

Program #40040B - Budget & Finance- Restoration

2/20/2019

Department: Health Department **Program Contact:** Mark Lewis

Program Offer Type: Support Program Offer Stage: As Requested

Related Programs: 40040

Program Characteristics: Out of Target

Executive Summary

This offer restores a position in Budget, Grants Management, Accounts Payable, and Contract & Procurement, within the Business Operations division for a total of four positions.

Program Summary

Business Operations needed to cut 6 FTE or 8 percent of the staff to meet budgetary constraints. While all of the positions are essential, these positions are critical to the Health Departments capacity to support financial reporting, grant billing, invoice processing, and contract creation.

Maintaining this capacity is critical for maximizing grant revenue, ensuring contract and audit compliance, and supporting the wide financial monitoring needs of Health Department programs. While all of the positions are essential, these supporting programs are the areas most impacted by Workday. This new system is changing the way business functions are performed. These areas (Accounting, Contracting, Finance, Purchasing, Payroll and Human Resources) are still evaluating and learning what staffing changes will be required to optimize Workday. Eliminating essential positions at this juncture will hamper our ability to use the new system to its fullest.

Performance Measures									
Measure Type	Primary Measure	FY18 Actual	FY19 Purchased	FY19 Estimate	FY20 Offer				
Output	Number of additional supplier invoices processed	N/A	N/A	N/A	400				
Outcome	Grant awards processed and invoiced on time	N/A	N/A	N/A	40				

Performance Measures Descriptions

This offer adds staff to add in processing accounts payable invoices as well as to manage grant awards.

Legal / Contractual Obligation

These positions support the Health Department's efforts to stay compliant with a variety of County, State, and Federal financial and contracting regulations.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds	
Program Expenses	2019	2019	2020	2020	
Personnel	\$0	\$0	\$430,376	\$0	
Total GF/non-GF	\$0	\$0	\$430,376	\$0	
Program Total:	\$0		\$430,376		
Program FTE	0.00	0.00	4.00	0.00	

Program Revenues						
Total Revenue	\$0	\$0	\$0	\$0		

Explanation of Revenues

Significant Program Changes

Last Year this program was:

The new Workday system is changing the way business functions are performed. The Business Operations division is still evaluating and understanding what staffing changes will be required to optimize Workday.