

# **State of Alaska FY2003 Governor's Operating Budget**

## **Department of Health and Social Services Administrative Support Services Component Budget Summary**

## Component: Administrative Support Services

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## Component Mission

To provide quality administrative services that support the department's programs.

## Component Services Provided

The finance staff of the Administrative Support Services component provides department employees with current guidelines to comply with State and Federal financial and reporting requirements. The fiscal staff provides timely and accurate vendor payments. The revenue staff maximizes Federal claims of approximately \$500 million of appropriated federal funds, maintains adequate cash management and transmits federal reports on schedule. The procurement staff provides a full range of purchasing services: processing contracts, managing leases and commodity purchases. The data processing staff supports WAN and LAN management, the data warehouse and telecommunications policy. The Budget section coordinates development of the operating budget including processing revised programs, fiscal notes and legislative requests. The Grants Section coordinates all department-wide grant activity.

## Component Goals and Strategies

To assist the Department in meeting its fiduciary responsibilities and to provide efficient and effective service to divisions that promote the delivery of health care and social services. To coordinate administrative processes and the efficient use of state resources and to identify and implement innovative management initiatives.

## Key Component Issues for FY2002 – 2003

The staff of the component struggle to comply with all required deadlines for federal reporting, accounting and budget with limited resources.

## Major Component Accomplishments in 2001

### Budget Section:

- Conducted budget training for DHSS Alaska Budget System users.
- Implemented new Mental Health Trust project status reporting web-based database.
- Coordinated development of new Fiscal Note database.
- In coordination with fiscal section, achieved the best year-end closeout.
- Responded to legislative budget inquiries in a timely manner.
- Implemented \$1.2 billion department operating budget.
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### Finance Section:

- In coordination with budget section, achieved the best year-end closeout.
- Implemented one card pilot program for all of DHSS.
- Implemented Electronic Payments System (EDI) for DHSS use.
- Issued Revenue Reporting and Federal Schedule in a timely manner.
- Issued Quarterly Federal Reports in a timely manner.
- In coordination with eight DHSS division administrative managers, processed all budget restrictions and revenue deferrals in an accurate and timely manner.
- Kept up with large volumes of DHSS billings throughout the year.
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### Information Systems:

Staff continues to support the Department's IT infrastructure.

- Staff administered the Local Area Networks and the central cabling plant switches.
- Staff will continue to assist, prepare and track Telephone Service Requests for the Department.
- Webmaster continued efforts to design/rollout the intranet portal and structure.
- HIPAA Data Manager was hired to assess the department's needs and assist divisions to comply with the new Federal Health Insurance Portability & Accountability Act.
- Data Warehouse staff continued to collect client data from a variety of sources into the revitalized data warehouse.

Procurement:

- Finalized the Anchorage Consolidation of all non-store front offices into the Frontier Building.
- Worked on establishing the new Employee Recognition Program in DHSS.
- Finalized the three-year effort to consolidate DFYS and DJJ in one location in Barrow.
- Continued to provide Professional Services and Commodities training to divisions.

Grants Administration:

- Completed the Health and Social Services FY2001 Operating Grants Database and Booklet.
- Completed Policy and Procedures for grants.
- Provided training for Grant Proposal Evaluation Committees and new Policy and Procedures.
- Grant Reform Project initiated with completion of Grant Process Improvement Project Report, and development of Grants-Online website.
- Centralized the collection and data base tracking for Grantee Organizational Documents, accessible online.
- Coordinated public notification of the availability of grants and expanded public access with on-line registration, and links from program information to the State's Online Public Notice site.
- Administered multi-component/program Native Health Corporation Grants.
- Reviewed Requests for Proposals and grant award recommendations for eight divisions.
- Researched and evaluated grant procurement issues related to appeals and complaints and made recommendations for response.

### **Statutory and Regulatory Authority**

AS 37.05 Public Finance, Fiscal Procedures Act  
AS 37.07 Public Finance, Executive Budget Act  
AS 37.10 Public Finance, Public Funds  
AS 36.30 Public Contracts, State Procurement Code

**Administrative Support Services  
Component Financial Summary**

*All dollars in thousands*

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	2,820.2	2,904.3	3,221.4
72000 Travel	18.2	21.3	21.3
73000 Contractual	661.5	594.8	562.6
74000 Supplies	135.7	43.5	43.5
75000 Equipment	105.0	38.0	38.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	217.2	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>3,957.8</b>	<b>3,601.9</b>	<b>3,886.8</b>
<b>Funding Sources:</b>			
1002 Federal Receipts	1,188.4	1,222.4	1,347.0
1003 General Fund Match	561.9	572.8	593.0
1004 General Fund Receipts	1,609.5	1,415.5	1,452.7
1007 Inter-Agency Receipts	525.6	257.0	286.6
1037 General Fund / Mental Health	0.0	0.0	69.2
1053 Investment Loss Trust Fund	19.3	0.0	0.0
1061 Capital Improvement Project Receipts	53.1	134.2	138.3
<b>Funding Totals</b>	<b>3,957.8</b>	<b>3,601.9</b>	<b>3,886.8</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
<b>Unrestricted Revenues</b>						
None.		0.0	0.0	0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>						
Federal Receipts	51010	1,188.4	1,222.4	1,222.4	1,347.0	1,300.0
Interagency Receipts	51015	525.6	257.0	257.4	286.6	292.0
Capital Improvement Project Receipts	51200	53.1	134.2	53.1	138.3	150.0
Investment Loss Trust Fund	51393	19.3	0.0	0.0	0.0	0.0
<b>Restricted Total</b>		<b>1,786.4</b>	<b>1,613.6</b>	<b>1,532.9</b>	<b>1,771.9</b>	<b>1,742.0</b>
<b>Total Estimated Revenues</b>		<b>1,786.4</b>	<b>1,613.6</b>	<b>1,532.9</b>	<b>1,771.9</b>	<b>1,742.0</b>

**Administrative Support Services**

**Proposed Changes in Levels of Service for FY2003**

In FY2003, we are adding positions to keep up with service workloads.

**Summary of Component Budget Changes**

**From FY2002 Authorized to FY2003 Governor**

*All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2002 Authorized</b>	<b>1,988.3</b>	<b>1,222.4</b>	<b>391.2</b>	<b>3,601.9</b>
<b>Adjustments which will continue current level of service:</b>				
-Year 3 Labor Costs - Net Change from FY2002	57.4	29.5	14.5	101.4
-Transfer funding for Analyst Programmer III position from DMHDD/Admin	69.2	0.0	0.0	69.2
<b>Proposed budget increases:</b>				
-Additional Authority for Cost Allocations	0.0	95.1	19.2	114.3
<b>FY2003 Governor</b>	<b>2,114.9</b>	<b>1,347.0</b>	<b>424.9</b>	<b>3,886.8</b>

**Administrative Support Services**

**Personal Services Information**

	Authorized Positions		Personal Services Costs	
	FY2002 Authorized	FY2003 Governor		
Full-time	50	53	Annual Salaries	2,467,968
Part-time	0	0	COLA	61,695
Nonpermanent	0	0	Premium Pay	7,357
			Annual Benefits	902,467
			<i>Less 6.34% Vacancy Factor</i>	<i>(218,087)</i>
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>50</b>	<b>53</b>	<b>Total Personal Services</b>	<b>3,221,400</b>

**Position Classification Summary**

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	3	0	3
Accountant IV	0	0	2	0	2
Accountant V	0	0	1	0	1
Accounting Clerk II	1	0	3	0	4
Accounting Spvr II	1	0	1	0	2
Accounting Tech I	2	0	3	0	5
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	1	0	1
Administrative Clerk II	1	0	3	0	4
Administrative Manager I	0	0	1	0	1
Administrative Manager III	0	0	1	0	1
Analyst/Programmer III	0	0	1	0	1
Analyst/Programmer V	0	0	1	0	1
Data Processing Mgr I	0	0	1	0	1
Data Processing Mgr III	0	0	1	0	1
Database Specialist II	0	0	1	0	1
Division Director	0	0	1	0	1
Grants Administrator II	0	0	1	0	1
Grants Administrator III	0	0	1	0	1
Mail Svcs Courier	1	0	1	0	2
Micro/Network Spec II	1	0	1	0	2
Micro/Network Tech II	0	0	1	0	1
Procurement Spec I	2	0	1	0	3
Procurement Spec II	1	0	0	0	1
Procurement Spec III	0	0	1	0	1
Procurement Spec IV	0	0	1	0	1
Procurement Spec V	0	0	1	0	1
Program Budget AnalystII	0	0	1	0	1
Program Budget AnalystIII	0	0	2	0	2
Program Budget AnalystIV	0	0	2	0	2
Program Budget Manager	0	0	1	0	1
Publications Spec III	0	0	1	0	1
Secretary	0	0	1	0	1
<b>Totals</b>	<b>10</b>	<b>0</b>	<b>43</b>	<b>0</b>	<b>53</b>