



Tamara Green
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The Frederick County Department of Social Services is requesting three additional positions for our FY 2020 budget year. Upon recommendation from our Administrative Board this memo provides justification for the position requests.

- 1) The Frederick County Department of Social Services currently has one **Child Protective Services Supervisor** who is responsible for the supervision of 11 workers which is composed of 5 frontline workers, 5 on going workers and one intake worker. The State average is one Supervisor to every 6-8 workers. Due to the volume of cases and the number of workers who require weekly supervision, there is a great challenge to provide quality supervision to ensure compliance with state standards and ensure child safety.
 - The impact on our budget to increase each position is as follows:
CPS Supervisor: total dollar amount of \$108,017 (\$31,325 Federal + \$76,692 Local)
- 2) The Department's Frontline Unit is made up of five full time **Family Services Specialist III** positions that are responsible for assessing and investigating allegations of child abuse and neglect. The average for newly assigned referrals per worker per month is 10-12 cases. Due to the increased epidemic of substance abuse in this area, the cases have become more complex and require more responsibility to ensure safety, including but not limited to, creating out of home safety plans, drug screening clients, preparing cases for Family Team Meetings and potentially court involvement in addition the numerous state mandated contacts with the expectation of timely case closure within 45-60 days. This has created hardship when looking at the quality of case documentation, meeting compliance standards regarding case closure, retaining quality staff, and minimizing staff burnout while enhancing positive morale amongst the unit. The following information was gathered from surrounding localities which shows that the average number of new referrals per worker per month is greater in Frederick County. Winchester City DSS workers average 6-8 new referrals a month; Fauquier 6 new referrals; Fredericksburg 6 new referrals; and Culpeper 5 new referrals. The Unit continues to struggle to maintain the 90% state compliance rate of timely case closure due to the high volume of accepted referrals.
 - The impact on our budget to increase each position is as follows:
Family Services Specialist III: total dollar amount of \$88,231 (\$25,587 + \$62,644 Local)
- 3) FCDSS currently has eighty full time and two part time employees. We have one Human Resource Specialist that currently has the duties of payroll entry and submission, timesheet review, employee orientation, new employee paperwork, termination paperwork, and all other HR changes or process' for employees. This person is also the main Security officer for our agency that handles all IT issues and requests. Due to the fact that our department continues to grow in size and the demands of technology increases, these job responsibilities are rapidly becoming more than one full time employee efficiently handle. Security and technical issues alone each day consists of program access requests, password resets, and technical problems with all agency equipment. These requests take up the majority of this employee's time during a normal work day. We are finding that the human resource duties are being pushed to the side, delayed, or has to be done after hours to complete timely. The department would like to add another **Human Services Assistant I** to support in completing these duties.

- The impact on our budget to increase each position is as follows:
Human Services Assistant I: total dollar amount of \$60,049 (\$17,414 Federal + \$42,635 Local).

The following was additional Administration costs for FY 2020:

- 1) Contract Services – Legal increase of \$15,000 is due to the complexity and volume of the caseloads we are receiving. This budget line we try to minimize the expenses as much as we can; however, the increase in caseloads are beyond our control.
- 2) Contract Services – Non Legal increase is a request of \$7,700 to purchase 25 laser fiche software support for our service unit for document retention and \$2,800 for additional parking for our new Medicaid positions.
- 3) Office Supplies increase of \$34,950 is the additional expense to the 25 laser fiche licenses for our service unit for document retention.

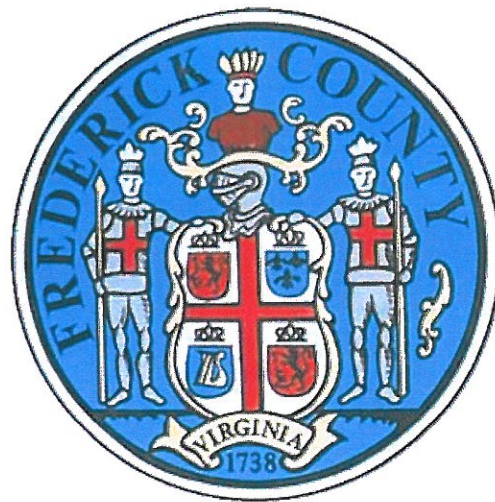
My sincere appreciation for your time and consideration.

A handwritten signature in cursive script, appearing to read "Tamara Green".

Tamara Green, Director

MEDICAID EXPANSION UPDATE

02/13/19



MEDICAID EXPANSION UPDATE

- ▶ **VOLUME DOUBLED SINCE November 2018**

- ▶ **CUSTOMER COMMUNICATIONS INCREASED**

- ▶ CUSTOMERS CALLING IN/SENDING DOCUMENTS TO LDSS FOR CPU CASES
- ▶ CUSTOMERS WITH GENERAL QUESTIONS

- ▶ **COMPLEXITY OF CASES INCREASED**

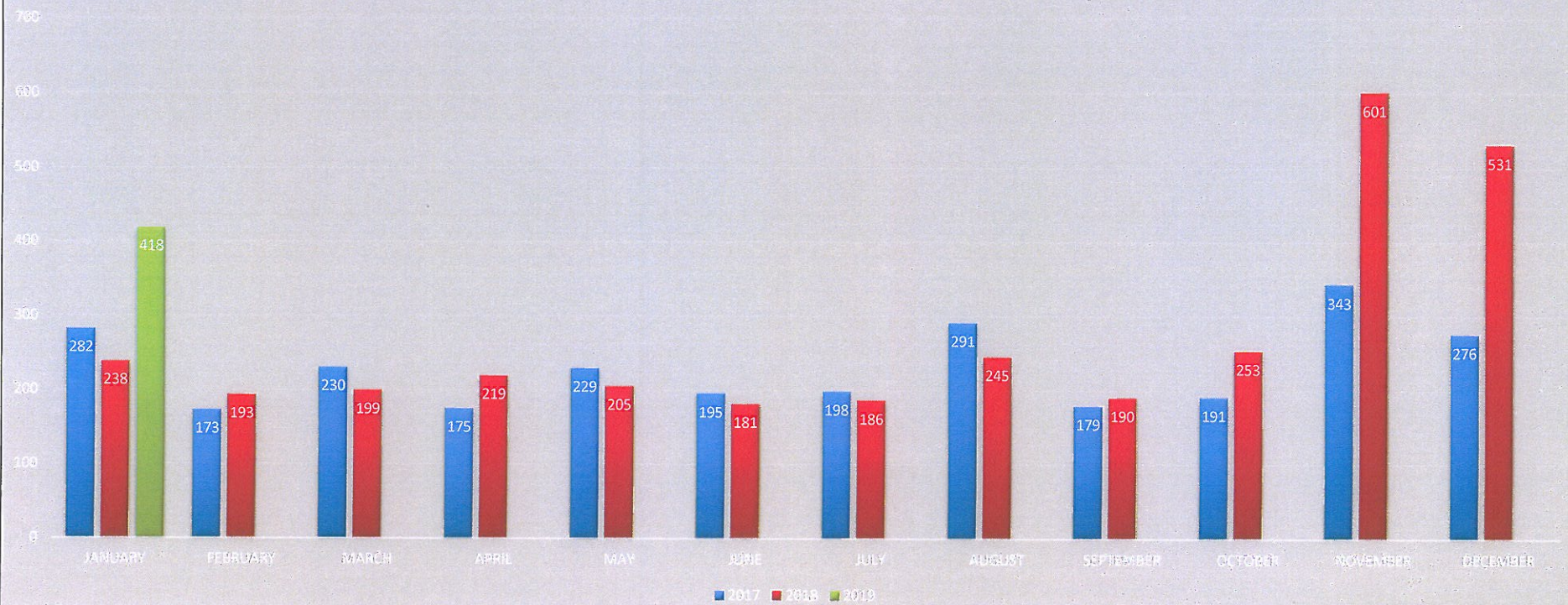
- ▶ **SYSTEM**

- ▶ PROCESSING ERRORS WITH UNDOCUMENTED ALIENS, REQUIRING LDSS TO REVIEW EACH CASE
- ▶ SYSTEM DOWN TIME

- ▶ **PROCESSING STEPS**

- ▶ CUSTOMERS/NAVIGATORS ARE APPLYING MULTIPLE TIMES
- ▶ MULTIPLE CASES BEING CREATED

Medicaid Applications Received 2017-2019 Comparison



MEDICAID EXPANSION UPDATE

UNANTICIPATED WORK/COMPLICATIONS

- ▶ The cases arrived auto-approved for Medicaid Expansion category, effective 1/1/19. No eligibility determination was completed for the months of November and December. Staff are having to review each case to determine eligibility.
- ▶ FFM applications delayed and incomplete.
- ▶ Trouble finding qualified candidates to hire, leading to delayed hiring.
- ▶ Delay in state training availability.

SOLUTIONS

- Part-time temporary worker hired to assist in processing.
- Utilizing part-time staff to process Medicaid applications
- “All hands on deck” in Benefits Division.
- Overtime
- Full Time Trainer

MEDICAID EXPANSION UPDATE

STAFFING OF 7 NEW POSITIONS

- Benefit Program Supervisor, hired 10/1/18
- Benefit Program Specialist IV, hired 11/1/18
- Benefit Program Specialist III (3), all hired as of 11/1/18
- Benefit Program Specialist II, hired 10/1/18
- Office Associate II, on hold to assess office support needs

Funding for FY 2019

	Requested Budget	YTD Expenses	Remaining Exp.	Proj. Yearly Total	Projected Unspent
Salary & Fringe	\$559,932	\$117,957	\$184,843	\$302,800	\$257,132
Furniture & Admin costs	12,000	8,899	0	8,899	3,101
Reconstruction	38,000	27,353	0	27,353	10,647
	\$609,932	\$154,209	\$184,843	\$339,052	\$270,880

	Rec'd funding from County	Projected Actual Funding	Savings for FY 19 from funds rec'd
Federal Funding 30%	\$ 52,451	\$ 30,316	\$ 22,135
Local Funding 70%	122,384	70,736	51,648
State Medicaid Funding	238,000	238,000	0
Total Projected FY 19 exp.	\$412,834	\$339,052	\$ 73,782

Budget Worksession

February 13, 2019

Agenda

- Prioritized capital requests
- Proposed policy for an annual capital funding source
- Information desired for next meeting – February 20, 2019 after 4:00 PM Finance Committee/Audit Committee meeting
- Upcoming dates to remember
 - February 19, 2019 School Superintendent presents proposed budget at School Board office 7:00 PM
 - February 27, 2019 Joint Budget worksession with School Board 5:30 PM
 - March 13, 2019 Final Budget worksession for ad
 - March 19, 2019 Budget Advertisement
 - March 27, 2019 Public Hearing on Budget
 - April 10, 2019 Budget Adoption

FY 20 Capital Requests

- General Fund \$4.7 million
- School Capital presented by Superintendent

General Fund requests reduced by vehicles qualifying for “Needs Immediate Consideration” on Vehicle Replacement Assessment Model.

General Fund Capital Priorities

- Reassessment rugged field data devices \$ 7,000
- IT switch replacement \$200,000
- Sheriff cargo van for prisoner transportation \$ 50,774
- Fire and Rescue Washers/Extractors \$ 18,000
- Maintenance AC Units for PSB \$ 18,000
- Bowman Library Automation System \$ 16,000

General Fund Capital Priorities

• Parks and Recreation Mower	\$ 68,000
• Parks and Recreation – Fields	\$ 200,000
• Albin Convenience Site	<u>\$1,224,000</u>
	\$1,801,774

Radios for Public Safety (\$780,000) and upgrade for microwave system (\$561,340) remain a priority. Radio study currently underway.

County Capital Fund

*Propose creation of policy for annual funding source that
could be added to the current board capital reserve or
separately identified*

Annual Capital Fund Funding Source

- Current Unreserved Fund Balance policy requires 17% (or two months) operating reserve.
- Proposal: *establish a policy that funds above 20% be transferred annually to a County Capital Fund.*

How would this impact Unreserved Fund Balance?

- Current fund balance = \$42.9 million
 - Current balance requirement per policy (17%) or \$30.5 million
- *Proposed policy: would result in a fund transfer of \$7 million to Capital Fund*
 - Leaving fund balance of \$35.9 million (20%)
- Maintain a 3% buffer (\$5.4 million) above fund balance policy minimum for emergency purposes

FY 20 Proposed Budget

- Funding of future capital requests would be through the proposed Capital Fund
- Creation of a Capital Fund would enable us to eliminate use of Unreserved Fund Balance in the FY 20 proposed budget
 - The FY 19 budget included a one-time transfer to the School Capital Fund in the amount of \$2.3 million. This amount could be eliminated, thus eliminating the \$1.965 million used from unreserved fund balance to balance the budget.

County Capital Fund Summary

- Establish policy for annual funding source
 - General Fund above 20%
- Board approval required for appropriations from Capital fund
- Appropriations not subject to traditional 57/43 split
- Current transfer could be \$7 million
- Retain Unreserved Fund Balance of 20% (\$35.9 mill)
- Eliminate Fund Balance funding in FY 20