

# MENTAL HEALTH-SUBSTANCE ABUSE & CRIME PREVENTION PROGRAM

Fund 0189 Substance Abuse Crime Prevention, Budget Unit 424

Mark Montgomery, Psy.D., Mental Health Director

	ACTUAL EXP/REV 2006-07	ACTUAL BUDGET 2007-08	ACTUAL EXP/REV 2007-08	BUDGET REQUESTS 2008-09	CAO RECOMMENDS 2008-09	ADOPTED BY BOS 2008-09
STATE CONTROLLER COUNTY BUDGET ACT (1985)						
SALARIES AND BENEFITS	367,402	392,163	389,832	328,620	328,620	328,620
SERVICES AND SUPPLIES	306,449	329,159	310,560	370,071	366,998	366,998
OTHER CHARGES	181,326	108,426	102,654	16,619	16,619	16,619
INTRAFUND TRANSFERS	-85,508	-99,711	-78,088	-92,051	-92,051	-92,051
APPROP FOR CONTINGENCY	0	0	0	5,185	5,185	5,185
TOTAL EXPENDITURES*****	\$769,670	\$730,037	\$724,958	\$628,444	\$625,371	\$625,371
REVENUE FROM MONEY & PROPERTY	12,086	10,000	-1,624	500	500	500
INTERGOVERNMENTAL REVENUES	723,249	680,475	668,680	596,692	599,060	599,060
CHARGES FOR SERVICES	41,720	30,184	29,248	14,000	14,000	14,000
TOTAL REVENUES*****	\$777,055	\$720,659	\$696,303	\$611,192	\$613,560	\$613,560
SUBSTANCE ABUSE CRIME PREVENT EXP OVER (UNDER) REV	(\$7,385)	\$9,378	\$28,655	\$17,252	\$11,811	\$11,811

## PROGRAM DESCRIPTION

On November 7, 2000, Californians passed Proposition 36, the Substance Abuse and Crime Prevention Act of 2000 (SACPA). This initiative mandates that any person convicted of a nonviolent drug possession offense, and any parolee, who is determined by the Parole Authority to have committed a nonviolent drug possession offense, or violated any other drug-related condition of parole, shall be diverted from incarceration into licensed or certified community-based drug treatment programs.

Alcohol and Drug Programs (ADP) has been designated as the lead agency and is responsible for implementation and ongoing coordination of SACPA. To insure that all impacted parties have input in how SACPA operates in Shasta County, the SACPA Implementation Committee continues to meet for the purposes of monitoring this project. Along with Alcohol and Drug Program staff the committee is comprised of the representatives from the following agencies: County Probation, District Attorney, Mental Health, County Administrative Office, Public Defender's Office, Shasta County Superior Court of California, and California State Parole.

## BUDGET REQUESTS

It is anticipated that Shasta County will receive an allocation of \$536,995 from the State and \$49,697 in federal funds to provide SACPA services during FY 2008-09. Overall expenditures in this program are expected to be \$628,444, a decrease of approximately \$100,000 from the FY 2007-08 budget. Largely, the expenditure reductions in this budget reflect a significant reduction in contracted services. The department proposes to utilize \$17,252 in fund balance in this program to support expenditures in excess of program revenues.

There is no County General Fund cost associated with this cost center, and there are no new position or fixed asset requests.

**SUMMARY OF RECOMMENDATIONS**

No modifications to the request are recommended.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

While this program was adopted by the voters, funding for program activities has been steadily declining over the past few years. Unless sufficient revenues are returned to the program, future services, which have proven successful, will be in jeopardy.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

**FINAL BOARD ACTION**

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. The supplemental budget reflected a modest decrease in professional counseling services of \$3,073 and slight increase of \$2,368 to State Substance Abuse Crime Prevention revenues based on the May State budget revise and correspondence with the State.

**POSITION ALLOCATION**

Title	As of Sept 08	08/09 Request	08/09 Rec	Change
Business Office Clerk I/II	1.00	1.00	1.00	0.00
Social Worker or Assistant Social Worker	3.00	3.00	3.00	0.00
Senior Staff Analyst	1.00	1.00	1.00	0.00
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

# MENTAL HEALTH-PERINATAL PROGRAM

Fund 0080 Mental Health, Budget Unit 425

Mark Montgomery, Psy.D., Mental Health Director

	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY BOS
COUNTY BUDGET ACT (1985)	2006-07	2007-08	2007-08	2008-09	2008-09	2008-09
SALARIES AND BENEFITS	710,034	788,629	566,275	615,289	615,289	615,289
SERVICES AND SUPPLIES	139,340	147,993	90,783	217,999	217,999	217,999
OTHER CHARGES	57,603	85,776	69,690	31,050	91,050	91,050
INTRAFUND TRANSFERS	0	-142,214	-124,782	-97,422	-68,561	-68,561
APPROP FOR CONTINGENCY	0	0	0	7,226	7,226	7,226
TOTAL EXPENDITURES*****	\$906,978	\$880,184	\$601,965	\$774,142	\$863,003	\$863,003
INTERGOVERNMENTAL REVENUES	841,415	870,756	750,839	755,569	846,930	846,930
CHARGES FOR SERVICES	10	0	48	50	50	50
OTHR FINANCING SOURCES TRAN IN	17,544	17,563	17,563	17,563	17,563	17,563
OTHER FINANCING SRCS SALE F/A	1,005	0	0	0	0	0
TOTAL REVENUES*****	\$859,974	\$888,319	\$768,449	\$773,182	\$864,543	\$864,543
PERINATAL EXP OVER (UNDER) REV	\$47,003	(\$8,135)	(\$166,484)	\$960	(\$1,540)	(\$1,540)

## **PROGRAM DESCRIPTION**

The Perinatal Program of Shasta County Alcohol and Drug Programs (ADP) provides a full range of specialized treatment services to substance dependent women who are either pregnant, or who have children under the age of twelve. In addition to an alcohol and drug day-treatment program, services offered include intensive case management, childcare, transportation, parenting classes, and transitional living. The Perinatal Program promotes a drug-free lifestyle with an emphasis on developing a strong mother/child relationship.

As a result of decreased federal funding and increased costs, contracts with residential treatment providers paid for in this cost center have been discontinued. The focus of the Perinatal Project will continue to be on the provision of outpatient and day treatment services to pregnant and parenting women and their children. Alcohol and Drug staff will continue to work with various nonprofit organizations on the development of transitional/sober-living programs that will provide housing while clients continue their substance abuse treatment at either ADP's Perinatal Day Treatment Program (Trinity House) or Right Road Recovery Services Women's Program.

In order to insure access to alcohol and other drug treatment by pregnant and parenting women, DADP is proposing to renew contracts with Right Road Recovery Services for the southern and eastern regions of the county. Funding for these services is a combination of Perinatal State General Fund, Federal Substance Abuse Prevention and Treatment Block Grant Perinatal Set-Aside funds, and State/Federal Drug Medi-Cal funds that are allocated to Shasta County specifically for this type of service.

Since the inception of welfare reform, the Department of Mental Health's Behavioral Health Team has been working closely with the Department of Social Services staff in identifying CalWORKs participants who have mental health, substance abuse, and/or domestic violence problems that are creating barriers to employment. This collaborative effort will continue during FY 2008-09.

**BUDGET REQUESTS**

County General Fund support remains at the same level as in FY 2007-08 and reflects the minimum required match to receive discretionary State General Funds. In order to cover the increased personnel costs, some activities in this program will be shifted to the Alcohol & Drug program cost center (BU 422). Overall, the Department anticipates revenues to exceed expenditures in this cost center by less than \$1,000. As in past years, the budget being proposed is subject to change upon adoption of the State budget.

There are no position allocation or fixed asset requests in this budget submission.

**SUMMARY OF RECOMMENDATIONS**

No modification to the department’s request is recommended, however, the department’s budget request includes a \$60,000 unallocated expenditure reduction and the department is currently examining alternatives to tangibly allocate this reduction.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

No statutory changes have been implemented that will impact this budget unit.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

**FINAL BOARD ACTION**

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. The Supplemental Budget balanced a preliminary budget unallocated expenditure of \$60,000 in cost center 42500 by reducing cost applied accounts to both Alcohol & Drug and Substance Abuse Crime Prevention Programs as well as revised, increased, revenue predictions for State CalWORKS based on the May State budget revise and correspondence with the State.

**POSITION ALLOCATION**

Title	As of Sept 08	08/09 Request	08/09 Rec	Change
Clinical Program Coordinator	1.00	1.00	1.00	0.00
Community Mental Health Worker	2.00	2.00	2.00	0.00
Social Worker or Assistant Social Worker	5.00	5.00	5.00	0.00
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>

# SOCIAL SERVICES

Fund 0140 Social Services, Budget Unit 501

Jane Work, Director of Social Services

	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY BOS
COUNTY BUDGET ACT (1985)	2006-07	2007-08	2007-08	2008-09	2008-09	2008-09
SALARIES AND BENEFITS	23340911	25,781,247	24,686,428	24,532,307	24,251,432	24,251,432
SERVICES AND SUPPLIES	8638846	10,161,696	9,354,706	11,229,667	11,401,280	11,401,280
OTHER CHARGES	7768826	8,339,425	7,948,103	7,227,668	7,255,956	7,255,956
FIXED ASSETS	88100	86,483	65,364	0	275,000	275,000
INTRAFUND TRANSFERS	-520879	-818,635	-677,917	-675,350	-675,350	-675,350
APPROP FOR CONTINGENCY	0	0	0	0	264,108	264,108
OTHER FINANCING USES	0	945,000	401,004	0	0	0
<b>TOTAL EXPENDITURES*****</b>	<b>\$39,315,804</b>	<b>\$44,495,216</b>	<b>\$41,777,689</b>	<b>\$42,314,292</b>	<b>\$42,772,426</b>	<b>\$42,772,426</b>
REVENUE FROM MONEY & PROPERTY	393839	200,000	307,357	200,000	200,000	200,000
INTERGOVERNMENTAL REVENUES	34662029	38,369,976	42,865,221	36,249,372	36,461,290	36,461,290
CHARGES FOR SERVICES	478821	556,474	519,315	564,691	564,691	564,691
MISCELLANEOUS REVENUES	21148	10,500	333,179	343,483	343,483	343,483
OTHR FINANCING SOURCES TRAN IN	1397731	2,168,709	1,266,705	1,825,853	2,525,865	2,525,865
OTHER FINANCING SRCS SALE F/A	1255	0	3,360	0	0	0
<b>TOTAL REVENUES*****</b>	<b>\$36,954,823</b>	<b>\$41,305,659</b>	<b>\$45,295,137</b>	<b>\$39,183,399</b>	<b>\$40,095,329</b>	<b>\$40,095,329</b>
SOCIAL SERVICES ADMINISTRATION EXP OVER (UNDER) REV	\$2,360,981	\$3,189,557	(\$3,517,449)	\$3,130,893	\$2,677,097	\$2,677,097

## **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 to connect individuals and families to the programs and services that help to maintain health, safety and stability. 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 REQUESTS**

The FY 2008-09 budget includes a total expenditure request of \$42.31 million, a decrease of \$1.69 million (3.8 percent) from the adjusted FY 2007-08 budget. Salaries and benefits are projected at \$24.53 million. This level is \$1.25 million lower than in FY 2007-08. The decrease is attributable to an increase in unallocated salary savings of \$1.84 million from the prior year and the transfer of \$1.16 million in salaries and benefits for fiscal, contracts, and human resources staff to the HHS administrative budget. Those decreases were partially offset however by the increases in wages and benefits including health insurance, OPEBs, and worker's compensation. The total unallocated salary savings is projected at \$3.42 million, which is equivalent to holding approximately 12 percent of positions vacant throughout the year.

Services and supplies expense is projected at \$11.23 million, which is \$1.07 million higher than the FY 2007-08 adjusted budget. This increase is attributed to the movement of administrative staff out of this budget and into HHS administration. The cost of the staff is billed back to the department as a professional service based upon time studies.

Other charges, which includes many of the contracts that the department maintains to provide services to clients, is projected at \$7.23 million, a decrease of \$1.11 million from the FY 2007-08 adjusted budget. Contracts to provide client services were reduced by \$1.39 million from the prior year's budget but are maintained at levels that adhere to state mandates.

Overall revenues are projected at \$39.18 million, a reduction of \$1.63 million (4 percent) from FY 2007-08 budget. Intergovernmental revenues are estimated to be \$36.25 million, which is \$2.12 million below the prior year. Most significant in this budget is the loss of nearly \$1 million in Child Welfare Services funding, nearly \$250,000 in Adult Protective Services, and \$120,000 in IHSS services. Increases are projected in CalWORKs administration, federal welfare-to-work funds, and food stamp eligibility administration. Another notable revenue reduction is in Realignment funding. Within the Social Services budget, this revenue is expected to be reduced by \$302,875 in anticipation of a decrease in sales tax revenue and more of the Realignment revenue allocated to the Welfare Cash Aid budget to support increases in entitlement program payments. The General Fund transfer into Social Services is projected at \$1.19 million, the same level as in FY 2007-08.

The revenue budget includes a request for \$550,000 in tobacco settlement funds to be used specifically to maintain positions in our Children and Family Services (Child Protection), Adult Services, and Eligibility and Employment Services in order to maintain mandated levels of services. These positions are crucial to protecting the safety and security of some of our most vulnerable population groups. Because the department expects costs to provide services to exceed the state funding allocations, the additional local revenue would be leveraged to draw down federal funds. Using an estimated aggregate local/federal funding split of 65 percent/35 percent, the \$550,000 allows us to fund salary and benefit expenses of \$846,154. This equates to maintaining six Senior Social Workers, one Social Worker Supervisor, one Office Assistant and one Eligibility Worker in Children and Family Services, two Social Workers, and one Office Assistant in Adult Services, and two Employment and Training Workers in CalWORKs. These positions are included in the proposed budget as funded. Absent the additional revenue, the department will look at making further cuts in

order to reduce anticipated expenditures. No fixed assets are requested.

**SUMMARY OF RECOMMENDATIONS**

The CAO recommended budget moves \$264,108 from regular salaries to appropriation for salary contingency and includes a \$29,384 reduction in budgeted OPEB contribution to account for unallocated salary savings and the OPEB portion of salary contingency, reducing expenditures in Salaries and Benefits by \$293,492. To account for the FY 2007-08 reduction in actual expenditure for the Cascade Office Building roof project a revenue transfer from accumulated capital outlay of \$100,000 has been made with a corresponding expenditure of \$100,000 in the SSVS Cascade Building Roof Fixed Asset account. Other changes include minor technical changes that add \$600 to expenditures in Services and Supplies and add \$12 to revenues while making changes to various expenditure account numbers.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

One of the most challenging issues in Social Services is the disconnect between funding and mandated levels of services. The Governor’s budget proposal would make drastic cuts in the funding for services that we provide to protect the safety of our children and dependent adults. Yet, there is little talk of relieving the mandates that dictate areas such as response time, caseload/worker ratios, and levels of service. In fact, it is difficult economic times that Social Service programs are utilized the most.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

**FINAL BOARD ACTION**

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. The Supplemental Budget included increases in appropriations of \$211,918 that include: increases to Salary and Benefits to reflect previously contracted services that will now be handled within the department; increases in Services and Supplies to account for inclusion of services taken in-house for the Job Club at CalWORKS and move costs for Children & Family Services staff; adjustments to both Services & Supplies and Support & Care of Persons to align the dollars with actual contracted service amounts. Revenue changes net to an increase of \$211,918 with various decreases/increases in 16 revenue line items based on the May State budget revise and correspondence with the State.

**POSITION ALLOCATION**

Title	As of Sept 08	08/09 Request	08/09 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	1.00	1.00	0.00
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	5.00	5.00	0.00
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>403.00</b>	<b>403.00</b>	<b>0.00</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	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY BOS
STATE CONTROLLER COUNTY BUDGET ACT (1985)	2006-07	2007-08	2007-08	2008-09	2008-09	2008-09
SALARIES AND BENEFITS	0	1,158,594	1,081,334	3,839,163	3,971,635	3,971,635
SERVICES AND SUPPLIES	701	277,995	168,305	502,665	516,969	516,969
OTHER CHARGES	0	-1,756	0	300	300	300
INTRAFUND TRANSFERS	0	-1,325,653	-1,032,517	-4,351,414	-4,497,846	-4,497,846
APPROP FOR CONTINGENCY	0	0	0	27,305	27,305	27,305
TOTAL EXPENDITURES*****	\$701	\$109,180	\$217,123	\$18,019	\$18,363	\$18,363
INTERGOVERNMENTAL REVENUES	0	0	12,541	0	0	0
CHARGES FOR SERVICES	0	0	6,507	18,019	18,019	18,019
TOTAL REVENUES*****	\$0	\$0	\$19,048	\$18,019	\$18,019	\$18,019
HEALTH & HUMAN SVS AGENCY ADM EXP OVER (UNDER) REV	\$701	\$109,180	\$198,075	\$0	\$344	\$344

## **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 2008-09 budget request reflects the consolidation of staff performing administrative, fiscal, contract, human resources and other support functions throughout the departments. This consolidation will continue the Board of Supervisors-directed 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 on December 18, 2007. Overall, the HHSA has not added administrative staff and there are only 11 senior management positions, the same number as existed before formation of the agency.

## **BUDGET REQUESTS**

The most significant change to this budget is the proposed movement of 43 administrative positions from the Social Services, Mental Health, and Public Health budgets into the HHSA Administration budget. These staff perform fiscal, contract processing and oversight, information technology, human resources, community relations, and assessment and evaluation functions. By centralizing these staff into a single budget, their assigned duties can be allocated more efficiently and with an agency-wide perspective. Allocation of cost will occur through 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. The budget reflects reallocation of staff beginning with the first pay period of the fiscal year and is contingent upon approval by the Board of Supervisors. The proposal to move staff will be taken to the Board of Supervisors for approval in June 2008.

Fiscal year 2008-09 expenditures are estimated at \$4.37 million. Services and supplies expense is \$502,665, which is higher than FY 2007-08 budget, but the growth largely represents the additional operating costs associated with employees being transferred into this cost center. The only revenue in this budget unit comes from administrative charges paid by the IHSS Public Authority. All other costs are passed on to HHS departments through cost applied accounts.

In consideration of budget challenges in other HHS departments, cost control measures were implemented in the HHS budget in FY 2007-08. As a result, actual charges to departments in FY 2007-08 are expected to be approximately \$200,000 below the adopted budget. These cost control measures included holding positions vacant, reducing or eliminating contracts, and limiting travel. For FY 2008-09, these same prudent fiscal measures will remain in place to reduce costs passed on to departments. The projected salaries and expenditures budget includes an unallocated salary savings of \$224,968, which is approximately 5.5 percent of the total salaries and benefits budget. As positions become vacant in this budget unit, careful scrutiny will occur before they are filled in order to generate further savings.

This request includes no new positions. As many decisions about the organizational structure, work locations, appropriate classification, and specific functions of HHS administration have yet to be made in the context of existing departments, this budget represents an initial step in the evolution of this new agency. Additional changes to this budget unit may be sought through the supplemental budget process or separate Board of Supervisors action in subsequent months. The cost of the HHS Administrative budget are shared by Mental Health, Public Health and Social Services Departments, based upon the number of filled full time equivalents at budget submission.

### **SUMMARY OF RECOMMENDATIONS**

The CAO's recommended budget contains a minor adjustment increasing expenditures in liability insurance \$344. This increase is not offset by an increase in budgeted revenues.

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

Shasta County submitted a letter of intent to form the Health and Human Services Agency to the State Health and Human Services Director in 2006. While the state has acknowledged receipt of Shasta County's request, it has not formally approved the formation of this agency. Approval of the integration of the three departments is anticipated, however.

### **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 and as amended in the Supplemental Budget. The Supplemental Budget included a reduction in Unallocated Salary Savings of \$132,472 with a

commensurate increase in cost applied from both Mental Health Services Act and Social Services and also minor increases in Rents & Leases which result in a net zero change to the HHSa cost center.

**POSITION ALLOCATION**

Title	As of Sept 08	08/09 Request	08/09 Rec	Change
HHSa Director	1.00	1.00	1.00	0.00
Account Clerk I/II	6.00	6.00	6.00	0.00
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
Accountant Auditor III	2.00	2.00	2.00	0.00
Accounting Technician	3.00	3.00	3.00	0.00
Agency Staff Services Analyst I/II	5.00	5.00	5.00	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	1.00	1.00	0.00
Collections Assistant I/II	1.00	1.00	1.00	0.00
Community Education Specialist I/II	1.00	1.00	1.00	0.00
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	1.00	1.00	0.00
Typist Clerk III	2.00	2.00	2.00	0.00
Welfare Collection Officer	1.00	1.00	1.00	0.00
<b>Total</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>0.00</b>

# SOCIAL SERVICES-OPPORTUNITY CENTER

Fund 0120 Opportunity Center, Budget Unit 530

Jane Work, Director of Social Services

	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY BOS
COUNTY BUDGET ACT (1985)	2006-07	2007-08	2007-08	2008-09	2008-09	2008-09
SALARIES AND BENEFITS	2502075	2,787,103	2,628,396	2,901,054	2,901,054	2,901,054
SERVICES AND SUPPLIES	1269329	1,358,826	1,382,809	1,300,995	1,372,976	1,372,976
OTHER CHARGES	1338740	1,421,440	1,343,061	1,437,342	1,437,342	1,437,342
FIXED ASSETS	3860	79,388	70,402	0	0	0
INTRAFUND TRANSFERS	-1117628	-1,128,994	-1,225,522	-1,231,552	-1,231,552	-1,231,552
APPROP FOR CONTINGENCY	0	0	0	18,000	18,000	18,000
TOTAL EXPENDITURES*****	\$3,996,376	\$4,517,763	\$4,198,945	\$4,425,839	\$4,497,820	\$4,497,820
REVENUE FROM MONEY & PROPERTY	-1323	-5,000	9,424	-1,000	-1,000	-1,000
INTERGOVERNMENTAL REVENUES	2231984	2,312,742	2,192,556	2,042,080	2,042,080	2,042,080
CHARGES FOR SERVICES	1830399	2,167,087	2,212,057	2,285,465	2,355,465	2,355,465
MISCELLANEOUS REVENUES	2324	142	885	0	0	0
OTHR FINANCING SOURCES TRAN IN	50692	88,242	88,242	142,563	143,025	143,025
OTHER FINANCING SRCS SALE F/A	1419	0	4,512	0	0	0
TOTAL REVENUES*****	\$4,115,495	\$4,563,213	\$4,507,675	\$4,469,108	\$4,539,570	\$4,539,570
OPPORTUNITY CENTER EXP OVER (UNDER) REV	(\$119,119)	(\$45,450)	(\$308,730)	(\$43,269)	(\$41,750)	(\$41,750)

## **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 served by people with disabilities performing jobs such as bulk mailing, janitorial, grounds maintenance, litter abatement and recycling services.

## **BUDGET REQUESTS**

Despite salary and benefit increases for staff and slightly higher services and supplies costs, the overall expenditure budget request for FY 2008-09 is \$4.4 million, which is just under one percent below the adjusted budget for FY 2007-08. Salaries and benefits are expected to increase by \$113,951 (4%) from the prior year. A part of this increase comes from some extra help staff moving into permanent positions, which has enhanced the stability of the workforce, and to bargained increases in salary and benefit and OPEB costs. Services and supplies increased by \$12,169 (1%). Unlike previous years, no fixed assets are requested for FY 2008-09.

Contract revenue for FY 2008-09 is expected to increase by \$188,378 (9%) over the FY 2007-08 budget. State revenues are expected to decrease by \$270,662 (12%) due mainly to state budget cuts. The County General Fund continues to subsidize the cost increase incurred by the OC Mailroom occupancy in the Shasta County Administration Center totaling \$142,563 for FY 2008-09.

Overall, the OC projects an excess of revenues over expenditures in FY 2008-09 of \$43,269, which will add to fund balance in this program.

## **SUMMARY OF RECOMMENDATIONS**

The CAO recommended budget adds an expenditure of \$1,981 for I.T. hardware and software maintenance agreements and makes minor technical changes to various expenditure account numbers. Additionally, the General Fund transfer in for A-87 offset is adjusted from \$142,563 to \$143,025. The net result of these changes is a projected excess of revenues over expenditures in FY 2008-09 of \$41,750.

## **PENDING ISSUES AND POLICY CONSIDERATIONS**

In response to the Governor's request that all State Departments cut their budget's 10 percent the State Department of Developmental Services has proposed to cut Supported Employment 10 percent. This will have a major impact on the Opportunity Center and programs like it across the State. The California Disability Services Association is advocating with the State legislature to not proceed with this proposed budget reduction. The Opportunity Center's request budget for FY 2008-09 includes this reduction in State revenue.

## **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 and as amended in the Supplemental Budget. The Supplemental Budget increases in office supplies and fuel costs of \$70,000, due to economic conditions, are offset by a commensurate increase of \$70,000 in contract revenues.

## **POSITION ALLOCATION**

Title	As of Sept 08	08/09 Request	08/09 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

	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY BOS
COUNTY BUDGET ACT (1985)	2006-07	2007-08	2007-08	2008-09	2008-09	2008-09
SERVICES AND SUPPLIES	227527	202,789	316,232	280,602	280,602	280,602
OTHER CHARGES	369503	1,038,077	1,023,897	723,199	755,560	755,560
INTRAFUND TRANSFERS	-2044	-1,500	-2,475	-1,000	-1,000	-1,000
TOTAL EXPENDITURES*****	\$594,986	\$1,239,366	\$1,337,654	\$1,002,801	\$1,035,162	\$1,035,162
MISCELLANEOUS REVENUES	0	392,100	364,653	392,100	392,100	392,100
OTHR FINANCING SOURCES TRAN IN	562625	737,266	737,266	610,701	643,062	643,062
TOTAL REVENUES*****	\$562,625	\$1,129,366	\$1,101,919	\$1,002,801	\$1,035,162	\$1,035,162
COUNTY INDIGENT CASES EXP OVER (UNDER) REV	\$32,361	\$110,000	\$235,735	\$0	\$0	\$0

## **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-Incapacitated," "GR Cash Grant-Employable," and "Interim Assistance." The "GR Incapacitated" program provides payment for individuals deemed by a physician to be temporarily incapacitated. Generally, such temporary incapacity is limited to three 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 also have a disability. However, the applicant must apply for Federal SSI/SSP, and be awaiting a decision on such an application before Interim Assistance will be granted. 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 2008-09 budget request includes expenditures totaling \$1 million. Of this, \$722,000 (72%) goes directly to assistance payments for eligible clients. Salaries and operating costs to 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. Total expenditures are projected at approximately 11 percent below FY 2007-08 rates. Revenues in this budget come from collections of overpayments and repayment of benefits when a client becomes eligible for another assistance program such as SSI/SSP. These repayment revenues are projected at \$392,100, consistent with

current year projections. The remaining cost is supported by a proposed General Fund contribution of \$610,701.

**SUMMARY OF RECOMMENDATIONS**

The CAO recommended budget includes an increase to expenditures in supplemental care of indigents of \$32,361 and an increased General Fund contribution of \$32,361 to restore the FY 2006-07 deficit, absorbed by Social Service reserves, as a result of a reduction in the General Fund contribution during that fiscal year.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

In FY 2006-07, a 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 General Fund contribution to this program was \$737,266. Given the current level of benefits anticipated through the end of the fiscal year, the program projects a deficit of more than \$100,000. These deficits continue to be absorbed by Social Services reserves. Consistent with Board of Supervisors' direction and County budget instructions, the department is recommending that General Fund to this program be reduced to \$610,701, in order to keep the total General Fund to the Social Services budgets flat while shifting funds to the main Social Services budget to preserve sufficient levels of service to meet state and federal mandates. However, that shift leaves this budget vulnerable to a third-year deficit as reliance on this county-funded assistance program increases due to the declining economy. The department will work diligently to stay within the level of staff time allocated to the program and the assistance payments projected. However, this goal may be especially difficult as more people who do not qualify for other assistance programs look to the County for temporary financial aid.

**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

	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY BOS
COUNTY BUDGET ACT (1985)	2006-07	2007-08	2007-08	2008-09	2008-09	2008-09
OTHER CHARGES	38512501	40,598,846	39,706,077	45,665,550	46,595,950	46,595,950
TOTAL EXPENDITURES*****	\$38,512,501	\$40,598,846	\$39,706,077	\$45,665,550	\$46,595,950	\$46,595,950
INTERGOVERNMENTAL REVENUES	35377178	38,298,728	37,501,703	42,852,095	43,082,495	43,082,495
MISCELLANEOUS REVENUES	0	0	0	0	700,000	700,000
OTHR FINANCING SOURCE TRAN IN	2973320	2,300,108	2,300,108	2,813,455	2,813,455	2,813,455
TOTAL REVENUES*****	\$38,350,498	\$40,598,836	\$39,801,811	\$45,665,550	\$46,595,950	\$46,595,950
WELFARE CASH AID PAYMENTS EXP OVER (UNDER) REV	\$162,003	\$10	(\$95,734)	\$0	\$0	\$0

## **PROGRAM DESCRIPTION**

This cost center accounts for the funds to the 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 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 cost center.

## **BUDGET REQUESTS**

The FY 2008-09 budget request includes expenditures of \$45.67 million, an overall increase of \$5.07 million (12.5 percent) from FY 2007-08. The rise is due to anticipated increases in CalWORKs assistance payments (+17.4 percent), adoption assistance (+5.4 percent), foster care and group home payments (+11.4 percent), and county share of cost in the IHSS provider payments (+7.6 percent). 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 2007-08.

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 \$34.64 million, leaving a county share of cost of \$11.02 million (24 percent of overall expenditures).

This represents an increase of \$835,489 in the county cost from FY 2007-08, which is split between County General Fund (\$2.81 million) and Social Services Realignment (\$8.21 million).

## **SUMMARY OF RECOMMENDATIONS**

No modifications to the request are recommended.

## **PENDING ISSUES AND POLICY CONSIDERATIONS**

Expenditures in this budget continue to grow at an alarming rate. CalWORKs has experienced a significant increase in assistance payments during the second half of FY 2007-08, particularly for two-parent families, due to the softening of the economy and eligible recipients running out of unemployment benefits. Foster care and group home payments are expected to increase as more children are placed in care and despite a proposed cut in payments to providers included in the Governor's proposed FY 2008-09 state budget. Assistance to adoptive families increased \$416,102 from FY 2007-08 and has doubled from \$4.2 million in FY 2002-03 to a projected \$8.5 million in FY 2008-09. The average county share of cost for this increase is approximately 17.5 percent, depending upon the state and federal sharing ratios applicable to the child. The increase in the county share of cost in the IHSS program is reflective of bargained increases in provider salaries and health insurance benefits and a growing number of eligible clients in this program.

While state and federal revenues in these programs increase commensurate with their proportionate with state and federal share of cost, they do not cover the increases in the county share. The cost increases may, in part, be recovered by increased Realignment revenue from sales tax growth. However, that relief will not be realized until the economy strengthens, likely several years from now.

The declining state economy puts pressure on this budget in two distinct ways. First, in addition to County General Fund (requested at the same level as FY 2007-08), the county share of cost in the assistance budget is funded by Realignment revenue, which is projected to be flat in Vehicle License Fees and to decrease slightly in Sales Tax for FY 2008-09. 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 county share of cost in that program. Since more Realignment dollars are required to fund these entitlements, monies are not available to support the staff and operating costs of administering 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 entitlement programs, the cost increase in this budget will be borne by reductions in the costs of administering these same and other programs to Shasta County residents.

## **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 and as amended in the Supplemental Budget. The Supplemental Budget request included increases in appropriations are \$230,400 for a new Transitional Housing Program-Plus (THP-Plus) contract and \$700,000 for Support and Care for public assistance recipients due to transfer of welfare collection activities into the revenue section of the income statement. Revenues are increased a commensurate amount; \$230,400 from the State THP-Plus contract and \$700,000 for anticipated welfare repayments.

## **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

	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY BOS
COUNTY BUDGET ACT (1985)	2006-07	2007-08	2007-08	2008-09	2008-09	2008-09
SALARIES AND BENEFITS	389181	434,013	423,974	479,336	479,336	479,336
SERVICES AND SUPPLIES	85774	131,852	80,136	142,296	142,296	142,296
OTHER CHARGES	76344	106,159	106,158	196,310	196,310	196,310
INTRAFUND TRANSFERS	-3193	-73,368	-34,696	-39,942	-39,942	-39,942
APPROP FOR CONTINGENCY	0	0	0	0	2,901	2,901
TOTAL EXPENDITURES*****	\$548,106	\$598,656	\$575,573	\$778,000	\$780,901	\$780,901
INTERGOVERNMENTAL REVENUES	456938	531,035	507,423	531,035	531,035	531,035
MISCELLANEOUS REVENUES	394	0	0	0	0	0
TOTAL REVENUES*****	\$457,332	\$531,035	\$507,423	\$531,035	\$531,035	\$531,035
HOUSING AUTHORITY EXP OVER (UNDER) REV	\$90,774	\$67,621	\$68,150	\$246,965	\$249,866	\$249,866

## **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 \$2.6 million made by the Housing Authority directly to landlords within the County are not reflected in this budget.

## **BUDGET REQUESTS**

A General Fund contribution in the amount of \$246,965 is requested to offset building and equipment use (A-87) charges, Facilities Management charges for the Shasta County Administration Center, and Central Service Costs A-87 as well as increases in Salaries and Benefits. This reflects an increased in General Fund contribution of \$179,344 (265 percent) over the adjusted FY 07/08 budget.

Administration of the Housing Authority is funded by a combination of federal sources (68 percent) and the requested General Fund contribution (32 percent).

**SUMMARY OF RECOMMENDATIONS**

The CAO's recommended budget contains technical adjustments from the budget submitted by the department and an increase in expenditures of \$2,901 for appropriation for salary contingency. The General Fund contribution is commensurately increased to offset the increased expenditure.

**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**

Title	As of Sept 08	08/09 Request	08/09 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	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY BOS
COUNTY BUDGET ACT (1985)	2006-07	2007-08	2007-08	2008-09	2008-09	2008-09
SALARIES AND BENEFITS	216412	244,421	239,733	245,766	250,145	250,145
SERVICES AND SUPPLIES	41876	40,389	38,880	39,479	39,479	39,479
OTHER CHARGES	7991	8,983	8,983	10,118	10,118	10,118
APPROP FOR CONTINGENCY	0	0	0	2,352	3,941	3,941
TOTAL EXPENDITURES*****	\$266,279	\$293,793	\$287,596	\$297,715	\$303,683	\$303,683
INTERGOVERNMENTAL REVENUES	64815	47,000	71,782	51,000	51,000	51,000
MISCELLANEOUS REVENUES	500	0	0	0	0	0
OTHER FINANCING SRCS SALE F/A	64	0	0	0	0	0
TOTAL REVENUES*****	\$65,379	\$47,000	\$71,782	\$51,000	\$51,000	\$51,000
VETERANS SERVICE OFFICER EXP OVER (UNDER) REV	\$200,900	\$246,793	\$215,814	\$246,715	\$252,683	\$252,683

**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 (17 percent), and a County General Fund subsidy (83 percent).

**BUDGET REQUESTS**

The requested budget reflects a decrease of \$78 in General Fund expenditure over the adjusted FY 2007/08 budget due to an increase in projected revenue of \$4,000 and a reduction in Services and Supplies of \$910 offset by increases in Salaries and Benefits of \$1,345, appropriation for Salary Contingency of \$2,352, and increased A-87 costs of \$1,135. No new positions or fixed assets are requested.

**SUMMARY OF RECOMMENDATIONS**

The CAO recommended budget includes increases in Salaries and Benefit expenditures of \$1,616 to adjust for the one percent OPEB contribution and \$2,763 to budget for health insurance increases. The appropriation for salary contingency is adjusted from \$2,352 to \$3,941. Other minor technical adjustments were also made. The CAO recommended budget reflects an increase of \$5,968 in General Fund cost over FY 07/08 adopted 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**

Title	As of Sept 08	08/09 Request	08/09 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

	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY BOS
COUNTY BUDGET ACT (1985)	2006-07	2007-08	2007-08	2008-09	2008-09	2008-09
SALARIES AND BENEFITS	247369	240,414	161,043	253,535	236,326	236,326
SERVICES AND SUPPLIES	111063	237,717	117,389	226,831	188,547	188,547
OTHER CHARGES	1026853	1,507,726	303,715	1,059,480	537,141	537,141
INTRAFUND TRANSFERS	-25956	-66,000	-59,560	-78,000	-78,000	-78,000
APPROP FOR CONTINGENCY	0	0	0	0	93	93
TOTAL EXPENDITURES*****	\$1,359,328	\$1,919,857	\$522,586	\$1,461,846	\$884,107	\$884,107
LICENSES, PERMITS & FRANCHISES	37397	48,913	27,610	48,913	48,913	48,913
INTERGOVERNMENTAL REVENUES	646908	1,094,965	244,301	326,988	326,173	326,173
CHARGES FOR SERVICES	5000	0	0	0	0	0
MISCELLANEOUS REVENUES	547612	620,734	57,141	850,878	274,062	274,062
TOTAL REVENUES*****	\$1,236,917	\$1,764,612	\$329,053	\$1,226,779	\$649,148	\$649,148
COMMUNITY ACTION AGENCY EXP OVER (UNDER) REV	\$122,411	\$155,245	\$193,534	\$235,067	\$234,959	\$234,959

## **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 \$60,000 for the Emergency Housing Assistance Program and \$129,442 for the Emergency Food and Shelter Program.

## **BUDGET REQUESTS**

The budget unit is supported by state and federal grants (22.4 percent), marriage license fees that flow to the Women's Refuge (3.3 percent), fees, charges for service, contributions and miscellaneous revenue (58.2 percent), and use of County General Fund (16.1 percent).

A General Fund contribution in the amount of \$204,557 is requested. The General Fund contribution is designated for two purposes, \$173,197 will offset increased building and equipment use (A-87)

charges and \$31,360 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. Additionally, the budget request includes utilizing \$30,510 from the fund balance designation for CAA Recaptured Payments.

**SUMMARY OF RECOMMENDATIONS**

The CAO recommended budget adjusts the OPEB contribution to one percent of regular salaries from \$3,055 to \$2,084 and an increased expenditure of \$93 for appropriation for salary contingency. After budget submission to the CAO, the department requested an adjustment to the County's match for PSA 2 reducing this expenditure by \$600. The net effect of these changes is a reduction in General Fund expenditure of \$1,478 from the requested budget. Budgeted General Fund expenditure increases over FY 07/08 are \$79,714.

**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 and as amended in the Supplemental Budget. The Supplemental Budget included a reduction in appropriations and revenues of \$576,261 in each category, requested to transfer the CalHome Proposition 1C housing rehabilitation grant from 59000 CAA budget to 59100 CalHome budget.

**POSITION ALLOCATION**

Title	As of Sept 08	08/09 Request	08/09 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

Budget Unit 591

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

	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY BOS
COUNTY BUDGET ACT (1985)	2006-07	2007-08	2007-08	2008-09	2008-09	2008-09
SALARIES AND BENEFITS	0	0	0	0	16,238	16,238
SERVICES AND SUPPLIES	0	0	0	0	38,284	38,284
OTHER CHARGES	0	0	0	0	521,739	521,739
TOTAL EXPENDITURES*****	\$0	\$0	\$0	\$0	\$576,261	\$576,261
INTERGOVERNMENTAL REVENUES	0	0	0	0	576,261	576,261
TOTAL REVENUES*****	\$0	\$0	\$0	\$0	\$576,261	\$576,261
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**

For FY 08/09 the County created a new separate special revenue fund and budget unit to account for State revenue received from the CalHome grant.

The appropriation request of \$576,261 includes \$16,279 for a staffing level of 0.25 FTE to work on CalHome. In addition, staff assigned to the CDBG budget unit 596 will provide services in the estimated amount of \$34,243 to the CalHome Program. Loan expenditures are estimated at \$521,739, and \$4,000 is included in services and supplies. Grant funds not expended in the current fiscal year will carry forward to FY 2009-2010.

Revenues in the amount of \$576,261 to support activities in this budget unit come exclusively from the CalHome Program grant funds. There is no required match or General Fund contribution.

**SUMMARY OF RECOMMENDATIONS**

No modifications to the request are recommended.

**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 and as amended in the Supplemental Budget. The Supplemental Budget requested an increase in appropriations and revenues of \$576,261 in each category to transfer the CalHome Proposition 1C housing rehabilitation grant from 590 Community Action Agency budget to 591 CalHome budget.

**POSITION ALLOCATION**

There are no positions associated with 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

	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY BOS
COUNTY BUDGET ACT (1985)	2006-07	2007-08	2007-08	2008-09	2008-09	2008-09
SALARIES AND BENEFITS	125391	128,107	127,612	128,160	128,160	128,160
SERVICES AND SUPPLIES	263484	212,687	238,334	295,739	295,539	295,539
OTHER CHARGES	8456	23,215	8,215	18,577	18,577	18,577
INTRAFUND TRANSFERS	-134308	-136,797	-136,296	-132,099	-133,474	-133,474
APPROP FOR CONTINGENCY	0	0	0	0	2,750	2,750
OTHER FINANCING USES	56129	0	0	0	400,400	400,400
TOTAL EXPENDITURES*****	\$319,152	\$227,212	\$237,865	\$310,377	\$711,952	\$711,952
REVENUE FROM MONEY & PROPERTY	32510	43,000	26,472	43,200	43,200	43,200
INTERGOVERNMENTAL REVENUES	212174	125,095	131,587	262,814	563,014	563,014
OTHR FINANCING SOURCES TRAN IN	0	0	0	0	100,000	100,000
TOTAL REVENUES*****	\$244,684	\$168,095	\$158,059	\$306,014	\$706,214	\$706,214
CDBG ADMIN/REHAB EXP OVER (UNDER) REV	\$74,467	\$59,117	\$79,806	\$4,363	\$5,738	\$5,738

## **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 (85 percent), interest on payments and retained earnings (15 percent). Not reflected in this budget are the low interest housing rehabilitation loans that total \$250,000.

**BUDGET REQUESTS**

Total expenditures in excess of revenue are funded by retained earnings from the principal payments to loans receivable. There is no County General Fund cost associated with this budget.

**SUMMARY OF RECOMMENDATIONS**

The CAO recommended budget increases expenditures by \$1,375 for appropriation for salary contingency. This increase in expenditure is offset by use of CDBG fund balance in cost center 59606.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with this budget as recommended.

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**FINAL BOARD ACTION**

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. The Supplemental Budget included increases in appropriations of \$400,400 with a commensurate increase in revenues, including a General Fund transfer-in of \$100,000 which will be pass-through matching funds from Maintenance of Structures – ADA to draw down an additional \$300,400 in CDBG funds for ADA improvements at the Burney and Fall River Mills Veteran’s Halls. Other minor increases/reductions result in a cumulative net zero change to this cost center.

**POSITION ALLOCATION**

Title	As of Sept 08	08/09 Request	08/09 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>