INTERGOVT REVENUES	2,192,556	2,042,080	2,132,867	2,248,800	2,248,800	2,248,800
CHARGES FOR SERVICES	2,212,057	2,355,465	2,295,220	2,331,853	2,331,853	2,331,853
MISCELLANEOUS REVENUES	885	0	1,010	0	0	0
OTHR FINANCE SRCS TRAN IN	88,242	143,025	143,025	91,949	91,949	91,949
OTHR FINANCE SRCS SALE F/A	4,512	0	2,033	0	0	0
TOTAL REVENUES*****	\$4,507,675	\$4,539,570	\$4,582,569	\$4,679,102	\$4,679,102	\$4,679,102
OPPORTUNITY CENTER EXP OVER (UNDER) REV	(\$308,730)	(\$41,750)	(\$199,522)	(\$25,829)	(\$25,829)	(\$25,829)

## **PROGRAM DESCRIPTION**

The mission of the Opportunity Center (OC) is to develop productive and meaningful employment opportunities for people with disabilities. Clients working in the program provide janitorial, mail and photocopying services for County departments. Community customers, including City, State and Federal Offices, are also by OC clients performing jobs such as bulk mailing, janitorial, grounds maintenance, litter abatement and recycling services.

## **BUDGET REQUESTS**

The overall expenditure budget request for FY 2009-10 is \$4,653,273, which is \$155,453 more than the FY 2008-09 adjusted budget. The majority of this increase is the appropriate allocation of HHSA Administration charges based upon time studies. In the past, costs for fiscal oversight, contracts processing, human resources, and other related administrative services had been absorbed within the Social Services budget. This change in cost allocation more appropriately reflects usage of services provided to the Opportunity Center.

State revenues are expected to increase by approximately 10 percent to \$2,248,800 from the FY 2008-09 adjusted budget. All other revenues are relatively flat. Revenues from County departments other than those within the HHSA for mail delivery and copying services is projected to decrease by \$77,994 from the FY 2008-09 adjusted budget to account for adjustments in service levels as requested by departments.

Overall, the OC projects an excess of revenues over expenditures in FY 2009-10 of \$25,829, which will add to the modest fund balance in this program.

## **SUMMARY OF RECOMMENDATIONS**

No modifications to the request are recommended.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

The budget for state funding is based on information included in the preliminary state budget for FY 2009-10. This amount may decrease, as in previous years, as the legislature attempts to close deepening budget gaps. Revenue from a contract for custodial services with the City of Redding is included in the budget request. However, this contract will go out for competitive bid before the end of the current fiscal year. If the OC is not awarded this contract, reductions in projected expenditures and the related revenue will occur.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

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**FINAL BOARD ACTION**

Adopted as presented in the proposed budget.

**POSITION ALLOCATION**

Title	As of June 09	09-10 Request	09-10 Rec	Change
Accountant Auditor I/II	1.00	1.00	1.00	0.00
Accounting Technician	2.00	2.00	2.00	0.00
Administrative Secretary	1.00	1.00	1.00	0.00
Custodian I/II	1.00	1.00	1.00	0.00
Employment Services Instructor I/II	30.00	30.00	30.00	0.00
Employment Services Instructor III	5.00	5.00	5.00	0.00
Employment Services Supervisor	4.00	4.00	4.00	0.00
Job Developer	5.00	5.00	5.00	0.00
Opportunity Center Manager	1.00	1.00	1.00	0.00
Senior Account Clerk	1.00	1.00	1.00	0.00
Staff Services Manager	1.00	1.00	1.00	0.00
Typist Clerk I/II	1.00	1.00	1.00	0.00
Typist Clerk III	1.00	1.00	1.00	0.00
Vocational Instructor I/II/III	4.00	4.00	4.00	0.00
<b>Total</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>0.00</b>

# SOCIAL SERVICES-COUNTY INDIGENT CASES

Fund 0140 Social Services, Budget Unit 540

Jane Work, Director of Social Services

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2007-08	ACTUAL BUDGET 2008-09	ACTUAL EXP/REV 2008-09	BUDGET REQUESTS 2009-10	CAO RECOMMENDS 2009-10	ADOPTED BY BOS 2009-10
SERVICES AND SUPPLIES	316,232	304,478	304,478	376,520	376,520	376,520
OTHER CHARGES	1,023,897	1,306,684	1,285,580	1,201,681	1,201,681	1,201,681
INTRAFUND TRANSFERS	-2,475	-1,000	-225	-1,000	-1,000	-1,000
TOTAL EXPENDITURES*****	\$1,337,654	\$1,610,162	\$1,589,833	\$1,577,201	\$1,577,201	\$1,577,201
MISCELLANEOUS REVENUES	364,653	392,100	327,874	350,000	350,000	350,000
OTHR FINANCE SRCS TRAN IN	737,266	643,062	643,062	878,797	878,797	878,797
TOTAL REVENUES*****	\$1,101,919	\$1,035,162	\$970,936	\$1,228,797	\$1,228,797	\$1,228,797
COUNTY INDIGENT CASES EXP OVER (UNDER) REV	\$235,735	\$575,000	\$618,897	\$348,404	\$348,404	\$348,404

## **PROGRAM DESCRIPTION**

State law requires each County to provide General Assistance (GA) to individuals who have no other income or means of support and are not eligible for other categorical assistance, such as Supplemental Security Income/State Supplementary Program (SSI/SSP) or Temporary Assistance to Needy Families. General Assistance is considered a program of last resort. Assistance payments and administrative costs are both funded solely by the County.

There are three groups of General Assistance recipients: "General Relief (GR) Cash Grant-Temporary Incapacitated," "GR Cash Grant-Employable," and "Interim Assistance." The "GR Temporary Incapacitated" program provides payment for individuals deemed by a physician to be temporarily unable to work. Generally, such temporary incapacity is limited to six months or less. The "GR Employable" program provides employment, training and work experience to recipients. Employable recipients are eligible to participate for only three out of each twelve month period. "Interim Assistance" provides payments to those individuals meeting General Assistance eligibility criteria who have a disability, and are awaiting a decision on Federal SSI/SSP. Once eligibility for SSI/SSP is determined and benefits begin to flow, repayments of General Assistance are repaid to this budget unit.

## **BUDGET REQUESTS**

The FY 2009-10 budget request includes expenditures totaling \$1,577,201. Of this, \$1,200,000 (76 percent) goes directly to assistance payments for eligible clients. Salaries and operating costs to determine the eligibility of prospective clients and administer the program are charged to this budget as a professional service from the Social Services budget (cost center 501) based upon staff time studies. Expenditures are slightly lower than the FY 2008-09 adjusted budget, which was augmented by \$575,000 in January 2009, reflective of a significant increase in caseload. Revenues in this budget come from repayment of benefits when a client becomes eligible for another assistance program such as SSI/SSP, and overpayment collections. These repayment revenues are projected at \$350,000, consistent with current year projections. The remaining cost is supported by a proposed General Fund contribution of \$878,797.

In FY 2006-07, reconciliation was completed to compare the actual program costs for FY 2005-06. As a result, General Fund contribution to the program was reduced by \$380,300, the amount of General Fund contributed in FY 2005-06 in excess of actual program costs less other revenues. The reduction contributed to a deficit in this program of \$32,361 in FY 2006-07. For FY 2007-08, the deficit was \$235,735. For FY 2008-09, the General Fund contribution to this program was \$643,062. The FY 2009-10 General Fund contribution to this program is the amount of last year's contribution plus restoration of the deficit from FY 2007-08 for a total of \$878,797.

**SUMMARY OF RECOMMENDATIONS**

No modifications to the request are recommended.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

As a result of a weak economy, the program has seen increasing caseloads. As program improvement and cost containment measures, the Board of Supervisors in January 2009 directed the department to implement mandatory drug and alcohol screening and step up efforts to secure SSI payment for clients as quickly as possible. The Board declined to decrease benefits, as this would further harm an already vulnerable population. Given the current level of benefits anticipated through the end of the fiscal year, the program projects a deficit of more than \$607,100, which would become a reconciling amount from the General Fund for the FY 2010-11 budget.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

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**FINAL BOARD ACTION**

Adopted as presented in the proposed budget.

**POSITION ALLOCATION**

There are no positions associated with this budget unit.

# SOCIAL SERVICES-WELFARE CASH AID PAYMENTS

Fund 0140 Social Services, Budget Unit 541

Jane Work, Director of Social Services

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2007-08	ACTUAL BUDGET 2008-09	ACTUAL EXP/REV 2008-09	BUDGET REQUESTS 2009-10	CAO RECOMMENDS 2009-10	ADOPTED BY BOS 2009-10
OTHER CHARGES	39,706,077	46,595,950	43,965,465	45,885,085	45,885,085	45,885,085
TOTAL EXPENDITURES*****	\$39,706,077	\$46,595,950	\$43,965,465	\$45,885,085	\$45,885,085	\$45,885,085
INTERGOVT REVENUES	37,501,703	43,082,495	40,072,779	40,781,564	40,781,564	40,781,564
MISCELLANEOUS REVENUES	0	700,000	129,654	700,000	700,000	700,000
OTHR FINANCE SRCS T/I	2,300,108	2,388,455	2,388,455	2,887,113	2,887,113	2,887,113
TOTAL REVENUES*****	\$39,801,811	\$46,170,950	\$42,590,889	\$44,368,677	\$44,368,677	\$44,368,677
WELFARE CASH AID PAYMENTS EXP OVER (UNDER) REV	(\$95,734)	\$425,000	\$1,374,577	\$1,516,408	\$1,516,408	\$1,516,408

## **PROGRAM DESCRIPTION**

This budget unit accounts for funds for Welfare Cash Aid entitlement programs. Cash aid (assistance) payments are funded by a combination of state and federal grants, Realignment revenue, and a statutorily required and program-specific proportional County General Fund contribution. The programs in this cost center include CalWORKs payments, Foster Care, Severely Emotionally Disturbed (SED) Foster Care; Aid for Adoptions, and the county share of cost for In-Home Supportive Services (IHSS) provider payments. In addition, financial support for Shasta County youth in Crystal Creek Boys Camp is included in this budget unit.

## **BUDGET REQUESTS**

The FY 2009-10 budget request includes expenditures of \$45,885,085, a decrease of \$710,865, or 1.5 percent, from the FY 2008-09 Adjusted Budget, but consistent with current caseload levels and higher than estimated expenditures for FY 2008-09. The increase from the estimated FY 2008-09 expenditures is attributed to anticipated increases in CalWORKs assistance payments (+0.4 percent), adoption assistance (+0.4 percent), foster care and group home payments (+1.0 percent), and County share of cost in the IHSS provider payments (+27.9 percent). The increase in IHSS provider payments includes bargained wage increases and, for the first time, payment of health insurance benefits at the rate of \$0.60 per hour for every provider hour worked. The mechanism for payment of this cost was implemented during the current fiscal year and requires that the County pay the full cost of the premiums and then receive state and federal reimbursement of 32.5 percent and 50 percent of costs respectively. This budget also includes Social Services funding for Shasta County youth in the Crystal Creek Boys Camp in the amount of \$425,000, the same level as FY 2008-09.

Many expenditures in this budget continue to grow at a steady rate. After experiencing significant growth in the latter part of FY 2007-08, CalWORKs caseload continues an upward trend. Foster care and group home payments are expected to increase as more children are placed in care and despite flat funding for foster care providers. Assistance to adoptive families is projected to increase only slightly from FY 2008-09 estimated levels, but has more than doubled from \$4.2 million in FY 2002-03 to a projected \$8.9 million in FY 2009-10.

Federal, state, and local cost sharing ratios within this budget vary widely from program to program. Federal and State revenues (excluding Realignment and County General Fund) are anticipated to be \$34,470,707. County share of cost for FY 2009-10 (the difference between the expenditures and state/federal revenue) is \$10,714,378 (24 percent of overall expenditures) in this budget. This represents an increase of \$1,148,814 from the estimated county cost for FY 2008-09. This growth in county costs is reflective of caseload growth, and the increases in bargained wage and benefits in IHSS. County share of cost is split between County General Fund (\$2,887,113), Social Services Realignment (\$6,310,857), and use of fund balance reserves (\$1,516,408).

While state and federal revenues in these programs increase commensurate with their proportionate share of cost due to caseload increases, they do not cover the proportional increases in the county share. Coupled with a considerable additional decline in Realignment revenues projected to continue into 2009-10, this budget bears significant risk to the Social Services fund balance. If the economy strengthens significantly, the county share of the caseload driven cost increases may, in part, be recovered by sales tax growth in Realignment. However, due to the lag in Realignment growth distributions, available growth funds would not be realized until well into subsequent fiscal years.

**SUMMARY OF RECOMMENDATIONS**

No modifications to the request are recommended.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

The declining state economy puts pressure on this budget in two distinct ways. First, in addition to County General Fund, the county share of cost in the assistance budget is also funded by Realignment revenue, which has declined by staggering amounts in FY 2008-09 and is expected to decline again, although not as steeply, in FY 2009-10. Second, the declining economy has a direct impact as more Shasta County residents become eligible for assistance in these programs. Further, the negotiated increases in salaries and health insurance benefits for IHSS providers and the growing number of participants in IHSS will steadily increase the funds needed to support the county share of cost in that program. Since a substantial proportion of Realignment and General Fund dollars are required to fund these entitlement programs, monies are not available to support the staff and operating costs to administer the very same and additional Social Service programs that are mandated to county government. It is crucial to recognize that unless Realignment or County General Fund revenues increase commensurate with the increased county share of cost in these entitlement programs, the cost increases in this budget will be borne by reductions to staffing and other expenditures that support the delivery of these program benefits to Shasta County residents.

Because of the shortfall in Realignment revenue for FY 2008-09 and FY 2009-10, and flat General Fund dollars into Social Services, the department will utilize more than \$1.5 million of fund balance reserves to balance this budget.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

**FINAL BOARD ACTION**

Adopted as presented in the proposed budget.

**POSITION ALLOCATION**

There are no positions associated with this budget unit.

# HOUSING AND COMMUNITY ACTION PROGRAMS-HOUSING AUTHORITY

Fund 0060 General, Budget Unit 543

Richard W. Kuhns, Psy.D., Housing/Community Action Programs Director

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2007-08	ACTUAL BUDGET 2008-09	ACTUAL EXP/REV 2008-09	BUDGET REQUESTS 2009-10	CAO RECOMMENDS 2009-10	ADOPTED BY BOS 2009-10
SALARIES AND BENEFITS	423,974	459,836	445,448	501,045	501,045	501,045
SERVICES AND SUPPLIES	80,136	142,296	128,217	138,554	138,554	138,554
OTHER CHARGES	106,158	196,310	196,309	114,150	114,150	114,150
INTRAFUND TRANSFERS	-34,696	-39,942	-10,419	-3,000	-3,000	-3,000
APPROP FOR CONTINGENCY	0	2,901	0	0	0	0
TOTAL EXPENDITURES*****	\$575,573	\$761,401	\$759,555	\$750,749	\$750,749	\$750,749
INTERGOVERNMENTAL REVENUES	507,423	511,535	509,690	550,856	550,856	550,856
TOTAL REVENUES*****	\$507,423	\$511,535	\$509,690	\$550,856	\$550,856	\$550,856
HOUSING AUTHORITY EXP OVER (UNDER) REV	\$68,150	\$249,866	\$249,865	\$199,893	\$199,893	\$199,893

## **PROGRAM DESCRIPTION**

The Housing Authority administers the Housing Choice Vouchers (formerly Section 8) Rental Assistance Program through a contract with the U.S. Department of Housing and Urban Development (HUD). Monthly rental assistance payments are made directly to landlords on behalf of low-income tenants. Eligibility is limited to families and the elderly or disabled. There are presently 644 tenant-based vouchers in this program. The Housing Authority assists local efforts to provide affordable housing opportunities to low-income residents.

Two additional social service programs are provided clients: Family Self Sufficiency (FSS) provides mentoring and referral services to assist families in achieving economic self-sufficiency and the Family Unification Program (FUP) provided subsidized housing so that divided families can be reunited.

Expenditures within this budget unit are funded by the Federal Department of Housing and Urban Development. Payments of \$3 million made by the Housing Authority directly to landlords within the County are not reflected in this budget.

## **BUDGET REQUESTS**

The FY 2009-10 requested budget includes revenues in the amount of \$550,856 and expenditures in the amount of \$750,749 which results in a General Fund contribution in the amount of \$199,893. The FY 2009-10 requested budget is decreased by 20 percent as compared to the FY 2008-09 adjusted budget.

## **SUMMARY OF RECOMMENDATIONS**

The CAO concurs with the requested budget. The department exceeds the 10 percent reduction goal.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

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**FINAL BOARD ACTION**

Adopted as presented in the proposed budget.

**POSITION ALLOCATION**

Title	As of June 09	09-10 Request	09-10 Rec	Change
Administrative Secretary I	1.00	1.00	1.00	0.00
Housing Assistance Coordinator	1.00	1.00	1.00	0.00
Housing Inspection Technician	1.00	1.00	1.00	0.00
Housing Programs Specialist	3.00	3.00	3.00	0.00
Staff Services Manager	1.00	1.00	1.00	0.00
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>

# VETERANS SERVICE OFFICE

Fund 0060 General, Budget Unit 570

David J. Lanford, Veterans Service Officer

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2007-08	ACTUAL BUDGET 2008-09	ACTUAL EXP/REV 2008-09	BUDGET REQUESTS 2009-10	CAO RECOMMENDS 2009-10	ADOPTED BY BOS 2009-10
SALARIES AND BENEFITS	239,733	250,145	247,524	264,427	267,081	267,081
SERVICES AND SUPPLIES	38,880	39,494	37,908	30,943	30,943	30,943
OTHER CHARGES	8,983	10,118	10,118	12,384	12,384	12,384
APPROP FOR CONTINGENCY	0	3,941	0	0	0	0
TOTAL EXPENDITURES*****	\$287,596	\$303,698	\$295,550	\$307,754	\$310,408	\$310,408
INTERGOVERNMENTAL REVENUES	71,782	51,000	71,088	60,000	60,000	60,000
MISCELLANEOUS REVENUES	0	0	20	0	0	0
TOTAL REVENUES*****	\$71,782	\$51,000	\$71,108	\$60,000	\$60,000	\$60,000
VETERANS SERVICE OFFICER EXP OVER (UNDER) REV	\$215,814	\$252,698	\$224,442	\$247,754	\$250,408	\$250,408

## **PROGRAM DESCRIPTION**

The Shasta County Veterans Service Office (CVSO) was established pursuant to Section 970 of the California Military Veterans Code. The CVSO assists over 20,000 veterans and their dependents residing within the County in obtaining a variety of benefits from the State Department of Veterans Affairs and the U.S. Department of Veterans Affairs. Services include filing for veteran's disability compensation benefits, pension benefits, widow's pensions, vocational rehabilitation, education, home loans, adaptive housing grants, medical and psychological treatment, counseling, life insurance, long term care and burial benefits. The CVSO also assists veterans and their eligible dependents with obtaining educational entitlements and special adaptive housing and auto grants.

The non service-connected pensions for low income and homeless war era veterans are much like Supplemental Security Income (SSI) in that they are based on income and disability factors. This program has been very successful in helping to remove veterans from aid programs such as General Assistance. Under the Medi-Cal Cost Avoidance program, the CVSO coordinates with Shasta County Social Services to identify and assist veterans and their families who have applied for or are receiving aid under the CalWORKs program to explore other financial aid options available under VA sponsored programs.

The CVSO manages an aggressive outreach program to assist homeless and special needs veterans living in remote locations within Shasta County. This program includes outpatient clinic briefings during new patient orientation classes, monthly site visits to the senior nutrition center in Burney, special transitional counseling for California National Guard members returning from overseas active duty, as well as a partnership with the California Department of Corrections to provide counseling to veterans recently paroled from prison.

The program is funded by the State Department of Veterans' Affairs and a County General Fund subsidy.

**BUDGET REQUESTS**

The FY 2009-10 requested budget includes: a reduction to Extra Help, a reduction in computers, decrease to transportation costs, returned department vehicle, and an increase to projected revenue. The FY 2009-10 requested budget is decreased by 2 percent as compared to FY 2008-09 adjusted budget. The FY 2008-09 budget is projected to close with a 7.75 percent decrease as compared to the FY 2008-09 adjusted budget.

**SUMMARY OF RECOMMENDATIONS**

The CAO recommended budget includes an increase in Health Insurance of \$2,654 which adds the 10% projected insurance increase. With the CAO recommended changes to FY 2009-10, the department has a new total decrease of 8.66 percent (FY 2008-09 and FY 2009-10 combined) and although is maintaining an extremely bare budget, do not meet the 10 percent reduction goal.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

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**FINAL BOARD ACTION**

Adopted as presented in the proposed budget.

**POSITION ALLOCATION**

Title	As of June 09	09-10 Request	09-10 Rec	Change
Veterans Service Officer	1.00	1.00	1.00	0.00
Senior Veterans Representative	1.00	1.00	1.00	0.00
Typist Clerk I/II	1.00	1.00	1.00	0.00
Veterans Service Representative I/II	1.00	1.00	1.00	0.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

# COMMUNITY ACTION AGENCY

Fund 0060 General, Budget Unit 590

Richard W. Kuhns, Psy.D., Housing/Community Action Programs Director

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2007-08	ACTUAL BUDGET 2008-09	ACTUAL EXP/REV 2008-09	BUDGET REQUESTS 2009-10	CAO RECOMMENDS 2009-10	ADOPTED BY BOS 2009-10
SALARIES AND BENEFITS	161,043	241,826	239,452	221,216	221,216	221,216
SERVICES AND SUPPLIES	117,389	188,547	119,121	132,938	132,938	132,938
OTHER CHARGES	303,715	537,141	318,985	197,025	197,025	197,025
INTRAFUND TRANSFERS	-59,560	-78,000	-70,448	-78,000	-78,000	-78,000
APPROP FOR CONTINGENCY	0	93	0	0	0	0
TOTAL EXPENDITURES*****	\$522,586	\$889,607	\$607,109	\$473,179	\$473,179	\$473,179
LICENSES, PERMITS & FRANCHISES	27,610	48,913	52,575	48,913	48,913	48,913
INTERGOVERNMENTAL REVENUES	244,301	331,673	351,191	323,988	323,988	323,988
MISCELLANEOUS REVENUES	57,141	274,062	0	0	0	0
TOTAL REVENUES*****	\$329,053	\$654,648	\$403,767	\$372,901	\$372,901	\$372,901
COMMUNITY ACTION AGENCY EXP OVER (UNDER) REV	\$193,534	\$234,959	\$203,343	\$100,278	\$100,278	\$100,278

## **PROGRAM DESCRIPTION**

The Community Action Agency (CAA) budget unit supports a variety of social service programs that aid senior citizens and the low-income population. Activities include the "pass-through" of \$168,460 in funds to nonprofit agencies, tenant-based rental assistance for homeless mentally ill persons, down payment loans for first-time homebuyers, and owner-occupied housing rehabilitation.

The CAA serves as staff and liaison to the Emergency Food and Shelter Program (EFSP), Emergency Housing Assistance Program (EHAP), and Community Action Agency local advisory boards. CAA also administers the HOME Investment Partnerships Program, which offers down payment loans for first-time homebuyers in the unincorporated area of the County and the city of Anderson. The second activity funded by the HOME program provides loans to low-income homeowners for owner-occupied housing rehabilitation in the unincorporated area of the County. The tenant-based rental assistance program for homeless mentally ill persons is supported by HOME repayments and leveraged with Mental Health funds that support a Social Worker position within the Department.

Not included in this budget are payments made directly to nonprofit agencies by other governmental entities in the amount of \$195,385 for the Emergency Food and Shelter Program.

## **BUDGET REQUESTS**

The FY 2009-10 requested budget includes expenditures in the amount of \$473,179 and revenues in the amount of \$372,901 which equates to a General Fund contribution in the amount of \$100,278. The General Fund contribution is designated for two purposes, \$69,518 will offset increased building and equipment use (A-87) charges and \$30,760 supports the contract with Planning and Service Area 2 (PSA 2) Area Agency on Aging to maintain and enhance programs and services for all older Americans. The FY 2009-10 requested budget is decreased by 57.3 percent as compared to FY 2008-09 adjusted budget.

## **SUMMARY OF RECOMMENDATIONS**

The CAO concurs with the requested budget. The department exceeds the 10 percent reduction goal.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

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**FINAL BOARD ACTION**

Adopted as presented in the proposed budget.

**POSITION ALLOCATION**

Title	As of June 09	09-10 Request	09-10 Rec	Change
Director Housing/Community Action Program	1.00	1.00	1.00	0.00
Housing and Community Program Specialist I/II	1.00	1.00	1.00	0.00
Senior Staff Analyst	1.00	1.00	1.00	0.00
Social Worker or Assistant Social Worker	1.00	1.00	1.00	0.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

# CAL-HOME

Fund 0187 General, Budget Unit 591

Richard W. Kuhns, Psy.D., Housing/Community Action Programs Director

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2007-08	ACTUAL BUDGET 2008-09	ACTUAL EXP/REV 2008-09	BUDGET REQUESTS 2009-10	CAO RECOMMENDS 2009-10	ADOPTED BY BOS 2009-10
SALARIES AND BENEFITS	0	16,238	0	17,476	17,476	17,476
SERVICES AND SUPPLIES	0	38,284	0	60,785	60,785	60,785
OTHER CHARGES	0	521,739	0	521,739	521,739	521,739
TOTAL EXPENDITURES*****	\$0	\$576,261	\$0	\$600,000	\$600,000	\$600,000
INTERGOVERNMENTAL REVENUES	0	576,261	0	600,000	600,000	600,000
TOTAL REVENUES*****	\$0	\$576,261	\$0	\$600,000	\$600,000	\$600,000
HOUSING CALHOME EXP OVER (UNDER) REV	\$0	\$0	\$0	\$0	\$0	\$0

## **PROGRAM DESCRIPTION**

The County was awarded funding under the CalHome Program through the California Department of Housing and Community Development. All CalHome grant monies are currently funded by general obligation bond funds issued by the State of California pursuant to the passage of the Housing and Emergency Shelter Trust Fund Act of 2006, commonly known as Proposition 1C.

The CalHome Program provides assistance to low- and very-low income homeowners for the purpose of rehabilitating substandard, owner-occupied homes. Assistance is provided to homeowners in the form of low-interest loans, which may not exceed \$40,000. Services are offered throughout the unincorporated areas of the County.

Housing rehabilitation services include the repair or replacement of roofs, siding, weather-efficient windows, heating systems, air conditioning systems, plumbing, and electrical systems.

## **BUDGET REQUESTS**

The FY 2009-10 requested budget includes appropriations in the amount of \$600,000 (includes a .25 FTE) and revenues in the amount of \$600,000. Revenues in the amount of \$600,000 to support activities in this budget unit are exclusively from the CalHome Program grant funds. Grant funds not expended in current fiscal year will carry forward to FY 2010-11. There is no required match or General Fund contribution associated with this Cost Center.

## **SUMMARY OF RECOMMENDATIONS**

CAO concurs with requested budget.

## **PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

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**FINAL BOARD ACTION**

Adopted as presented in the proposed budget.

**POSITION ALLOCATION**

There is a 0.25 FTE Housing and Community Program Specialist I/II from Community Action Agency (budget unit 590) assigned to this budget unit.

# HOUSING HOME IPP

Fund 0186 General, Budget Unit 592

Richard W. Kuhns, Psy.D., Housing/Community Action Programs Director

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2007-08	ACTUAL BUDGET 2008-09	ACTUAL EXP/REV 2008-09	BUDGET REQUESTS 2009-10	CAO RECOMMENDS 2009-10	ADOPTED BY BOS 2009-10
SALARIES AND BENEFITS	78,391	14,000	13,995	17,476	17,476	17,476
SERVICES AND SUPPLIES	40,916	236	235	3,452	3,452	3,452
OTHER CHARGES	100,660	82,706	82,706	180,000	180,000	180,000
TOTAL EXPENDITURES*****	\$219,967	\$96,942	\$96,936	\$200,928	\$200,928	\$200,928
INTERGOVERNMENTAL REVENUES	479,755	0	0	0	0	0
MISCELLANEOUS REVENUES	236,093	96,942	96,936	200,928	200,928	200,928
TOTAL REVENUES*****	\$715,848	\$96,942	\$96,936	\$200,928	\$200,928	\$200,928
HOUSING HOME IPP EXP OVER (UNDER) REV	(\$495,881)	\$0	\$0	\$0	\$0	\$0

## **PROGRAM DESCRIPTION**

The Department of Housing and Community Action Programs administers the HOME Investment Partnerships Program (HOME). HOME is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended. The program offers a wide range of affordable housing activities.

In the unincorporated area of the County, this program offers down payment assistance loans for first-time homebuyers and loans to low-income homeowners for owner-occupied housing rehabilitation. Tenant based rental assistance for the homeless mentally ill is provided in the cities of Anderson and Shasta Lake and the unincorporated area of the County.

## **BUDGET REQUESTS**

The FY 2009-10 requested budget includes appropriations in the amount of \$200,928 which includes a .25 FTE. The requested budget includes revenues in the amount of \$200,928 of which are exclusively from HOME loan repayments. There is no required match or General Fund contribution associated with this Cost Center.

## **SUMMARY OF RECOMMENDATIONS**

CAO concurs with the requested budget.

## **PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

## **DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

**FINAL BOARD ACTION**

Adopted as presented in the proposed budget.

**POSITION ALLOCATION**

There is a 0.25 FTE Housing and Community Program Specialist I/II from Community Action Agency (budget unit 590) assigned to this budget unit.

# CDBG ADMINISTRATION/HOUSING AND COMMUNITY ACTION PROGRAMS-HOUSING REHABILITATION

Fund 0197 Shasta Housing Rehab, Budget Unit 596

Richard W. Kuhns, Psy.D., Housing/Community Action Programs Director

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2007-08	ACTUAL BUDGET 2008-09	ACTUAL EXP/REV 2008-09	BUDGET REQUESTS 2009-10	CAO RECOMMENDS 2009-10	ADOPTED BY BOS 2009-10
SALARIES AND BENEFITS	127,612	128,160	107,612	133,997	133,997	133,997
SERVICES AND SUPPLIES	238,334	295,539	80,138	340,339	340,339	340,339
OTHER CHARGES	8,215	18,577	3,577	16,225	16,225	16,225
INTRAFUND TRANSFERS	-136,296	-133,474	-111,508	-135,647	-135,647	-135,647
APPROP FOR CONTINGENCY	0	2,750	0	0	0	0
OTHER FINANCING USES	0	400,400	0	400,300	400,300	400,300
TOTAL EXPENDITURES*****	\$237,865	\$711,952	\$79,819	\$755,214	\$755,214	\$755,214
REVENUE FROM MONEY & PROPERT	26,472	43,200	25,541	5,200	5,200	5,200
INTERGOVERNMENTAL REVENUES	131,587	563,014	63,460	642,300	642,300	642,300
CHARGES FOR SERVICES	0	0	1,594	0	0	0
OTHR FINANCING SOURCES TRAN IN	0	100,000	100,000	100,000	100,000	100,000
TOTAL REVENUES*****	\$158,059	\$706,214	\$190,595	\$747,500	\$747,500	\$747,500
CDBG ADMIN/REHAB EXP OVER (UNDER) REV	\$79,806	\$5,738	(\$110,776)	\$7,714	\$7,714	\$7,714

## **PROGRAM DESCRIPTION**

The Housing Rehabilitation/Community Development Block Grant (CDBG) Administration acquires resources and administers rehabilitation and repair activities funded by the CDBG Program for homes owned and occupied by low-income persons. Services are offered in targeted areas throughout the unincorporated area of the County and inside Anderson city limits. Administration of the City of Anderson's CDBG loan portfolio is provided via contract with the City of Anderson.

Included in this budget is a grant allocation received from the State of California Department of Housing and Community Development for the purpose of implementing a microenterprise assistance program. A microenterprise is a business with fewer than five employees.

The department manages an outstanding loan portfolio of more than \$3 million. As these funds are repaid to the County, they become "program income" and are recycled into programs in the form of low interest loans and other activities. The repaid funds support rehabilitation or expansion of existing community facilities that provide vital services. Program income also supports owner-occupied housing rehabilitation.

The budget unit is supported by a combination of federal and local government revenues, interest on payments and retained earnings, and General Fund contribution. Not reflected in this budget are the low interest housing rehabilitation loans that total \$300,000.

## **BUDGET REQUESTS**

The FY 2009-10 requested budget includes expenditures in the amount of \$755,214 and revenues in the amount of \$747,500. The FY 2009-10 requested budget is increased by 34 percent as

compared to FY 2008/09 adjusted budget; however the estimated year end of FY 2008-09 is projected at 41 percent under budget. Although there is no General Fund cost associated with this budget, the requested budget reflects a \$100,000 General Fund transfer in which is the County match for the Veterans Hall ADA bathroom remodel that is a rollover from FY 2008-09.

**SUMMARY OF RECOMMENDATIONS**

The CAO concurs with the requested budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with this budget as recommended.

**FINAL BOARD ACTION**

Adopted as presented in the proposed budget.

**POSITION ALLOCATION**

Title	As of June 09	09-10 Request	09-10 Rec	Change
Housing and Community Programs Specialist I/II	1.00	1.00	1.00	0.00
Housing Rehabilitation Specialist I/II	1.00	1.00	1.00	0.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>