

State of Alaska FY2006 Governor's Operating Budget

Department of Health and Social Services Administrative Support Services Component Budget Summary

Component: Administrative Support Services

Contribution to Department's Mission

To provide quality administrative services that support the department's programs.

Core Services

- Financial management of all programs within the department;
- Timely fiscal payments for all bills, travel and other payables;
- Accurate and timely federal claims and reporting for the almost \$1 Billion in federal funds collected every year;
- Provide the full range of purchasing and grant management services; and
- Coordinate all budget activities within the department.

FY2006 Resources Allocated to Achieve Results

FY2006 Component Budget: \$12,800,100	Personnel:	
	Full time	153
	Part time	0
	Total	153

Key Component Challenges

Activities within this component are key to the success of the entire Finance and Management unit within the Commissioner's Office. A primary challenge for this new organization is to stabilize processes and functions within the department, while improving the efficiency and effectiveness of all administrative support areas.

Other challenges include:

- Implementation of improvements as outlined in the Business Process Reviews that have been recently completed (September 2004);
- Technology enhancements need to occur in several areas to improve administrative processes;
- Chargeback rates continue to increase for EPR, HR, and others. If new resources are not provided, a reduction in service throughout the department will have to occur;
- Increasing audits and reviews from local and federal entities take more and more staff time. During FY04, there were 15 audits and reviews taking place.
- While HR integration has provided a standard approach for many HR functions, residual HR work remains within the department and department staff are struggling to keep up with the workload.

Significant Changes in Results to be Delivered in FY2006

Several clean-up transfers need to take place in FY06 based on omissions in FY05 budget reorganizations.

Major Component Accomplishments in 2004

Established the new Finance and Management Services unit within the Commissioner's Office that replaced the Division of Administrative Services. Expanded the scope, duties and responsibilities of the replacement organization.

Budget Section:

- Coordinated and implemented department-wide belt-tightening measures to cover FY2004 general fund supplemental needs.
- Assisted in transition to new Finance and Management Services structure.
- Developed and implemented a \$1.6 billion departmental operating budget.
- Prepared and distributed department's FY2005 Legislative Budget Overview.
- Tracked and responded to over 180 legislative budget inquiries.
- Staff participated in business process review of fiscal, budget, and revenue internal processes.
- Began integration of Medicaid Budget Group into the centralized Budget Section.
- Assisted with the department's internal Information Technology integration.
- Utilized internal monthly expenditure/revenue tracking to identify and adjust potential problem areas earlier in the fiscal year.
- Coordinated department's budgeting and status reporting to the Mental Health Trust Authority.
- Participated in Subject Matter Expert training for Mission and Measures.

Finance Section:

- Submitted new Public Assistance Cost Allocation Plan for the DHSS, currently in negotiations with the Federal Division of Cost Allocation for approval.
- Implemented a new AKSAS Chart of Accounts for SFY 05 reorganizing DHSS as stage two.
- Issued Federal Schedule in a timely manner.
- Issued Quarterly Federal Reports in a timely manner.
- In coordination with nine DHSS division administrative managers, processed budget restrictions and revenue deferrals in an accurate and timely manner.
- Kept up with large volumes of DHSS billings throughout the year.
- Performed federal revenue drawdowns timely.

Grants and Contracts Unit:

- Assisted in development of new grants database.
- Providing ongoing support to division program staff and GCST staff on use of new grants database.
- 100% successful in four protests received regarding professional service contracts that were awarded in FY2003.
- Consolidated Grants and Contracts staff to provide more effective and efficient services to divisions.
- Completed the Health and Social Services FY2004 Operating Grants Database and Booklet.
- Provided training for Grant Proposal Evaluation Committees and Continuation Grant Recommendations.
- Participated in DOP class study for Grants Administrator Series.

- Moved services to regional provider in YKHC region to provide better and more cost effective services for clients.
- Revisions to grant regulations effective 6/24/04.

Audit Unit:

- Reconciled and settled 560 department grants.
- Recovered \$470,000 of unexpended and/or misspent grant funds.
- Provided federal subrecipient monitoring of 160 department grantees.
- Provided 300 hours of staff time to the Division of Legislative Audit to assist with department federal compliance audit.
- Facilitated update of DHSS state single audit compliance supplements.
- Participated in YKHC transition project.

Statutory and Regulatory Authority

AS 37.05 Public Finance, Fiscal Procedures Act
AS 37.07 Public Finance, Executive Budget Act
AS 37.10 Public Finance, Public Funds
AS 36.30 Public Contracts, State Procurement Code

Contact Information
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Administrative Support Services Component Financial Summary

All dollars shown in thousands

	FY2004 Actuals	FY2005 Management Plan	FY2006 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	4,550.3	9,012.3	10,134.8
72000 Travel	58.3	16.4	30.4
73000 Services	764.0	1,527.9	2,543.5
74000 Commodities	136.2	46.1	50.4
75000 Capital Outlay	14.4	41.0	41.0
77000 Grants, Benefits	40.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	5,563.2	10,643.7	12,800.1
Funding Sources:			
1002 Federal Receipts	1,675.6	5,001.6	6,015.9
1003 General Fund Match	577.7	1,417.7	1,576.4
1004 General Fund Receipts	921.3	2,155.5	3,144.0
1007 Inter-Agency Receipts	2,174.7	1,522.6	1,441.7
1037 General Fund / Mental Health	70.1	294.4	365.2
1061 Capital Improvement Project Receipts	143.8	51.6	52.1
1108 Statutory Designated Program Receipts	0.0	154.5	154.5
1156 Receipt Supported Services	0.0	45.6	50.3
1168 Tobacco Use Education and Cessation Fund	0.0	0.1	0.0
1180 Alcohol & Other Drug Abuse Treatment & Prevention Fund	0.0	0.1	0.0
Funding Totals	5,563.2	10,643.7	12,800.1

Estimated Revenue Collections

Description	Master Revenue Account	FY2004 Actuals	FY2005 Management Plan	FY2006 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	1,675.6	5,001.6	6,147.9
Interagency Receipts	51015	2,174.7	1,522.6	1,441.7
Statutory Designated Program Receipts	51063	0.0	154.5	154.5
Receipt Supported Services	51073	0.0	45.6	50.3
Capital Improvement Project Receipts	51200	143.8	51.6	52.1
Tobacco Use Educ and Cessation Fund	51438	0.0	0.1	0.0

Estimated Revenue Collections				
Description	Master Revenue Account	FY2004 Actuals	FY2005 Management Plan	FY2006 Governor
Alc/Other Drug Abuse Treatment/Prev Fund	51481	0.0	0.1	0.0
Restricted Total		3,994.1	6,776.1	7,846.5
Total Estimated Revenues		3,994.1	6,776.1	7,846.5

**Summary of Component Budget Changes
From FY2005 Management Plan to FY2006 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2005 Management Plan	3,867.6	5,001.6	1,774.5	10,643.7
Adjustments which will continue current level of service:				
-FY 05 Bargaining Unit Contract Terms: GGU	37.2	26.1	0.4	63.7
-Correction of transfer for two positions to OCS	-22.7	-62.9	0.0	-85.6
-Transfer in Audit Component	79.6	32.9	118.5	231.0
-Transfer in positions from Medical Assistance Administration	135.1	135.1	0.0	270.2
-Correction of Funds Transferred from DSDS/Admin	0.0	52.0	0.0	52.0
-Correction of Funds Transferred from OCS/Management	22.6	0.0	0.0	22.6
-Correction of Funds Transferred from DBH/Admin	91.5	0.0	0.0	91.5
-Transfer in Administrative Manager from OCS/Management	74.9	0.0	0.0	74.9
-Transfer in Administrative Manager from OCS/WIC	77.1	0.0	0.0	77.1
-Transfer in Accounting Technician from BH/API	59.2	0.0	0.0	59.2
-Correction of Funds Transferred from DPH/Admin	16.1	16.2	0.0	32.3
-Correction of Funds Transferred from DPH/EPI	6.0	6.0	0.0	12.0
-Transfer in Administrative Manager from DPH/Admin	0.0	64.5	0.0	64.5
-Transfer out Secretary to Info Tech	-25.8	-25.9	0.0	-51.7
-Transfer in Administrative Assistant from DPH/SME	62.2	0.0	0.0	62.2
-Transfer in funding from DPH WCFH for an Administrative Assistant position	0.0	56.2	0.0	56.2
-Transfer in funding from DPH C&L for Administrative Assistant position	9.9	43.7	4.7	58.3
-Re-allocate FY2005 Human Resources Consolidation GF Allocation	162.5	0.0	0.0	162.5
-FY06 Cost Increases for Bargaining Units and Non-Covered Employees	150.0	103.4	0.0	253.4
-Adjustments for Personal Services Working Reserve Rates and SBS	0.0	5.8	0.1	5.9
Proposed budget decreases:				
-Deletes Incorrect Fund Sources	0.0	0.0	-0.2	-0.2
-Delete I/A Funding Transferred Incorrectly	0.0	0.0	-199.4	-199.4
Proposed budget increases:				

**Summary of Component Budget Changes
From FY2005 Management Plan to FY2006 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
-Increase Federal Authorization for DOA - Core Service Chargeback	0.0	500.0	0.0	500.0
-Increase Federal Funds for Multi- State Grants Program Position	0.0	61.2	0.0	61.2
-Human Resources Consolidation Increased Costs	282.6	0.0	0.0	282.6
FY2006 Governor	5,085.6	6,015.9	1,698.6	12,800.1

**Administrative Support Services
Personal Services Information**

Authorized Positions		Personal Services Costs		
	<u>FY2005</u>	<u>FY2006</u>		
	<u>Management</u>	<u>Governor</u>		
	<u>Plan</u>			
Full-time	141	153	Annual Salaries	7,124,565
Part-time	1	0	COLA	84,027
Nonpermanent	1	1	Premium Pay	15,846
			Annual Benefits	3,832,777
			<i>Less 5.39% Vacancy Factor</i>	<i>(595,515)</i>
			Lump Sum Premium Pay	0
Totals	143	154	Total Personal Services	10,461,700

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	1	0	1
Accountant III	1	0	11	0	12
Accountant IV	1	0	3	0	4
Accountant V	0	0	2	0	2
Accounting Clerk I	1	0	0	0	1
Accounting Clerk II	5	0	11	0	16
Accounting Spvr II	2	0	0	0	2
Accounting Tech I	3	0	5	0	8
Accounting Tech II	1	0	8	0	9
Accounting Tech III	1	0	3	0	4
Administrative Assistant	7	0	8	0	15
Administrative Clerk II	2	0	6	0	8
Administrative Clerk III	1	0	0	0	1
Administrative Manager I	0	0	3	0	3
Administrative Manager II	0	0	5	0	5
Administrative Manager III	0	0	2	0	2
Administrative Manager IV	0	0	7	0	7
Administrative Svcs Mgr I	0	0	2	0	2
Administrative Svcs Mgr II	0	0	1	0	1
Asst Commissioner	0	0	1	0	1
Coordinator	0	0	1	0	1
Grants Administrator I	0	0	4	0	4
Grants Administrator II	0	0	10	0	10
Grants Administrator III	0	0	4	0	4
Grants Administrator IV	0	0	1	0	1
Health Program Mgr III	1	0	0	0	1
Human Resource Assistant	1	0	1	0	2
Human Resource Technician I	1	0	0	0	1
Internal Auditor III	0	0	1	0	1
Internal Auditor IV	0	0	1	0	1
Mail Svcs Courier	1	0	0	0	1
Procurement Spec I	2	0	1	0	3
Procurement Spec II	1	0	1	0	2
Procurement Spec III	0	0	1	0	1
Prog Coordinator	0	0	1	0	1
Program Budget Analyst II	0	0	1	0	1
Program Budget Analyst III	0	0	2	0	2
Program Budget Analyst IV	0	0	3	0	3

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Program Budget Manager	0	0	1	0	1
Project Asst	0	0	1	0	1
Project Coordinator	0	0	3	0	3
Project Manager	0	0	1	0	1
Research Analyst III	0	0	2	0	2
Research Analyst IV	0	0	1	0	1
Supply Technician I	0	0	1	0	1
Totals	32	0	122	0	154

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Program Budget Manager	0	0	1	0	1
Project Asst	0	0	1	0	1
Project Coordinator	0	0	3	0	3
Project Manager	0	0	1	0	1
Research Analyst III	0	0	2	0	2
Research Analyst IV	0	0	1	0	1
Supply Technician I	0	0	1	0	1
Totals	32	0	122	0	154