

State of Alaska FY2009 Governor's Operating Budget

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

Component: Administrative Support Services

Contribution to Department's Mission

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

Core Services

Financial management of all programs within the department.

Timely fiscal payments for all bills, travel and other payables.

Accurate and timely federal claims and reporting for the almost \$1 billion in federal funds collected every year.

Purchasing and grant management services.

Coordination of all budget activities within the department.

FY2009 Resources Allocated to Achieve Results		
FY2009 Component Budget: \$15,740,600	Personnel:	
	Full time	178
	Part time	0
	Total	178

Key Component Challenges

- Activities within this component are key to the success of the entire Finance and Management unit within the Commissioner's Office. A primary challenge for this unit is to stabilize processes and functions within the department, while improving the efficiency and effectiveness of all administrative support areas.

Other challenges include:

- Recruitment and retention are issues with all units. With an average vacancy rate of a 20%, it is difficult to hire and keep staff in many job classes.
- Working efficiently within current state budget operating process is a yearly challenge. The lack of a defined budget process, such as that used through the early 90's, when agency budgets were submitted to the Governor's Office, has resulted in an inefficient process for budget preparers within the department and loss of productive work time in other areas of need.
- The State Travel Office continues to be challenging, particularly for rural travel due to improper bookings.
- Implementing additional enhancements to eGrants.
- Continuing improvements to Revenue systems including MaxCars and timely reporting.
- Meeting deadlines of Division of Finance for fiscal issues with a lack of staff and more complex work.

Significant Changes in Results to be Delivered in FY2009

There are no projected changes from FY08 to FY09.

Major Component Accomplishments in 2007

Budget Section:

- Implemented a web-based version of Budget Expenditure and Revenue Reporting System (BEARRS) for preparing financial projections and identifying and adjusting potential problem areas as early as possible in the fiscal year.
- Provided lead and support for a successful FY07 fiscal year end closeout, including the use of internal expenditure/revenue projection web-based system (BEARRS).
- Developed and implemented an operating budget of over \$1.9 billion spanning over nine divisions and 94 budgetary components.
- Processed more than 750 Reimbursable Services Agreements and budget revised programs during FY07.
- Worked with Office of Management and Budget programmer on new Automated Budget System (ABS) enhancements for categorizing and prioritizing information for internal DHSS budget development.
- Tracked and responded to 191 legislative budget requests during FY07.
- Reviewed fiscal notes and analyses for approximately 85 bills during the 2007 legislative session.
- Coordinated Alaska Mental Health Trust Authority project funding within the department, including reconciling Trust proposals with department budget; project status reporting; etc. for approximately 87 projects in FY07.
- Developed and conducted Budget 101 training for DHSS employees.
- Released a supplement to the Long-Term Medicaid forecast, updating the projection for 2006-2026.
- Developed a new short-term Medicaid forecasting model (STAMP).

Finance Section:

- Processed approximately 94,050 financial transactions for FY07. This total includes all types of financial transactions (vendors/warrants/encumbrances/inter-agency billings/AJE, etc).
- Processed the majority of the \$8,350,046 worth of FY07 AutoPay (credit card) transactions for the department. This equates to 49,037 transactions. The bulk of these are processed by Finance and Management Support Services (FMS) Finance staff.

Grants and Contracts Unit:

- Completed design, development and implementation of the department's electronic grant management system, eGrants.
- Provided statewide training to the department's grantees on the use of eGrants.
- Completed the Health and Social Services FY07 Operating Grant booklet.
- Issued 628 FY07 operating grants totaling nearly \$142 million.
- Solicited for and awarded approximately 100 professional services contracts totaling nearly \$13.5 million.
- Continued work with the Rasmusson Foundation on the DHSS Grantee Partnership Project.

Audit Unit:

- Reconciled and settled 500 department grants.
- Recovered \$525,000 of unexpended and/or mis-expended grant funds.
- Provided federal subrecipient monitoring of 120 department grantees.
- Provided staff time as requested to the Division of Legislative Audit to assist with the department federal compliance audit.
- Facilitated the update of the DHSS State Single Audit Compliance Supplements.
- Facilitated compilation of the DHSS federal subrecipient list for Division of Finance.
- Performed special limited reviews of department grantees as requested.
- Served as department liaison with Legislative Audit.
- Coordinated department response to federal audit findings.

Revenue Unit:

- Updated and submitted a new Cost Allocation Plan to the federal Division of Cost Allocation.
- Developed and implemented MaxCars, the new cost allocation system. MaxCars was used for the fourth quarter SFY07 and the first quarter SFY08. While there are still refinements needed, the new system should improve the efficiency and effectiveness of the revenue process.

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

Contact Information
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Administrative Support Services Component Financial Summary

All dollars shown in thousands

	FY2007 Actuals	FY2008 Management Plan	FY2009 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	11,341.2	12,463.0	13,301.8
72000 Travel	153.9	31.9	21.9
73000 Services	3,640.0	2,589.6	2,328.2
74000 Commodities	377.1	52.0	47.7
75000 Capital Outlay	0.0	41.0	41.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	15,512.2	15,177.5	15,740.6
Funding Sources:			
1002 Federal Receipts	6,358.8	7,090.6	7,202.3
1003 General Fund Match	1,835.1	1,744.8	1,821.7
1004 General Fund Receipts	5,137.8	4,089.4	4,345.4
1007 Inter-Agency Receipts	1,514.5	1,587.7	1,541.8
1037 General Fund / Mental Health	394.3	393.9	476.1
1061 Capital Improvement Project Receipts	55.7	54.5	56.1
1108 Statutory Designated Program Receipts	163.4	164.0	241.9
1156 Receipt Supported Services	52.6	52.6	55.3
Funding Totals	15,512.2	15,177.5	15,740.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2007 Actuals	FY2008 Management Plan	FY2009 Governor
Unrestricted Revenues				
Unrestricted Fund	68515	-6.6	0.0	0.0
Unrestricted Total		-6.6	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	6,358.8	7,090.6	7,202.3
Interagency Receipts	51015	1,514.5	1,587.7	1,541.8
Statutory Designated Program Receipts	51063	163.4	164.0	241.9
Receipt Supported Services	51073	52.6	52.6	55.3
Capital Improvement Project Receipts	51200	55.7	54.5	56.1
Restricted Total		8,145.0	8,949.4	9,097.4
Total Estimated Revenues		8,138.4	8,949.4	9,097.4

**Summary of Component Budget Changes
From FY2008 Management Plan to FY2009 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2008 Management Plan	6,228.1	7,090.6	1,858.8	15,177.5
Adjustments which will continue current level of service:				
-Transfer out PCNs 06-X101 and 06-0500 to Public Affairs	0.0	0.0	-263.5	-263.5
-ETS Chargeback Redistribution	22.9	0.0	0.0	22.9
-Correct Unrealizable Fund Sources for Salary Adjustments: GGU	112.0	-112.0	0.0	0.0
-Transfer In Statutory Designated Program Receipts from Alaska Psychiatric Institute	0.0	0.0	70.6	70.6
-Transfer in PCN 06-2335 from Alaska Psychiatric Institute	0.0	0.0	75.7	75.7
-Transfer In PCN 06-0507 from Behavioral Health Administration	70.1	0.0	0.0	70.1
-FY 09 Health Insurance Increases for Exempt Employees	0.3	0.1	0.5	0.9
-FY 09 Bargaining Unit Contract Terms: General Government Unit	209.1	223.1	71.4	503.6
-FY 09 Bargaining Unit Contract Terms: Confidential Unit	0.7	0.5	1.9	3.1
Proposed budget increases:				
-Increment for Interagency Receipts from Public Health	0.0	0.0	79.7	79.7
FY2009 Governor	6,643.2	7,202.3	1,895.1	15,740.6

Administrative Support Services Personal Services Information

Authorized Positions		Personal Services Costs		
<u>FY2008</u>				
<u>Management</u>	<u>FY2009</u>			
<u>Plan</u>	<u>Governor</u>			
Full-time	174	178	Annual Salaries	8,760,662
Part-time	0	0	COLA	500,572
Nonpermanent	4	3	Premium Pay	6,495
			Annual Benefits	5,024,317
			<i>Less 6.93% Vacancy Factor</i>	(990,246)
			Lump Sum Premium Pay	0
Totals	178	181	Total Personal Services	13,301,800

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	1	0	1
Accountant III	1	0	10	0	11
Accountant IV	1	0	5	0	6
Accountant V	0	0	2	0	2
Accounting Clerk II	5	0	10	0	15
Accounting Spvr II	1	0	0	0	1
Accounting Tech I	5	0	8	0	13
Accounting Tech II	1	0	7	0	8
Accounting Tech III	2	0	4	0	6
Admin Operations Mgr I	0	0	3	0	3
Admin Operations Mgr II	0	0	4	0	4
Admin Operations Mgr III	0	0	1	0	1
Administrative Assistant II	8	0	8	0	16
Administrative Clerk II	2	0	2	0	4
Administrative Clerk III	2	0	4	0	6
Administrative Manager I	2	0	0	0	2
Administrative Officer I	3	0	9	0	12
Administrative Officer II	1	0	6	0	7
Budget Analyst II	0	0	1	0	1
Budget Analyst III	0	0	2	0	2
Budget Analyst IV	0	0	4	0	4
Budget Manager	0	0	1	0	1
College Intern III	0	0	1	0	1
Elig Technician II	0	0	2	0	2
Grants Administrative Manager	0	0	1	0	1
Grants Administrator I	0	0	1	0	1
Grants Administrator II	0	0	17	0	17
Grants Administrator III	0	0	6	0	6
Grants Administrator IV	0	0	1	0	1
Grants and Procurement Manager	0	0	1	0	1
Human Resource Technician I	2	0	0	0	2
Internal Auditor III	0	0	1	0	1
Internal Auditor IV	0	0	1	0	1
Mail Svcs Courier	1	0	0	0	1
Procurement Spec I	2	0	1	0	3
Procurement Spec II	1	0	0	0	1
Procurement Spec III	1	0	1	0	2
Procurement Spec V	0	0	1	0	1

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Prog Coordinator	0	0	2	0	2
Project Asst	0	0	2	0	2
Project Coord	0	0	2	0	2
Project Coordinator	0	0	1	0	1
Project Manager	0	0	1	0	1
Research Analyst III	0	0	2	0	2
Research Analyst IV	0	0	1	0	1
Supply Technician I	0	0	1	0	1
Training Specialist II	0	0	1	0	1
Totals	41	0	140	0	181