

Dept: Human Services	54	DANE COUNTY	Fund Name: Human Services
Prgm: Administration	301/39		Fund No: 2600

Mission:
Administration provides policy development, general management, program planning and evaluation, budgeting, fiscal services, information system oversight, and general administrative support for the Department.

Description:
The Administrative Unit reports to the Director and is responsible for Department-wide policy and management. Staff functions also help assure efficient day-to-day operations of the Department, planning, budgeting, information systems, and overall fiscal and clerical support. The Unit is also responsible for all fiscal contract management, State financial reporting, and collections. Additionally, the Unit includes personnel management oversight, facilities management, equal opportunities oversight, planning and policy coordination for Department staff.

	Actual 2015	Adopted 2016	2015 Carry Forward	Board Transfers	Budget As Modified	2016 YTD	Estimated 2016	Department Request
PROGRAM EXPENDITURES								
Personnel Costs	\$3,093,628	\$3,421,775	\$0	\$0	\$3,421,775	\$957,458	\$3,421,775	\$3,782,600
Operating Expenses	\$499,565	\$714,441	\$23,311	\$0	\$737,752	\$200,427	\$737,752	\$714,543
Contractual Services	\$554,810	\$655,146	\$0	\$0	\$655,146	\$87,964	\$655,146	\$668,044
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$4,148,003	\$4,791,362	\$23,311	\$0	\$4,814,673	\$1,245,850	\$4,814,673	\$5,165,187
PROGRAM REVENUE								
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$4,635,900	\$3,997,016	\$0	\$0	\$3,997,016	\$556,177	\$3,997,016	\$4,148,116
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Charges for Services	\$0	\$100	\$0	\$0	\$100	\$0	\$100	\$100
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$33,023	\$11,000	\$0	\$0	\$11,000	\$8,146	\$11,000	\$11,000
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$4,668,922	\$4,008,116	\$0	\$0	\$4,008,116	\$564,323	\$4,008,116	\$4,159,216
GPR SUPPORT	(\$520,919)	\$783,246			\$806,557			\$1,005,971
F.T.E. STAFF	32.450	33.500					33.500	35.600

Dept:	Human Services	54							Fund Name:	Human Services
Prgm:	Administration	301/39							Fund No.:	2600
DI#	2017 Base	Net Decision Items							2017 Executive Budget	
		01	02	03	04	05	06	07		
PROGRAM EXPENDITURES										
Personnel Costs	\$3,587,400	\$101,100	\$94,100	\$56,500	\$0	\$0	\$0	\$0	\$3,839,100	
Operating Expenses	\$714,441	\$102	\$0	\$0	\$0	\$0	\$0	\$0	\$714,543	
Contractual Services	\$654,646	\$49,898	(\$36,500)	\$0	\$0	\$0	\$0	\$0	\$668,044	
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$4,956,487	\$151,100	\$57,600	\$56,500	\$0	\$0	\$0	\$0	\$5,221,687	
PROGRAM REVENUE										
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Intergovernmental Revenue	\$3,997,016	\$151,100	\$0	\$0	\$0	\$0	\$0	\$0	\$4,148,116	
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Public Charges for Services	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100	
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Miscellaneous	\$11,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,000	
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$4,008,116	\$151,100	\$0	\$0	\$0	\$0	\$0	\$0	\$4,159,216	
GPR SUPPORT	\$948,371	\$0	\$57,600	\$56,500	\$0	\$0	\$0	\$0	\$1,062,471	
F.T.E. STAFF	33.500	1.000	1.100	0.000	0.000	0.000	0.000	0.000	35.600	

NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ABOVE		Expenditures	Revenue	GPR Support
2017 BUDGET BASE		\$4,956,487	\$4,008,116	\$948,371
DI #	HUMS-ADMN-1 Efficiencies			
DEPT	This decision adds \$101,100 expense and MA CCS revenue to fund 1.0 FTE CCS Program Analyst position. In addition, this decision reallocates expense and increases revenue to fund contract compliance purchased services.	\$151,100	\$151,100	\$0
EXEC	Approved as Requested	\$0	\$0	\$0
ADOPTED				\$0
NET DI # HUMS-ADMN-1		\$151,100	\$151,100	\$0

Dept:	Human Services	54	Fund Name:	Human Services
Prgm:	Administration	301/39	Fund No.:	2600

NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ON PREVIOUS PAGE			Expenditures	Revenue	GPR Support
DI #	HUMS-ADMN-2	Base Transfers and Reallocations			
DEPT	This decision items reflects expense and staff changes between Divisions to more accurately reflect current operations. 1.10 FTE Account Clerk II staff are allocated here from elsewhere in the Department. In addition, facilities management costs are allocated between Divisions.		\$57,600	\$0	\$57,600
EXEC	Approved as Requested		\$0	\$0	\$0
ADOPTED					\$0
NET DI #			\$57,600	\$0	\$57,600
DI #	HUMS-ADMN-3	Adjust Personnel Costs			
DEPT			\$0	\$0	\$0
EXEC	Adjust personnel costs to reflect a 2% cost of living increase effective beginning of 2017 payroll year, and an additional 1% effective mid 2017 payroll year. Also reflect personnel cost changes due to an increase in retirement (WRS) rates, a decrease in dental insurance premiums, and a 25% employee contribution to the additional cost of Point of Service (POS) health plans above the cost of HMO plans.		\$56,500	\$0	\$56,500
ADOPTED					\$0
NET DI #			\$56,500	\$0	\$56,500

2017 EXECUTIVE BUDGET	\$5,221,687	\$4,159,216	\$1,062,471
------------------------------	-------------	-------------	-------------