

AGENDA COVER MEMO

AGENDA DATE: September 1, 2004
TO: Board of County Commissioners
DEPT: Health & Human Services
PRESENTED BY: Steve Manela



AGENDA TITLE: ORDER / IN THE MATTER OF ADJUSTING THE DEPARTMENT OF HEALTH & HUMAN SERVICES BUDGET (HUMAN SERVICES COMMISSION FUND 285) TO APPROPRIATE ADDITIONAL REVENUES AND EXPENSES IN THE AMOUNT OF \$454,892 FOR THE HUMAN SERVICES COMMISSION ENERGY PROGRAM; TO ESTABLISH A 1.0 FTE ADMINISTRATIVE ASSISTANT.

I. MOTION

ORDER / In the Matter of Adjusting the Department of Health & Human Services Budget (Human Services Commission Fund 285) to Appropriate Additional Revenues in the Amount of \$454,892 for the Human Services Commission Energy Program; to Establish a 1.0 FTE Administrative Assistant.

II. ISSUE OR PROBLEM

The Department of Health and Human Services Budget (Human Services Commission Fund 285) needs to be adjusted and a staff person needs to be added to implement expanded energy assistance services for Eugene Water and Electric customers.

III. DISCUSSION

A. Background / Analysis

On July 19th, the Eugene Water and Electric Board (EWEB) competitively awarded the contract to operate its Low-Income Energy Assistance to Lane County through the Department of Health & Human Services, Human Services Commission Program (HSC). Authority was delegated to the County Administration to accept the grant and sign grant documents in Board Order No. 04-6-23-5.

With the award of this contract the scope of services provided by HSC will be increased to include the EWEB Energy Share program in addition to a menu

of energy education, energy conservation, financial management, in-home, and other services. The HSC will provide low-income energy assistance services in a "One-Stop Shop" format, combining both EWEB and HSC funded services for EWEB's payment-troubled customers at three distinct One Stop Shop service centers. One will be for the general low-income EWEB customers, one for EWEB's low-income senior customers, and one will be located in EWEB's Atrium. Each "One-Stop Shop" location will offer the full spectrum of EWEB and HSC energy programs and services. This combination will greatly benefit the customer, who currently must visit multiple sites and fill out separate paperwork to access the currently available programs. This combination will reduce duplications and increasing administrative efficiencies by sharing costs with other HSC programs.

Lane County has had revenue contracts with EWEB for the last five years to deliver a variety of low-income energy assistance programs. The current EWEB contract is for \$240,000 for calendar year 2004. This contract term ends December 31, 2004. The successful award of the EWEB contract to the HSC significantly increases the amount to \$806,000 a year.

The Health and Human Services, Human Services Commission Budget needs to be changed to increase the appropriation level and budget the revenue and expenses. An additional Administrative Assistant is needed to perform the expanded program.

Additional funding will expand HSC programs and increase the workload of the HSC energy program. The workload increase necessitates increasing staff support. An additional 1.0 FTE Administrative Assistant is needed to implement the expanded program.

EWEB is making available \$135,084 to the HSC to administer the program and \$671,932 to perform low-income energy services. Over 3,870 low-income customers will be served through the program. The full amount is not being appropriated for two reasons. The contract period does not follow the County's fiscal year, and it was anticipated that the existing EWEB contract would continue so the current budget includes those anticipated revenue and expense appropriations.

To establish a 1.0 FTE Administrative Assistant and associated materials and supplies for the expanded program, it will be necessary to adjust the FY 2004-2005 budget. This adjustment is necessary to reflect the additional revenues and expenses in fund 285 in the Department of Health and Human Services to implement these services.

The personnel budget increases by \$33,955. The 1.0 FTE Administrative Assistant Position will cost \$67,910 in FY 2004-2005. The difference is appropriated in existing Temporary Help appropriations that will not be needed due to a change in work processing.

The 1.0 FTE Administrative Assistant will assist in handling the increased workload by doing the following:

- Assist with managing the overall energy budget.
- Assist with administrative and technical tasks specific to implementing and operating the HSC energy assistance programs.
- Coordinate services between participating agencies, utilities and referrals to community services.
- Gather data from utilities to determine program outcomes.
- Coordinate with HACSA re: weatherization issues.
- Data enter client information from program vouchers.
- Answer inquiries about the HSC Energy programs, screen clients and send out program applications.
- Schedule clients for eligibility intakes (and complete intake forms).
- Complete intakes for eligibility.
- And perform other duties as desired.

The materials and services budget will be increased by \$420,937 for program supplies and materials.

B. Alternative / Options

1. To increase revenues and expenditure in the amount of \$454,892 (and to create a 1.0 FTE Administrative Assistant position) in the Department of Health and Human Services.
2. Not to increase revenues and expenditure in the amount of \$454,892 (and to create a 1.0 FTE Administrative Assistant position) in the Department of Health and Human Services. If revenues and expenses are not increased, Health and Human Services will be unable to operate the energy programs funded by EWEB.

C. Recommendation

Approve acceptance of revenues, set up appropriations and establishment of an additional 1.0 FTE in personnel in FY 2004-2005.

D. Timing

Upon board approval, the budget adjustment will be processed and the position adjusted and established.

IV. IMPLEMENTATION

Services will be implemented September 2, 2004. An additional staff person will be hired in late September or early October.

V. ATTACHMENT

Board Order

Shared \ HSC Admin \ Mary Ellen \ Board Order EWEB RFP 2004.doc

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

RESOLUTION) IN THE MATTER OF ADJUSTING THE DEPARTMENT OF AND
AND ORDER:) HEALTH & HUMAN SERVICES BUDGET (HUMAN SERVICES
) COMMISSION FUND 285) TO APPROPRIATE ADDITIONAL
) REVENUES AND EXPENSES IN THE AMOUNT OF \$454,892
) FOR THE HUMAN SERVICES COMMISSION ENERGY
) PROGRAM; TO ESTABLISH A 1.0 FTE ADMINISTRATIVE
) ASSISTANT.

WHEREAS, additional revenues will be added to the proposed FY 2004-2005 budget for the Energy Program in the Department of Health and Human Services, in the Human Services Commission Fund (Fund 285).

WHEREAS, Lane County Department of Health and Human Services through the Human Services Commission program is responsible for the local jurisdictions for the administration of these services, and

WHEREAS, the Board of County Commissioners as the governing body of Lane County may, in accordance with ORS 294.326.(2) appropriate by resolution unanticipated revenues and expenses;

NOW THEREFORE IT IS HEREBY RESOLVED AND ORDERED, that the Board of County Commissioners adjust the FY 2004-2005 budget for the Department of Health and Human Services by appropriating \$454,892 in revenue and expenses to establish a 1.0 FTE Administrative Assistant.

DATED this _____ day of September 2004.

Bobby Green Sr., Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 8/24/04 lane county
J. Laidlaw
OFFICE OF LEGAL COUNSEL