



# DEPARTMENT OF HUMAN SERVICES – EXECUTIVE DIRECTOR OPERATIONS

SOCIAL SERVICES APPROPRIATIONS SUBCOMMITTEE  
STAFF: STEPHEN JARDINE

BUDGET BRIEF

## SUMMARY

The Fiscal Analyst’s FY 2014 recommended budget is \$13,416,600 for the Executive Director Operations (EDO) line item. This recommendation is \$563,000 lower than the FY 2013 revised budget. This funding level supports 111 FTE. This brief highlights some issues in the Executive Director Operations line item as well as some uses of the funding provided. The Subcommittee annually reviews each base budget to propose any changes and to vote to approve it. The Fiscal Analyst recommends the Subcommittee approve the \$13,416,600 FY 2014 recommended budget.

## LEGISLATIVE ACTION

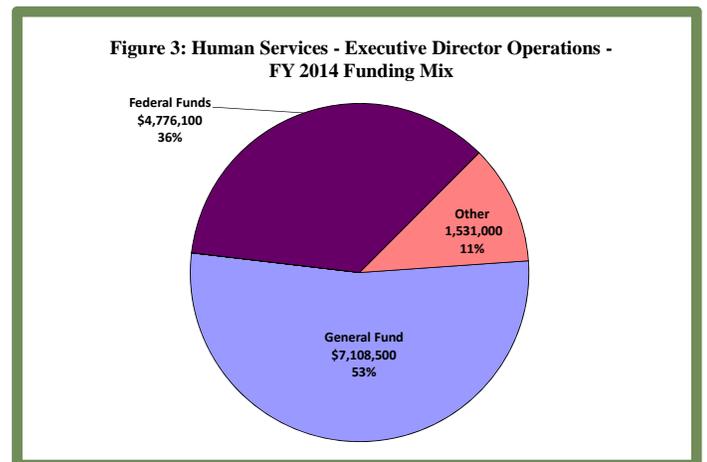
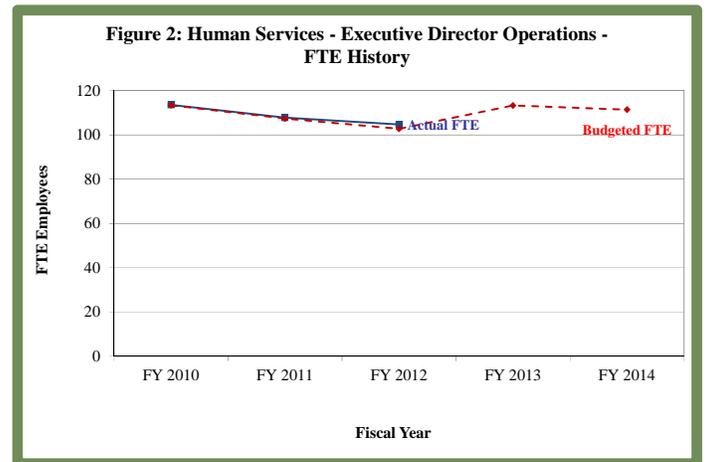
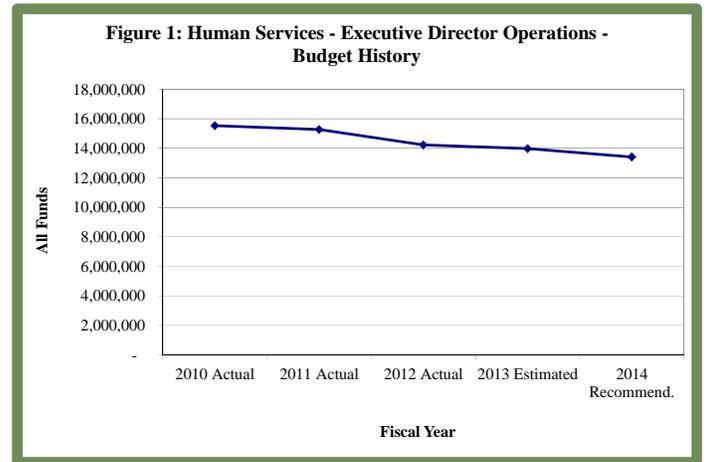
1. The Fiscal Analyst recommends a FY 2014 budget of \$13,416,600 as shown in Table 1 on page 3.
2. The Fiscal Analyst recommends the Subcommittee authorize an additional \$1,000 in dedicated credits above what was appropriated for FY 2013 (page 2).

## OVERVIEW

The EDO line item includes the department director’s office as well as bureaus that serve other divisions in the department or provide administrative support such as Fiscal Operations, Legal Affairs (including the Office of Public Guardian), and the Office of Licensing. EDO also includes the Utah Developmental Disabilities Council, a program that operates independently of the department, but for which the department provides administrative support. For additional information on EDO, please refer to the *Compendium of Budget Information* for the 2013 General Session found at [http://le.utah.gov/lfa/reports/cobi2013/agcy\\_200.htm](http://le.utah.gov/lfa/reports/cobi2013/agcy_200.htm)

The following laws govern the operations of the Executive Director Operations line item:

- [UCA 62A-1-108](#) describes the appointment, qualifications, and responsibilities of the Executive Director.
- [UCA 62A-1-110](#) defines the authority of the Executive Director over division and office directors.
- [UCA 62A-2](#) sets up the process for licensing human service programs and facilities.
- [UCA 62A-14](#) creates the Office of Public Guardian.



## **ISSUES**

### ***FY 2014 Budget Adoption***

Adoption of the FY 2014 budget enables the programs to continue for the next fiscal year at the level outlined. Some changes in the budget may occur, namely non-state fund increases or decreases (i.e. federal funds, transfers, dedicated credits, and non-lapsing balances) and program shifts within a line item.

### ***Department Requests for Consideration***

The department requests the following actions from the Subcommittee for the Executive Director Operations line item:

1. ***Provide \$97,500 in General Fund and \$59,700 in federal funds for two licensing specialists.*** The Office of Licensing is authorized to license public and private agencies that provide various human services programs. This request will help maintain licensing caseloads at FY 2012 levels. Although the Child Welfare League of America recommends a licensing specialist caseload of no more than 55 cases annually, the Office of Licensing has found that licensing specialists can manage as many as 65 to 70 cases. Current licensing specialist caseloads are at 146 cases with a projected caseload of 159 cases by FY 2014 if current trends continue. Of particular concern is the licensing of foster parents. The Office of Licensing points out applications for the licensure of foster care homes have increased enough that it is causing backlogs in licensing. The Office of Licensing states: "Licensors get to each of the homes as quickly as possible, but many prospective foster parents must wait significant periods of time for their turn to be licensed. Unfortunately, during that time some choose not to follow through with the process, and thus potential foster homes are lost due to the lack of Licensing Specialists." The agency feels that by increasing licensing specialists it can help resolve this issue. The Governor does not recommend funding this request. The Governor did not recommend funding this item.

***Authorize \$1,000 Dedicated Credits for inclusion in FY 2014.*** Regarding dedicated credit collections, [UCA 63J-2-202\(2\)](#) states, "each agency that receives dedicated credits and fixed collections revenues greater than the amount appropriated to them by the Legislature in the annual appropriations act may expend the excess up to 25% of the amount appropriated." In requesting its FY 2014 budget, the Executive Director Operations line item exceeded the FY 2013 appropriated amount of dedicated credits by \$1,000. As a result, EDO needs the Legislature's authorization for that increase in order to spend the additional dedicated credits in its Fiscal Operations and Licensing units. The increased dedicated credits are in connection with accepting and using fees charged in connection with the *Government Records Access Management Act* (GRAMA). The Fiscal Analyst recommends the Subcommittee authorize the additional \$1,000 in dedicated credits.

## **ACCOUNTABILITY DETAIL**

For a listing and eight year history of accountability measures used by the Executive Director Operations line item, see the issue brief *Executive Director Operations Performance Measures* (2013 General Session).

## **BUILDINGS**

For a discussion of buildings used by the Executive Director Operations line item, see the *Department of Human Services In-depth Budget Review* found at <http://le.utah.gov/interim/2011/pdf/00000280.pdf>. For a listing of those buildings see the *Department of Human Services In-depth Budget Review Appendix 3*, page 23 found at <http://le.utah.gov/interim/2011/pdf/00000279.pdf>.

## **BUDGET DETAIL**

The following table shows the budget history for the Executive Director Operations line item and its FY 2014 Recommended Budget. This proposed FY 2014 budget consists of the ongoing portion of FY 2013 state funds (General Fund and various restricted funds) plus the most recent estimates of other funds (federal funds, dedicated credits collections and various transfer or carry over funds). Estimated expenditures are then proposed based upon available funding.

Human Services - Executive Director Operations						
	FY 2012	FY 2013		FY 2013		FY 2014*
Sources of Finance	Actual	Appropriated	Changes	Revised	Changes	Recommended
General Fund	7,027,400	7,108,500	0	7,108,500	0	7,108,500
General Fund, One-time	80,000	0	0	0	0	0
Federal Funds	6,145,600	6,898,400	(1,563,100)	5,335,300	(559,200)	4,776,100
Dedicated Credits Revenue	0	0	1,000	1,000	0	1,000
Transfers - Indirect Costs	0	11,200	(11,200)	0	0	0
Transfers - Medicaid	925,600	1,176,100	(76,200)	1,099,900	0	1,099,900
Transfers - Other Agencies	115,400	130,500	(58,700)	71,800	(68,300)	3,500
Transfers - Within Agency	81,700	100,700	262,400	363,100	64,500	427,600
Lapsing Balance	(149,800)	0	0	0	0	0
<b>Total</b>	<b>\$14,225,900</b>	<b>\$15,425,400</b>	<b>(\$1,445,800)</b>	<b>\$13,979,600</b>	<b>(\$563,000)</b>	<b>\$13,416,600</b>
<b>Programs</b>						
Executive Director's Office	1,028,200	1,075,800	177,300	1,253,100	(281,200)	971,900
Legal Affairs	1,318,700	1,401,400	5,600	1,407,000	5,800	1,412,800
Information Technology	2,022,100	2,415,100	(993,900)	1,421,200	(30,600)	1,390,600
Fiscal Operations	3,118,600	3,557,600	37,600	3,595,200	(1,900)	3,593,300
Human Resources	1,388,700	1,480,800	(1,445,300)	35,500	7,600	43,100
Local Discretionary Pass-Through	1,181,700	1,202,000	39,400	1,241,400	(39,400)	1,202,000
Office of Services Review	1,040,500	1,085,100	291,700	1,376,800	72,000	1,448,800
Office of Licensing	2,431,100	2,544,400	277,900	2,822,300	(255,000)	2,567,300
Utah Developmental Disabilities Council	696,300	663,200	163,900	827,100	(40,300)	786,800
<b>Total</b>	<b>\$14,225,900</b>	<b>\$15,425,400</b>	<b>(\$1,445,800)</b>	<b>\$13,979,600</b>	<b>(\$563,000)</b>	<b>\$13,416,600</b>
<b>Categories of Expenditure</b>						
Personnel Services	8,185,200	8,339,300	397,400	8,736,700	(82,800)	8,653,900
In-state Travel	63,600	112,600	(10,500)	102,100	(800)	101,300
Out-of-state Travel	44,800	25,300	22,000	47,300	(5,300)	42,000
Current Expense	2,066,200	2,776,800	(1,551,200)	1,225,600	30,900	1,256,500
DP Current Expense	2,178,300	2,486,100	(616,800)	1,869,300	(307,300)	1,562,000
Other Charges/Pass Thru	1,687,800	1,685,300	313,300	1,998,600	(197,700)	1,800,900
<b>Total</b>	<b>\$14,225,900</b>	<b>\$15,425,400</b>	<b>(\$1,445,800)</b>	<b>\$13,979,600</b>	<b>(\$563,000)</b>	<b>\$13,416,600</b>
<b>Other Data</b>						
Budgeted FTE	103	107	6	113	(2)	111
Actual FTE	105	0	0	0	0	0
Vehicles	22	21	4	25	0	25

\*Does not include amounts in excess of subcommittee's state fund allocation that may be recommended by the Fiscal Analyst.

Table 1