

DHS-DIVISION OF ADMINISTRATIVE SERVICES (715) - 2009-11 BIENNIUM

I) AGENCY SUMMARY & REVENUE SOURCES

MISSION

This Division is responsible for providing support services to the 13 Divisions/Offices of the Department. Support services provided include Office of Fiscal Management (general operations, payroll, and managerial accounting), Office of Administrative Services (human resources, staff development, contract support services, purchasing, and general services), and the Office of Systems and Technology (all of the technology and computer functions).

TOTAL BIENNIAL BUDGET

The total budget of the 2009-11 biennium is \$221,002,407 the first year and \$41,648,011 the second year.

FUNDING SOURCES

The budget is funded by general revenue (28%), federal funds (71%); construction, allocation and consolidated costs (1%).

II) SIGNIFICANT CHANGES

- **Revenue Stabilization Act** reallocated General Revenue of \$21,608 to the Director's Office/Office of Chief Counsel due to a position transfer for total General Revenue of \$11,468,629 for FY2010.
- The **Operations appropriation**, funded by General Revenue, Federal Revenue, and other support, provides a total appropriation of \$32,055,805 in FY10 and \$32,381,578 in FY11 with Base Level of \$31,327,516 for FY10 and \$31,640,217 for FY11 with 340 positions with a total change level of \$728,289 for FY10 and \$741,361 for FY11, which includes:
 1. Regular Salaries increased by \$475,019 in FY10 and \$485,973 in FY11 for the Restoration of twenty-two (22) positions; one (1) position transferred to the Office of Chief Counsel; two (2) positions transferred to the Division of Blind Services.
 2. Personal Services Matching increased by \$188,721 in FY10 and \$190,839 in FY11 for required matching requirements associated with additional positions.
 3. Operating Expenses increased by \$64,549 each year for recruitment activities.
- The **Client Specific Emergency Services** appropriation, funded by Cash Funds, provides Base Level of \$120,000 each year with no change level requests.
- The **Various Building Construction** appropriation, funded by Reimbursements and General Revenue transfers from other DHS Divisions, provides a total appropriation of \$8,185,200 each year with Base Level of \$7,685,200 each year with a change level of \$500,000 each year for the Division of Behavioral Health Services for unanticipated projects that may occur with its facilities.
- The **Consolidated Cost** appropriation, funded by various transfers for DHS Divisions, provides a total appropriation of \$821,500 each year with Base Level of \$671,500 each year with a change level of \$150,000 each

year for printing/copying projects.

- The **Social Services Block Grant** appropriation, funded by Federal Revenues, provides Base Level of \$139,733 each year with no change level requests.
- The **American Recovery and Reinvestment Act of 2009** appropriation, funded by Federal Revenues, provides a total appropriation of \$179,680,169 in FY09 & FY10 for federal grants and stimulus funding.

III) ADDITIONAL POSITIONS

Total Positions for FY 2009-11: 359

Total Base Level Positions for FY 2009: 340

Increase(Decrease): 19

* 22 Restorations

*(3) Transferred to other Divisions

IV) SPECIAL LANGUAGE

- **HUMAN SERVICES RENOVATION FUND:** Department may use for constructing, acquiring, and renovating facilities, limits the amount of general revenue that may be transferred to the fund to \$5 million per year and for unanticipated projects only, requires that transfers to the fund must receive prior approval by the Chief Fiscal Officer, the Governor, and the Legislative Council. Non-severability language is added to this section so that if a court rules the approval requirement is unconstitutional, the entire section is void.
- **TRANSFER AUTHORITY:** Establishes guidelines for transfers of appropriation, funds, and positions within the Department. It places a limitation of two transfer requests per fiscal year and a maximum transfer limit of 5% of appropriation, funding, and positions. It also enumerates 7 purposes for which transfers may be made. No single Division can request reallocation for more than one purpose. **REVISED**
- **NURSING/DIRECT CARE EDUCATION STIPEND PROGRAM:** Provides for a Nursing /Direct Care Education Stipend Program for DHS to be paid with State and Federal funds. The stipend is for Registered or Licensed Practical Nurses, Certified Nursing Assistants, Life Skill Trainers, and Mental Health Workers students and is \$5,000 per person per year. Each division will determine the number of student stipends available.
- **SELL, LEASE, RENT, CONVEY OR ENCUMBER RAY WINDER FIELD:** DHS can not sell, lease, rent, convey or encumber Ray Winder Field until reviewed and approved by ALC or JBC.
- **NURSING/DIRECT CARE RECRUITMENT/RETENTION BONUSES:** Allows for recruitment and retention bonuses for DHS employees to be paid with State and Federal funds from each respective division. Bonuses can not exceed \$4,000 for Registered Nurses; \$2,000 for Licenses Practical Nurses; and \$1,000 for Certified Nursing Assistants/Life Skills Trainers/Mental Health Workers. **REVISED**
- **CARRY FORWARD:** General Revenues that remain in the DHS General Revenue Fund Account attributed to the change in the federal

medical assistance percentage (FMAP) shall remain, carried forward and used for the same purpose. **NEW**