

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Social Services		(2) MEETING DATE February 28, 2006		(3) CONTACT/PHONE Gladys Kintz (805) 781-1837	
(4) SUBJECT Request to approve a Budget Adjustment of \$1,450,000 from unanticipated revenues for Social Services BU180					
(5) SUMMARY OF REQUEST Social Services is requesting a budget adjustment in the amount of \$1,415,000 from unanticipated revenues. The Department seeks to utilize this additional funding to fill staff vacancies, replace the HVAC system at our Higuera building, acquire a "Locknetics" FOB (key/entry lock) system for our Arroyo Grande building, replace computer equipment, purchase Automation related software and maintenance and to increase client services contracts. There will be no increase to net county cost.					
(6) RECOMMENDED ACTION It is recommended that your Board approve a budget adjustment to increase Social Services Administrative Budget Unit 180.					
(7) FUNDING SOURCE(S) Federal and State		(8) CURRENT YEAR COST \$1,415,000		(9) ANNUAL COST \$0	
(10) BUDGETED? <input type="checkbox"/> YES <input type="checkbox"/> N/A <input checked="" type="checkbox"/> NO					
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): County Auditor controller, Administrative office, General Services					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____					
(13) ADMINISTRATIVE OFFICE REVIEW					
(14) SUPERVISOR DISTRICT(S) 1st, 2nd, 3rd, 4th, 5th, All			(15) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		
(16) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)			(17) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input checked="" type="checkbox"/> N/A		
(18) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A			(19) APPROPRIATION TRANSFER REQUIRED? <input checked="" type="checkbox"/> Submitted <input checked="" type="checkbox"/> 4/5th's Vote Required <input type="checkbox"/> N/A		

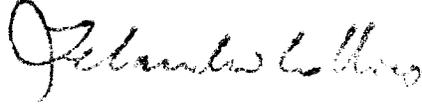
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(2-28-06)*



DEPARTMENT OF SOCIAL SERVICES

3433 South Higuera Street, Post Office Box 8119
San Luis Obispo, California 93403-8119

TO: Board of Supervisors

FROM: Leland W. Collins
Social Services Director 

DATE: February 28, 2006

SUBJECT: Request to approve a Budget Adjustment of \$1,450,000 from unanticipated revenues for Social Services BU180

Recommendation

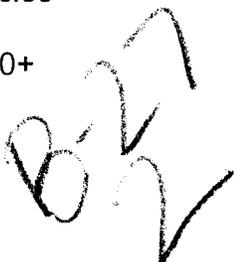
It is recommended that the Board approve a budget adjustment to add \$1,450,000 to the Department of Social Services' budget for fiscal year 2005-2006.

Discussion

The Department of Social Services has received final revenue allocations from the state, which reflect more than \$1,450,000 of unanticipated revenue. When the FY05/06 budget was submitted more than one year ago, our Department conservatively estimated revenues. Additionally, with regard to expenditures, the Department has been in a "status quo" environment for the past few years. The department has postponed capital improvement projects, maintenance projects, and equipment replacements and has also been operating with more than a 10% vacancy rate in order to reduce our expenditures. Significant unanticipated revenues will enable us to provide the needed resources for improving our Department's operations.

The Department seeks to utilize this additional funding to fill staff vacancies, replace the HVAC system at our Higuera building, acquire a "Locknetics" FOB (key/entry lock) system for our Arroyo Grande building, replace computer equipment, purchase Automation related software and maintenance and to increase client services contracts. The funding will be utilized as detailed below:

- \$400,000 to fill staff vacancies: We need to fill about 20 vacancies. Of these positions, 17 are Employment Resource Specialists (ERS) and 3 are Social Workers. Our ERS staff is experiencing a heavy workload due to the vacancies we've had as well as preparing for the implementation of the new CalWIN system, scheduled to "go-live" on May 1, 2006. This system will replace a 30+ year-old CDS mainframe legacy case management system.



CalWIN conversion requires that each case be reviewed and checked for any data errors or technical issues that may impact conversion. Other counties that have "gone-live" on CalWIN have had varying levels of case accuracy. In Sacramento County, cases had not been properly reviewed in advance of conversion, and benefits were interrupted for low-income families who depend on public assistance for their most basic needs. San Luis Obispo County is committed to minimizing a negative impact on the delivery of benefits to our most needy residents. The other three positions are Social Workers. Two of the Social Workers are designated for the Adult Services Program needed to address the rising caseload in the IHSS program. The remaining position fills a vacancy in Child Welfare Services and will assist the Department in meeting its mandated goal under AB636.

- \$603,600 to replace/upgrade the HVAC system at our Higuera building: General Services is recommending this upgrade. This failing system has been the source of many problems and service calls for the past few years. General Services is preparing a Board item (February 28, 2006) to create a CIP for this. This project will include replacing two rooftop units; replacing a gas boiler; installing an automated building control system with 2 workstations – one to be located at General Services and the other at DSS; and replacing DSS Data and phone equipment room air conditioning, which is inadequate for the cooling demands of the data room.
- \$25,000 to pay for a "Locknetics" FOB Key Lock system for our Arroyo Grande building: Triggered by recent security issues, we have learned that the locks on this building are not as secure as the FOB type now recommended by General Services Maintenance. The FOB system will support controlled entry into the Arroyo Grande facility that houses approximately 100 staff members including DSS, EOC, Drug and Alcohol Services and Probation. Many County buildings have gone to this system including the new Government Center, ITD, Health and others. This is the system all departments will be moving toward. General Services would be the keeper of the system, although IT staff who support the Department's computer systems in Arroyo Grande will also be able to access the building with the FOB they currently carry. The FOB system can also provide printed reports by employee if the need for such information arises.

Our department considered the alternative, which is to continue using the current method of securing our building. This method involves using an elevator code to enter the interior doors from the elevator and having over 100 people in possession of both the building keys and the elevator code. However, if another safety or security incident were to occur, that would again require General Services to rekey all of the locks on the building. We would also need to issue 100 plus new keys and have the landlord reset the elevator code. That would be less expensive than the FOB system, but less desirable and less secure. Another factor to be considered is our long-term commitment to this facility evidenced by a twenty-year lease with two five-year extensions. Our Department would prefer instead to invest in the FOB system, which would be a better long-term investment.

- \$190,000 to replace 100 desktop computer workstations: These need to be replaced according to the County's suggested 4-year replacement policy. They are now 6 to 7 years old and their warranties are expired. These will be (generic) non-CalWIN and non-CWS/CMS computers.
- \$100,000 to replace 50 laptops/notebooks: These need to be replaced according to the County's suggested 4-year replacement policy. These laptops are 5 to 8 years old. Most have old operating systems that are now obsolete and have no wireless capabilities.
- \$39,900 for 150 Flat Panel monitors in North County: These would replace older obsolete monitors, which would save energy and labor costs. These monitors would also utilize space more efficiently as space is very limited in our north county offices.
- \$10,000 to replace 50 Desk Jet printers: These would be for managers and supervisors. The current printers are over 5 years old and are problematic to maintain.
- \$26,200 for computer software and maintenance: This includes \$5,500 for "Diskeeper" server licenses (30) and one-year maintenance of \$1,500. This product will maximize server space, performance and efficiency. Our Department now has 30 servers and the County ITD Department is moving towards decentralized monitoring of servers. In addition, this includes \$15,000 for "Diskeeper Pro" workstation licenses (600) and one-year maintenance of \$4,200. This product will maximize computer space, performance and efficiency. In addition to staff workstations, the licenses are needed for other areas such as interview rooms, reception areas, two training rooms, CalWIN conversion, one-stop centers, resource centers, SAFE sites, outstationed Medi-Cal worker sites, and other agencies co-located with DSS (Children's Health Initiative, Public Authority.)
- \$7,000 for other significant value items: This includes \$4,500 for a Disk Duplicator/ Serial ATA and accessories. This is needed to image current and newer computers. Also included is \$2,500 for 10 ZIRE palm pilots. These newer ones are needed because the old Workpads are not functioning and need more memory capability.
- \$5,000 for Professional Service purchase orders: Includes \$3,000 for "Live meeting" services for CalWIN trainings. This would be a purchase order with Microsoft and would make it possible to provide trainings to staff in their own offices, vs. driving to the Higuera building. It will be especially helpful during CalWIN "go-live" in May and June. This also provides \$2,000 for Earthlink dial in accounts, which allows staff to "dial-in" to get to the County network when traveling or between home visits. This would be used in alignment with the County's policy for remote access.

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- \$43,300 for change order increases (currently requested and being negotiated) for client services such as childcare for Welfare-to-Work clients, or mediation services (family group counseling) for our Child Welfare clients.

Other Agency Involvement

The Department of Social Services has worked with the County Auditor’s office, Administrative office and General Services on this item.

Financial Considerations

This revenue is allocated to our county to be reimbursed as expended. The net amount of unanticipated revenue comes from a variety of program sources including CalWORKs, Food Stamps, Medi-Cal, Child Welfare Services, In Home Supportive Services, Adoptions, CalWIN and CWS Redesign. There is actually a net increase to our allocations of \$1,637,000; however, we are proposing to use only \$1,450,000.

Each allocation carries with it a Federal share, State share and a County share. The County share is about \$130,500. We propose to offset the County share with other sources of unanticipated revenue already received in our budget this fiscal year resulting in no increase to the County share of costs. We will utilize unanticipated revenue received in the current year, including FY03/04 closeout revenue and Realignment (prior year) caseload growth revenue. *

The chart below details the sharing ratios for this budget adjustment.

Funding Source	Sharing Ratios			
	Federal	State	County	Total
	61%	30%	9%	100%
Unanticipated Allocations	\$884,500	\$435,000	\$130,500	\$1,450,000
Prior Year FY03/04 closeout revenue*			(\$100,000)	(\$100,000)
Realignment PY Caseload Growth revenue*			(\$ 30,500)	(\$ 30,500)
FINAL SHARE OF COST:	\$884,500	\$435,000	\$0	\$1,319,500

BWS

Results

- Our County will achieve a minimal negative impact on the delivery of benefits to our most needy residents during CalWIN start-up
- Reduced maintenance costs and significant energy savings
- Less potential for costly data equipment breakdown
- A safe and secure environment for Arroyo Grande building occupants and clients
- Up-to-date Automation equipment will result in more efficient business processes and less interruptions in the day-to-day operations and services to clients

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