

**DHS-DIVISION OF ADMINISTRATIVE SERVICES (715)  
FISCAL YEAR 2014 & 2015 - EXECUTIVE RECOMMENDATION**

**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 is \$42,817,155 the first year and \$42,830,215 the second year.

**FUNDING SOURCES**

The budget is funded by General Revenue (29%), Federal funds (33%); construction, allocation and consolidated costs (38%).

**II) SIGNIFICANT CHANGES**

- The **Various Building Construction** appropriation, funded by Federal Reimbursement and General Revenue transfers from other DHS Divisions, provides Base Level of \$7,648,900 each year with no Change Levels for a total appropriation of \$7,648,900 each year of the biennium.
- The **Consolidated Cost appropriation**, funded by various General, Federal and Other Fund transfers based on cost allocation, provides Base Level of \$821,500 each year with no Change Levels for a total appropriation of \$821,500 each year of the biennium.
- The **Division of Administrative Services Operations** appropriation, funded by General, Federal and Other Funds, provides Base Level of \$30,029,061 in FY14 and \$30,042,121 in FY15 with Change Levels of \$4,057,961 each year for a total appropriation of \$34,087,022 in FY14 and \$34,100,082 in FY15, which includes:
  1. Regular Salaries/Personal Services Matching increased by \$1,636,558 each year for the restoration of forty-one (41) positions that are authorized but not budgeted due to internal needs and to assist program Divisions when there is a need to provide services to individuals.
  2. Operating Expenses increased by \$655,102 each year for rent of facilities and meals.
  3. Conference Fees and Travel increased by \$10,780 each year for the involvement in the National Association of Human Services Financial Officers.
  4. Professional Fees increased by \$1,755,521 each year for continuing support of the going paperless projects.

5. Discontinues the American Recovery and Reinvestment Act (ARRA) line item. ARRA funds will expire in FY13.

- The **Social Services Block Grant** appropriation, funded by Federal Revenues, provides Base Level of \$139,733 each year with no Change Levels for a total appropriation of \$139,733 each year of the biennium.
- The **Client Specific Emergency Services** appropriation, funded by Cash Funds, provides Base Level of \$120,000 each year with no Change Levels for a total appropriation of \$120,000 each year of the biennium.
- The **American Recovery and Reinvestment Act of 2009** appropriation, funded by Federal Revenues, provides for the discontinuance of this appropriation line item.

### **III) ADDITIONAL POSITIONS**

Total Budgeted Positions for FY2013: 291

Total Positions for FY2014: 332

Total Positions for FY2015: 332

Increase(Decrease): 41

\*41 Restorations

### **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.
- **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.
- **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.