

DHS-DIVISION OF ADMINISTRATIVE SERVICES (715) - 2011-13 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 appropriation for the 2011-13 biennium is \$64,707,395 the first year and \$43,326,304 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

- The **Various Building Construction** appropriation, funded by Federal Reimbursement and General Revenue transfers from other DHS Divisions, provides Base Level appropriation of \$7,688,100 each fiscal year with no Change Levels.
- The **Consolidated Cost** appropriation, funded by mixed revenue transfers consisting of General Revenue, Federal Revenue and other funds, provides Base Level appropriation of \$821,500 each fiscal year with no Change Levels.
- The **American Recovery and Reinvestment Act of 2009** appropriation, funded by Federal Revenues, provides a total appropriation of \$21,619,313 for FY2012 only. The appropriation has no Base Level and provides a Change Level of \$21,619,313 for FY2012 only to allow for continued expenditures of capital improvements, information technologies and onetime costs.
- The **Operations** appropriation, funded by General Revenue, Federal Revenue and other funds, provides a total appropriation of \$34,318,749 for FY12 and \$34,556,971 for FY13 with a total Change Level of \$3,713,366 in FY2012 and \$3,639,890 in FY2013, which includes:
 1. Regular Salaries increased by \$1,514,244 each year to restore, transfer and reclassify positions.
 2. Personal Services Matching increased by \$550,186 each year for matching requirements.
 3. Operating Expenses increased by \$314,556 each year for rent of facilities.
 4. Professional Fees increased by \$1,309,380 in FY12 and \$1,235,904 in FY13 for continuing support and maintenance of a data warehouse.

5. ARRA of 2009 increased by \$25,000 each year to allow for any in-direct costs.

- The **Social Services Block Grant** appropriation, funded by Federal Revenue, provides Base Level appropriation of \$139,733 each fiscal year with no Change Levels.
- The **Client Specific Emergency Services** appropriation, funded by Cash and Federal Revenues, provides Base Level appropriation of \$120,000 each fiscal year with no Change Levels.

III) ADDITIONAL POSITIONS

Total Positions for FY 2011-13: 338

Total Budgeted Base Level Positions for FY 2011: 309

Increase(Decrease): 29

*30 Restorations

*(4) Transferred to other Divisions

*3 Transferred from 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.
- **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.