

Human Services Committee
Warren County Department of Social Services
COMMITTEE MEETING AGENDA
June 21, 2021

Committee Members: Supervisors Driscoll, Frasier, Magowan, Shepler, and Smith.

- I. Committee meeting called to order by Chair
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business

1. Personnel Requests:

-Requests to Amend Table of Organization:

-*Create* position of Caseworker, Part-Time - Temporary, Grade 16, Base Salary \$43,390 (2019), effective July 19, 2021.

-Notice of Intent to Fill position of Caseworker, Part-Time - Temporary.

-*Create* position of Intake Clerk (position# tbd), Grade 4, Base Salary \$29,333 (2019).

(NOTE: delete Keyboard Specialist #2, Grade 3), effective July 19, 2021.

-Notice of Intent to Fill position of Intake Clerk.

-Create position of Intake Clerk (position # tbd), Grade 4, Base Salary \$29,333 (2019).

(NOTE: delete Keyboard Specialist #7, Grade 3), effective August 2, 2019.

-Request Permission to pay Out-of-Title pay for Principal Social Welfare Examiner, Grade 15, due to an extended leave of absence, effective as soon as possible.

-Notice of Intent to fill position of Social Welfare Examiner #9, Grade 8, due to retirement effective August 2, 2021.

-Notice of Intent to Fill position of Intake Clerk (Reception/HEAP), Grade 4, due to promotion, vacancy effective June 22, 2021.

Rationale: The positions are mandated and reimbursed.

PLEASE SEE ATTACHMENT(s) #1

IV. Information for Discussion and/or Review

Chris Hanchett, Commissioner

-Update: Youth Bureau Program merger with Washington County progress report.

-Update: DSS I.T. researching new accounting software and associated costs.

-Commissioner's Report of Activities & Updates;

Julie Montero, Fiscal Manager

-Monthly Reports: Revenue, Expenditures and Overtime.

PLEASE SEE ATTACHMENT #2

V. Referrals/Pending Items: None

VI. Privilege of the Floor and public comment (please allow 15 second delay on live stream meetings)

VII. Motion to Adjourn

ATTACHMENTS:

1. **Personnel Requests:**
 - Request to Create Temp Part Time Caseworker, Grade 16; and
 - Notice of Intent to Fill Position of PT Caseworker
 - Request to Create Intake Clerk (Delete Keyboard Specialist #2); and
 - Notice of Intent to Fill Intake Clerk
 - Request to Create Intake Clerk (Delete Keyboard Specialist #7); and
 - Notice of Intent to Fill Intake Clerk
 - Request out-of-Title pay for Principal Social Welfare Examiner/Medicaid Unit
 - Notice of Intent to Fill Social Welfare Examiner #9, due to retirement
 - Notice of Intent to Fill Intake Clerk (Reception/HEAP), due to promotion
2. Monthly Revenue and Expenditures Reports; Overtime Report

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

ATTACHMENT #1

DEPARTMENT NAME: Social Services

DATE: 6/21/2021

- (a) Title of Requested Position: **Part-Time Caseworker**
- (b) Annual Base Salary (and Grade if Applicable): **\$43,390 (2019) - Grade 16**
- (c) Effective Date for New Position:* **July 19, 2021**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
N/A
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6010-130
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker - Part-Time - Temporary Base Salary of Position: 43,390 (2019) Grade: 16
Filling at Step # (If Known): _____
Budget code and title: Salaries-PT A6010 130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ Date of Vacancy: 7/19/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. Person 6/16/21
Human Resources Director has approved this form when initiated. 17 6/16/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature

Date

6/16/21

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature

Date

Frank E Thomas
6/17/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature

Date

Bennett Dussault
06/21/21

CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class renders casework services to adults, children and families to enhance their ability to cope with and resolve emotional, social, environmental and economic problems. The work requires the exercise of sound judgment in assessing the strengths and weaknesses of adults, children and families, identifying problem areas and developing and implementing an appropriate service plan. Incumbents must be emotionally mature, able to make decisions and able to work in stressful situations particularly those requiring crisis intervention. The work is generally performed under the direct supervision of an experienced Caseworker or other supervisor or administrative staff. Incumbents receive ongoing in-service training in social casework practices and procedures, including training in applicable laws and regulations.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Formulates and carries out plans to meet the needs of the individual or family;
Interviews clients to assess the need for social services;
Makes investigations to determine protective services for children and adults, verifies intake information and ascertains needs;
Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;
Finds, studies and evaluates family homes for the placement of children and adults;
Recommends foster homes and day care homes for certification;
Determines whether a child's or an adult's needs can best be met in an institution or foster home;
Supervises children/adults placed in foster homes or an institution;
Supervises foster parents in certified homes;
Makes appropriate referrals to support, paternity, fraud, medical service units, as well as outside resources;
Evaluates and helps to meet the needs of the child, the surrendering parent(s), and the adopting parent(s) in an adoption proceeding;
Coordinates and develops a treatment plan and goal for the reunion of families;
Reviews cases periodically to determine changes in clients' situations affecting eligibility and need for services;
Makes referrals to Family Court for protective services, as well as voluntary placement in foster care;
Prepares petitions, affidavits, court summaries and additional paper work as required for Family Court, Surrogate Court and Supreme Court;
Maintains case records;
Prepares letters and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of federal, state and local laws and programs relating to public welfare and the care of children; ability to establish and maintain cooperative relationships with others; ability to prepare and maintain records and reports; ability to express ideas clearly, both orally and in writing; ability to understand and follow oral and written directions; good powers of observation and analysis; initiative; tact; good judgment; emotional maturity.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Social Work, Child Family Services, Psychology, Sociology, Criminal Justice, Education, Counseling or a closely related field; OR
- B. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree plus 2 years paid experience involving 1) direct service social casework in a public or private agency or 2) as an Examiner, Community Service Worker or child care worker in a social welfare or community services organization.

SPECIAL REQUIREMENTS:

- 1. Incumbent must be available to assume after-hours Protective Casework assignments as required. Assignments may be weeknights, weekends and holidays.
- 2. Certain assignments made to employees in this class will require access to transportation to meet field requirements made in the ordinary course of business in a timely and efficient manner.

Amended, Warren County Civil Service: 7/15/10, 2/12/17
JC: Competitive

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Social Services

DATE: 6/21/2021

- (a) Title of Requested Position: **Intake Clerk**
- (b) Annual Base Salary (and Grade if Applicable): **\$29,333 (2019) - Grade 4**
- (c) Effective Date for New Position:* **July 19, 2021**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Keyboard Specialist #2 (Grade 3)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6010-110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Intake Clerk #8 Base Salary of Position: 29,333 (2019) Grade: 4
Filling at Step # (If Known): _____
Budget code and title: Salaries-Regular A6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ Date of Vacancy: 7/19/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. Yes 6/16/21
Human Resources Director has approved this form when initialed. [Signature]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 6/22/21

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 6/29/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 06/29/2021

Adopted, Warren County Personnel, May 11, 2005

INTAKE CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performance of routine clerical work and office functions in the Department of Social Services. Incumbents greet the public, screens all incoming requests for information either in person or by telephone and giving routine information, or directing requests to proper staff members. The incumbent is responsible for the initial screening for and intake of applications for assistance from individuals for various social services programs. The incumbent receives applications and information and forwards to appropriate examiners for determinations of eligibility for benefit programs such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP). Additionally, employees in this class perform related clerical tasks assigned in support of a particular benefit program; specific tasks will vary depending on the program objectives of the unit to which the employee is assigned. The work is performed in accordance with a prescribed routine outlined by an administrative level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Greets and receives the public, provides requested general information or makes appropriate referrals to staff members of the assigned unit;
Answers telephone calls at reception desk, makes transfer connections to appropriate offices and takes messages or makes appointments;
Screens the applicant with scripted questions on the computer to elicit needed information to make eligibility determinations and provides application if appropriate;
Performs initial intake by receiving the individual's application and answers general questions related to various benefit programs and ensures that application information is complete;
Registers the application for further processing by an examiner by opening new file or matching paperwork with an existing case file;
Pulls materials from files and makes file searches, including electronic records, in order to answer a telephone or visitor request for information;
Searches and retrieves data from computerized records by use of queries or updates records in accordance with procedures;
Performs reproduction and collating duties of applications, materials and documents;
Sends, receives and logs faxes;
Maintains pamphlets, brochures and related materials for visitors;
Receives, sorts and distributes incoming mail and processes outgoing mailing by addressing envelopes for mailing;
May perform general clerical duties and maintain simple records related to the duties assigned.

(cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the benefit programs and requirements such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP); working knowledge of office terminology, procedures and equipment; ability to enter data into query and issue reports from database and spreadsheet programs; ability to deal courteously with the public both in person and on the telephone; ability to understand and follow simple oral and written directions; ability to greet the public in a pleasing manner and provide requested information; ability to refer visitors to appropriate staff member after ascertaining their needs; ability to operate fax and copy machines; ability to hear well and speak distinctly; ability to write legibly; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience; or
- (b) Two (2) years of clerical experience.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Social Services

DATE: 6/21/2021

- (a) Title of Requested Position: **Intake Clerk**
- (b) Annual Base Salary (and Grade if Applicable): **\$29,333 (2019) - Grade 4**
- (c) Effective Date for New Position:* **July 19, 2021**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Keyboard Specialist #7 (Grade 3)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6010-110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?
(This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.03
Title of Position: Intake Clerk #9 Base Salary of Position: 29,333 (2019) Grade: 4
Filling at Step # (If Known):
Budget code and title: Salaries-Regular A6010 110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [X]
Employee No./Last Name: Date of Vacancy: 7/19/2021
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal 50% [X] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- [] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

- [X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 6/29/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

- [X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 06/29/2021

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: SOCIAL SERVICES

DATE: 06/21/21

- (a) Purpose of Request: Request Temporary Out-Of-Title Pay for the position of Principal Social Welfare Examiner, due to an extended medical leave.
- (b) Details:
- (c) Previous Resolution Number: n/a
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A6010 110

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.00
Title of Position: Social Welfare Examiner #9 Base Salary of Position: 34,988 (2019) Grade: 8
Filling at Step # (If Known): _____
Budget code and title: Salaries-Regular A6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 10219/Pechette Date of Vacancy: 8/2/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PO 6/16/21
Human Resources Director has approved this form when initialed. 17 6/16/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 6/16/21

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 6/17/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 06/21/21

Adopted, Warren County Personnel, January 20, 2000

SOCIAL WELFARE EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: Determines financial eligibility for the various programs administered by a local social services district and recommends amounts of assistance in accordance with established policies and procedures. May perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, case management, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social service district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the supervision of a higher ranking Social Welfare Examiner, except in smallest agencies where work is supervised by a high ranking administrator.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Reviews the certification form to determine that all statements are complete and consistent with every other item of information provided;
- Where necessary for clarification or completion of certification form, asks applicant appropriate questions and makes necessary additions or corrections on the form;
- Makes an evaluation of applicant's financial eligibility for assistance;
- May determine initial categorical eligibility;
- Assesses client's situation to determine barriers to self-sufficiency;
- Evaluates available resource details in relation to financial eligibility;
- Prepares and computes budget for the applicant;
- Advises applicant of the eligibility determination, the amount of assistance and when the first grant can be expected;
- Advises the applicant about the program under which he is eligible for assistance and any documentation or additional information which is necessary for final program classification;
- May assist the client in developing a self-sufficiency plan by identifying specific steps for the client to complete to become self-sufficient;
- Recommends emergency grants as needed;
- Makes re-determinations of financial eligibility;
- Explains the validation process to the applicant;
- Advises the applicant about his duty to keep the agency informed of any change in status which may affect his eligibility for assistance;
- Informs applicants about the range of services in the agency;

(cont.)

If mandatory, or requested by applicant or client, or need for services is indicated, refers applicant to social services section, or to other specialists, such as resources, housing, employment, legal, medical, etc.;

Makes referrals for full field investigation where presumption of fraud is indicated.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance and money payments; familiarity with other laws as they affect eligibility, such as Worker's Compensation, Social Security, and unemployment insurance; ability to enter and maintain data and records in computer database; ability to establish rapport and motivate client to self-sufficiency; ability to deal effectively with others; ability to analyze facts obtained and use facts in making judgments regarding eligibility; ability to understand and follow directions; good powers of observation and perception; initiative, tact, good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and:

- A. Sixty credit hours of coursework from a New York State or regionally accredited college or university; or
- B. Two years of experience in examining, investigating or evaluating claims for assistance, veteran's or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Intake Clerk Base Salary of Position: 29,333 (2019) Grade: 4
Filling at Step # (If Known): _____
Budget code and title: Salaries-Regular A6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13182/Luzzi Date of Vacancy: 6/21/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PN 6/16/21
Human Resources Director has approved this form when initialed. 17 6/16/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 6/16/21

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 6/17/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Bennett R. Duvall Date 06/21/21

BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR MAY 2021

FUND(S): A

CODE(S): 6010, 6030, 6050, 6055, 6070, 6100, 6109, 6119, 6140, 6141, 6142, 7311, 7312, 7313

EXPENSES	2021 BUDGETED	MAY 2021 EXP	MAY 2020 EXP	2021 YTD ACTUAL	2020 Prior Year Totals
110 Salaries - Regular	\$6,830,796.00	\$483,215.88	\$498,018.31	\$2,495,502.88	\$6,398,281.74
120 Salaries - Overtime	\$75,222.00	\$6,803.11	\$4,115.40	\$44,966.60	\$115,728.69
130 Salaries - Part Time	\$212,911.00	\$7,064.31	\$6,738.94	\$60,843.38	\$137,807.23
100's PERSONAL SERVICES Total	\$7,118,929.00	\$497,083.30	\$508,872.65	\$2,601,312.86	\$6,651,817.66
200's EQUIPMENT	\$56,396.79	\$265.93	\$31,742.87	\$3,656.37	\$114,338.70
400's CONTRACTUAL	\$22,663,295.00	\$1,509,031.33	\$1,518,446.69	\$6,993,041.86	\$21,497,426.17
800's EMPLOYEE BENEFITS	\$3,516,199.00	\$223,880.81	\$223,149.26	\$1,311,780.35	\$3,291,221.64
TOTALS	\$33,354,819.79	\$2,230,261.37	\$2,282,211.47	\$10,909,791.44	\$31,554,804.17

REVENUES	2021 BUDGETED	MAY 2021 REVENUE	MAY 2020 REVENUE	2021 YTD ACTUAL	2020 Prior Year Totals
	\$15,415,207.00	\$456,319.06	\$264,930.21	\$7,317,215.99	\$14,375,930.87

ATTACHMENT #2

Expense Budget Performance Report

Fiscal Year to Date 05/31/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General										
Department 6010 - Social Services										
EXPENSE										
<i>Personal Services</i>										
110	Salaries - Regular	6,002,306.00	.00	6,002,306.00	420,069.71	.00	2,165,213.80	3,837,092.20	36	5,561,090.20
120	Salaries - Overtime	49,222.00	.00	49,222.00	5,965.54	.00	29,747.81	19,474.19	60	67,954.73
130	Salaries - Part Time	59,767.00	.00	59,767.00	1,004.96	.00	22,732.56	37,034.44	38	44,716.36
<i>Personal Services Totals</i>		\$6,111,295.00	\$0.00	\$6,111,295.00	\$427,040.21	\$0.00	\$2,217,694.17	\$3,893,600.83	36%	\$5,673,761.29
<i>Equipment</i>										
210	Furniture/Furnishings	2,000.00	.00	2,000.00	265.93	.00	581.36	1,418.64	29	28,484.66
220	Office Equipment	4,000.00	746.79	4,746.79	.00	600.50	789.11	3,357.18	29	9,555.26
220.1	Office Equipment - Reserve	.00	.00	.00	.00	.00	.00	.00	+++	29,864.62
220 - Totals		\$4,000.00	\$746.79	\$4,746.79	\$0.00	\$600.50	\$789.11	\$3,357.18	29%	\$39,419.88
230	Automotive Equipment	.00	37,650.00	37,650.00	.00	37,650.00	.00	.00	100	17,363.00
230.1	Automotive Equipment - Reserve	.00	12,550.00	12,550.00	.00	12,550.00	.00	.00	100	5,787.00
230 - Totals		\$0.00	\$50,200.00	\$50,200.00	\$0.00	\$50,200.00	\$0.00	\$0.00	100%	\$23,150.00
<i>Equipment Totals</i>		\$6,000.00	\$50,946.79	\$56,946.79	\$265.93	\$50,800.50	\$1,370.47	\$4,775.82	92%	\$91,054.54
<i>Contractual Expense</i>										
410	Supplies	55,000.00	(8,666.80)	46,333.20	2,322.85	9,768.99	20,322.83	16,241.38	65	48,478.64
411	Rent-Building/Property	650,000.00	.00	650,000.00	54,166.67	.00	270,833.31	379,166.69	42	650,000.00
418	Ins-General Liability	32,858.00	1,334.80	34,192.80	.00	.00	33,524.80	668.00	98	27,844.03
422	Repair/Maint-Equipment	.00	.00	.00	.00	.00	.00	.00	+++	249.90
423	Telephone	20,000.00	.00	20,000.00	520.44	.00	6,770.07	13,229.93	34	18,791.01
424	Postage	27,500.00	.00	27,500.00	.00	.00	7,630.36	19,869.64	28	26,963.13
426	Subscriptions	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
427	Memberships & Dues	5,000.00	113.00	5,113.00	.00	.00	5,113.00	.00	100	4,964.00
428	Data Processing & Internet Fees	5,000.00	.00	5,000.00	614.70	2,133.00	1,595.27	1,271.73	75	2,920.57
432	Special Project Supply	95,000.00	.00	95,000.00	.00	.00	.00	95,000.00	0	129,563.00
435	Medical Fees	500.00	1,000.00	1,500.00	(160.12)	.00	525.54	974.46	35	(1,287.09)
436	Advertising Fees	250.00	.00	250.00	.00	.00	.00	250.00	0	397.98
439	Misc Fees & Expenses	7,000.00	25,000.00	32,000.00	8.25	1,100.49	22,252.92	8,646.59	73	18,549.18
440	Legal/Transcript Fees	10,000.00	.00	10,000.00	.00	.00	3,705.00	6,295.00	37	414.00
441	Auto-Supplies & Repair	6,000.00	.00	6,000.00	.00	.00	351.49	5,648.51	6	2,535.26
442	Automotive - Gas & Oil	7,000.00	.00	7,000.00	492.89	.00	1,592.96	5,407.04	23	3,442.72
443	Auto Rental	.00	.00	.00	.00	.00	.00	.00	+++	177.28
444	Travel/Education/Conference	12,000.00	(113.00)	11,887.00	.00	.00	1,802.56	10,084.44	15	4,911.64
469	Other Payments/Contributions	2,000.00	.00	2,000.00	.00	.00	1,000.00	1,000.00	50	3,000.00
470	Contract	424,124.00	78,500.00	502,624.00	13,329.04	202,912.01	68,814.93	230,897.06	54	457,131.62
<i>Contractual Expense Totals</i>		\$1,360,232.00	\$97,168.00	\$1,457,400.00	\$71,294.72	\$215,914.49	\$445,835.04	\$795,650.47	45%	\$1,399,046.87

Expense Budget Performance Report

Fiscal Year to Date 05/31/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General										
Department 6010 - Social Services										
EXPENSE										
<i>Employee Benefits</i>										
810	Retirement	840,973.00	.00	840,973.00	61,128.82	.00	299,551.93	541,421.07	36	700,220.30
830	Social Security	378,911.00	.00	378,911.00	24,415.35	.00	127,975.10	250,935.90	34	327,036.34
831	Medicare Contribution	88,618.00	.00	88,618.00	5,710.06	.00	29,929.56	58,688.44	34	76,484.40
860	Hospitalization	1,382,096.00	.00	1,382,096.00	101,743.70	.00	569,291.85	812,804.15	41	1,324,589.01
865	Dental Insurance	23,496.00	.00	23,496.00	1,689.06	.00	9,419.54	14,076.46	40	19,340.44
<i>Employee Benefits Totals</i>		\$2,714,094.00	\$0.00	\$2,714,094.00	\$194,686.99	\$0.00	\$1,036,167.98	\$1,677,926.02	38%	\$2,447,670.49
<i>Other Benefits</i>										
840	Workmen's Compensation	30,520.00	.00	30,520.00	.00	.00	30,519.22	.78	100	39,605.51
850	Unemployment Insurance	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	276.00
855	Disability	6,000.00	.00	6,000.00	1,414.46	.00	1,414.46	4,585.54	24	785.03
861	Retirees Hospitalization	232,477.00	.00	232,477.00	.00	.00	53,763.62	178,713.38	23	261,031.62
862	Health Insurance Cost Reimbursement	4,500.00	.00	4,500.00	235.58	.00	908.88	3,591.12	20	3,097.29
<i>Other Benefits Totals</i>		\$283,497.00	\$0.00	\$283,497.00	\$1,650.04	\$0.00	\$86,606.18	\$196,890.82	31%	\$304,795.45
EXPENSE TOTALS		\$10,475,118.00	\$148,114.79	\$10,623,232.79	\$694,937.89	\$266,714.99	\$3,787,673.84	\$6,568,843.96	38%	\$9,916,328.64
Department 6010 - Social Services Totals		(\$10,475,118.00)	(\$148,114.79)	(\$10,623,232.79)	(\$694,937.89)	(\$266,714.99)	(\$3,787,673.84)	(\$6,568,843.96)	38%	(\$9,916,328.64)
Department 6030 - Countryside Adult Home										
EXPENSE										
<i>Personal Services</i>										
110	Salaries - Regular	828,490.00	.00	828,490.00	63,146.17	.00	330,289.08	498,200.92	40	837,191.54
120	Salaries - Overtime	26,000.00	.00	26,000.00	837.57	.00	15,218.79	10,781.21	59	47,773.96
130	Salaries - Part Time	153,144.00	.00	153,144.00	6,059.35	.00	38,110.82	115,033.18	25	93,090.87
<i>Personal Services Totals</i>		\$1,007,634.00	\$0.00	\$1,007,634.00	\$70,043.09	\$0.00	\$383,618.69	\$624,015.31	38%	\$978,056.37
<i>Equipment</i>										
210	Furniture/Furnishings	5,000.00	(3,130.00)	1,870.00	.00	.00	.00	1,870.00	0	13,848.00
220	Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	1,321.90
220.1	Office Equipment - Reserve	.00	.00	.00	.00	.00	.00	.00	+++	7,530.00
220 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$8,851.90
260	Other Equipment	.00	3,230.00	3,230.00	.00	.00	3,144.08	85.92	97	216.51
270	Lawn & Landscaping	350.00	.00	350.00	.00	.00	.00	350.00	0	367.75
<i>Equipment Totals</i>		\$5,350.00	\$100.00	\$5,450.00	\$0.00	\$0.00	\$3,144.08	\$2,305.92	58%	\$23,284.16
<i>Contractual Expense</i>										
410	Supplies	38,000.00	(127.38)	37,872.62	893.88	11,957.31	11,883.96	14,031.35	63	35,966.17
413	Repair & Maint.-Bldg/Property	20,000.00	10,000.00	30,000.00	336.24	9,178.47	10,549.36	10,272.17	66	17,938.16
415	Electricity	25,000.00	.00	25,000.00	2,047.64	.00	7,186.90	17,813.10	29	25,388.33
416	Oil & Gas-Heating	24,000.00	.00	24,000.00	32.94	.00	9,862.20	14,137.80	41	19,246.17
417	Water/Sewer/Taxes	9,000.00	.00	9,000.00	.00	.00	4,309.04	4,690.96	48	10,388.70

Expense Budget Performance Report

Fiscal Year to Date 05/31/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General										
Department 6030 - Countryside Adult Home										
EXPENSE										
<i>Contractual Expense</i>										
418	Ins-General Liability	10,149.00	56.38	10,205.38	.00	.00	10,176.38	29.00	100	8,419.51
422	Repair/Maint-Equipment	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	11,110.27
423	Telephone	3,000.00	.00	3,000.00	457.65	.00	1,368.82	1,631.18	46	3,228.22
424	Postage	100.00	.00	100.00	.00	.00	41.34	58.66	41	174.02
426	Subscriptions	400.00	.00	400.00	.00	.00	.00	400.00	0	478.99
427	Memberships & Dues	1,400.00	.00	1,400.00	.00	.00	1,344.00	56.00	96	1,344.00
428	Data Processing & Internet Fees	2,000.00	.00	2,000.00	.00	.00	847.84	1,152.16	42	2,544.69
434	Allowances	15,000.00	.00	15,000.00	1,350.00	.00	7,100.00	7,900.00	47	18,800.00
435	Medical Fees	2,000.00	.00	2,000.00	.00	.00	174.50	1,825.50	9	4,267.00
437	Consulting Fees	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
439	Misc Fees & Expenses	1,000.00	.00	1,000.00	.00	.00	408.00	592.00	41	605.25
441	Auto-Supplies & Repair	2,000.00	.00	2,000.00	.00	.00	1,445.07	554.93	72	1,141.67
442	Automotive - Gas & Oil	2,000.00	.00	2,000.00	162.72	.00	760.67	1,239.33	38	1,542.43
444	Travel/Education/Conference	2,000.00	.00	2,000.00	.00	.00	1,162.79	837.21	58	180.00
445	Foods	166,580.00	.00	166,580.00	5,111.74	34,971.63	53,228.28	78,380.09	53	136,453.77
451	Medical Supply Expense	4,000.00	.00	4,000.00	22.90	1,488.49	411.51	2,100.00	48	3,592.72
453	Uniforms & Clothing	200.00	.00	200.00	.00	.00	.00	200.00	0	169.95
470	Contract	48,000.00	.00	48,000.00	243.00	9,218.36	19,596.14	19,185.50	60	34,739.30
<i>Contractual Expense Totals</i>		\$388,829.00	\$9,929.00	\$398,758.00	\$10,658.71	\$66,814.26	\$141,856.80	\$190,086.94	52%	\$337,719.32
<i>Employee Benefits</i>										
810	Retirement	132,450.00	.00	132,450.00	9,351.89	.00	45,034.83	87,415.17	34	105,598.15
830	Social Security	62,477.00	.00	62,477.00	4,117.57	.00	22,710.46	39,766.54	36	57,442.63
831	Medicare Contribution	14,610.00	.00	14,610.00	962.96	.00	5,311.30	9,298.70	36	13,434.11
860	Hospitalization	182,462.00	.00	182,462.00	12,856.48	.00	74,675.48	107,786.52	41	182,323.32
865	Dental Insurance	3,192.00	.00	3,192.00	254.88	.00	1,407.38	1,784.62	44	2,877.71
<i>Employee Benefits Totals</i>		\$395,191.00	\$0.00	\$395,191.00	\$27,543.78	\$0.00	\$149,139.45	\$246,051.55	38%	\$361,675.92
<i>Other Benefits</i>										
840	Workmen's Compensation	14,764.00	.00	14,764.00	.00	.00	14,763.47	.53	100	18,427.03
850	Unemployment Insurance	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	.00
855	Disability	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
861	Retirees Hospitalization	86,464.00	.00	86,464.00	.00	.00	21,395.97	65,068.03	25	96,309.16
862	Health Insurance Cost Reimbursement	750.00	.00	750.00	.00	.00	.00	750.00	0	86.20
<i>Other Benefits Totals</i>		\$111,978.00	\$0.00	\$111,978.00	\$0.00	\$0.00	\$36,159.44	\$75,818.56	32%	\$114,822.39
EXPENSE TOTALS		\$1,908,982.00	\$10,029.00	\$1,919,011.00	\$108,245.58	\$66,814.26	\$713,918.46	\$1,138,278.28	41%	\$1,815,558.16
Department 6030 - Countryside Adult Home Totals		(\$1,908,982.00)	(\$10,029.00)	(\$1,919,011.00)	(\$108,245.58)	(\$66,814.26)	(\$713,918.46)	(\$1,138,278.28)	41%	(\$1,815,558.16)

Expense Budget Performance Report

Fiscal Year to Date 05/31/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General										
Department 6050 - Public Facil. For Children										
EXPENSE										
<i>Contractual Expense</i>										
469	Other Payments/Contributions	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	4,515.56
	<i>Contractual Expense Totals</i>	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0%	\$4,515.56
	EXPENSE TOTALS	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0%	\$4,515.56
	Department 6050 - Public Facil. For Children Totals	(\$15,000.00)	\$0.00	(\$15,000.00)	\$0.00	\$0.00	\$0.00	(\$15,000.00)	0%	(\$4,515.56)
Department 6055 - Daycare										
EXPENSE										
<i>Contractual Expense</i>										
470	Contract	1,000,000.00	.00	1,000,000.00	35,291.39	.00	114,256.15	885,743.85	11	475,051.83
	<i>Contractual Expense Totals</i>	\$1,000,000.00	\$0.00	\$1,000,000.00	\$35,291.39	\$0.00	\$114,256.15	\$885,743.85	11%	\$475,051.83
	EXPENSE TOTALS	\$1,000,000.00	\$0.00	\$1,000,000.00	\$35,291.39	\$0.00	\$114,256.15	\$885,743.85	11%	\$475,051.83
	Department 6055 - Daycare Totals	(\$1,000,000.00)	\$0.00	(\$1,000,000.00)	(\$35,291.39)	\$0.00	(\$114,256.15)	(\$885,743.85)	11%	(\$475,051.83)
Department 6070 - Services for Recipients										
EXPENSE										
<i>Contractual Expense</i>										
470	Contract	350,000.00	.00	350,000.00	15,443.75	.00	58,911.89	291,088.11	17	347,176.58
	<i>Contractual Expense Totals</i>	\$350,000.00	\$0.00	\$350,000.00	\$15,443.75	\$0.00	\$58,911.89	\$291,088.11	17%	\$347,176.58
	EXPENSE TOTALS	\$350,000.00	\$0.00	\$350,000.00	\$15,443.75	\$0.00	\$58,911.89	\$291,088.11	17%	\$347,176.58
	Department 6070 - Services for Recipients Totals	(\$350,000.00)	\$0.00	(\$350,000.00)	(\$15,443.75)	\$0.00	(\$58,911.89)	(\$291,088.11)	17%	(\$347,176.58)
Department 6100 - Medicaid										
EXPENSE										
<i>Contractual Expense</i>										
470	Contract	11,423,165.00	(15,000.00)	11,408,165.00	908,667.00	.00	3,921,907.00	7,486,258.00	34	11,038,795.00
	<i>Contractual Expense Totals</i>	\$11,423,165.00	(\$15,000.00)	\$11,408,165.00	\$908,667.00	\$0.00	\$3,921,907.00	\$7,486,258.00	34%	\$11,038,795.00
	EXPENSE TOTALS	\$11,423,165.00	(\$15,000.00)	\$11,408,165.00	\$908,667.00	\$0.00	\$3,921,907.00	\$7,486,258.00	34%	\$11,038,795.00
	Department 6100 - Medicaid Totals	(\$11,423,165.00)	\$15,000.00	(\$11,408,165.00)	(\$908,667.00)	\$0.00	(\$3,921,907.00)	(\$7,486,258.00)	34%	(\$11,038,795.00)
Department 6101 - Medical Assistance										
EXPENSE										
<i>Contractual Expense</i>										
470	Contract	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,704.99
	<i>Contractual Expense Totals</i>	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$1,704.99
	EXPENSE TOTALS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$1,704.99
	Department 6101 - Medical Assistance Totals	(\$1,000.00)	\$0.00	(\$1,000.00)	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0%	(\$1,704.99)
Department 6109 - Aid To Dependent Children										
EXPENSE										
<i>Contractual Expense</i>										
470	Contract	1,700,000.00	.00	1,700,000.00	53,605.72	.00	466,354.72	1,233,645.28	27	1,429,973.60

Expense Budget Performance Report

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 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General										
Department 6109 - Aid To Dependent Children										
EXPENSE										
<i>Contractual Expense Totals</i>		\$1,700,000.00	\$0.00	\$1,700,000.00	\$53,605.72	\$0.00	\$466,354.72	\$1,233,645.28	27%	\$1,429,973.60
EXPENSE TOTALS		\$1,700,000.00	\$0.00	\$1,700,000.00	\$53,605.72	\$0.00	\$466,354.72	\$1,233,645.28	27%	\$1,429,973.60
Department 6109 - Aid To Dependent Children Totals		(\$1,700,000.00)	\$0.00	(\$1,700,000.00)	(\$53,605.72)	\$0.00	(\$466,354.72)	(\$1,233,645.28)	27%	(\$1,429,973.60)
Department 6119 - Child Care										
EXPENSE										
<i>Contractual Expense</i>										
470	Contract	4,500,000.00	.00	4,500,000.00	374,103.07	.00	1,522,696.65	2,977,303.35	34	4,479,010.37
<i>Contractual Expense Totals</i>		\$4,500,000.00	\$0.00	\$4,500,000.00	\$374,103.07	\$0.00	\$1,522,696.65	\$2,977,303.35	34%	\$4,479,010.37
EXPENSE TOTALS		\$4,500,000.00	\$0.00	\$4,500,000.00	\$374,103.07	\$0.00	\$1,522,696.65	\$2,977,303.35	34%	\$4,479,010.37
Department 6119 - Child Care Totals		(\$4,500,000.00)	\$0.00	(\$4,500,000.00)	(\$374,103.07)	\$0.00	(\$1,522,696.65)	(\$2,977,303.35)	34%	(\$4,479,010.37)
Department 6123 - Juvenile Delinquent Care										
EXPENSE										
<i>Contractual Expense</i>										
470	Contract	.00	15,000.00	15,000.00	.00	.00	3,176.53	11,823.47	21	80,473.79
<i>Contractual Expense Totals</i>		\$0.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$3,176.53	\$11,823.47	21%	\$80,473.79
EXPENSE TOTALS		\$0.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$3,176.53	\$11,823.47	21%	\$80,473.79
Department 6123 - Juvenile Delinquent Care Totals		\$0.00	(\$15,000.00)	(\$15,000.00)	\$0.00	\$0.00	(\$3,176.53)	(\$11,823.47)	21%	(\$80,473.79)
Department 6129 - State Training School										
EXPENSE										
<i>Contractual Expense</i>										
470	Contract	125,000.00	.00	125,000.00	.00	.00	.00	125,000.00	0	351,492.00
<i>Contractual Expense Totals</i>		\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$125,000.00	0%	\$351,492.00
EXPENSE TOTALS		\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$125,000.00	0%	\$351,492.00
Department 6129 - State Training School Totals		(\$125,000.00)	\$0.00	(\$125,000.00)	\$0.00	\$0.00	\$0.00	(\$125,000.00)	0%	(\$351,492.00)
Department 6140 - Home Relief										
EXPENSE										
<i>Contractual Expense</i>										
470	Contract	1,500,000.00	.00	1,500,000.00	39,932.22	.00	317,823.95	1,182,176.05	21	1,460,401.03
<i>Contractual Expense Totals</i>		\$1,500,000.00	\$0.00	\$1,500,000.00	\$39,932.22	\$0.00	\$317,823.95	\$1,182,176.05	21%	\$1,460,401.03
EXPENSE TOTALS		\$1,500,000.00	\$0.00	\$1,500,000.00	\$39,932.22	\$0.00	\$317,823.95	\$1,182,176.05	21%	\$1,460,401.03
Department 6140 - Home Relief Totals		(\$1,500,000.00)	\$0.00	(\$1,500,000.00)	(\$39,932.22)	\$0.00	(\$317,823.95)	(\$1,182,176.05)	21%	(\$1,460,401.03)
Department 6141 - Fuel Crisis Assistance										
EXPENSE										
<i>Contractual Expense</i>										
470	Contract	30,000.00	.00	30,000.00	34.75	.00	152.52	29,847.48	1	16,846.77
<i>Contractual Expense Totals</i>		\$30,000.00	\$0.00	\$30,000.00	\$34.75	\$0.00	\$152.52	\$29,847.48	1%	\$16,846.77
EXPENSE TOTALS		\$30,000.00	\$0.00	\$30,000.00	\$34.75	\$0.00	\$152.52	\$29,847.48	1%	\$16,846.77

Expense Budget Performance Report

Fiscal Year to Date 05/31/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General										
	Department 6141 - Fuel Crisis Assistance Totals	(\$30,000.00)	\$0.00	(\$30,000.00)	(\$34.75)	\$0.00	(\$152.52)	(\$29,847.48)	1%	(\$16,846.77)
	Department 6142 - Emergency Aid For Adults EXPENSE									
	Contractual Expense									
470	Contract	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	4,073.95
	Contractual Expense Totals	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0%	\$4,073.95
	EXPENSE TOTALS	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0%	\$4,073.95
	Department 6142 - Emergency Aid For Adults Totals	(\$35,000.00)	\$0.00	(\$35,000.00)	\$0.00	\$0.00	\$0.00	(\$35,000.00)	0%	(\$4,073.95)
	Department 7310 - Youth Program 4-H Camp EXPENSE									
	Contractual Expense									
470	Contract	25,000.00	.00	25,000.00	.00	25,000.00	.00	.00	100	.00
	Contractual Expense Totals	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	100%	\$0.00
	EXPENSE TOTALS	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	100%	\$0.00
	Department 7310 - Youth Program 4-H Camp Totals	(\$25,000.00)	\$0.00	(\$25,000.00)	\$0.00	(\$25,000.00)	\$0.00	\$0.00	100%	\$0.00
	Department 7311 - Youth Bureau EXPENSE									
	Contractual Expense									
410	Supplies	187.00	.00	187.00	.00	.00	.00	187.00	0	.00
424	Postage	.00	.00	.00	.00	.00	.00	.00	+++	4.65
470	Contract	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	928.00
	Contractual Expense Totals	\$2,187.00	\$0.00	\$2,187.00	\$0.00	\$0.00	\$0.00	\$2,187.00	0%	\$932.65
	Other Benefits									
861	Retirees Hospitalization	11,439.00	.00	11,439.00	.00	.00	2,859.66	8,579.34	25	12,458.64
	Other Benefits Totals	\$11,439.00	\$0.00	\$11,439.00	\$0.00	\$0.00	\$2,859.66	\$8,579.34	25%	\$12,458.64
	EXPENSE TOTALS	\$13,626.00	\$0.00	\$13,626.00	\$0.00	\$0.00	\$2,859.66	\$10,766.34	21%	\$13,391.29
	Department 7311 - Youth Bureau Totals	(\$13,626.00)	\$0.00	(\$13,626.00)	\$0.00	\$0.00	(\$2,859.66)	(\$10,766.34)	21%	(\$13,391.29)
	Department 7312 - Special Delinquency Prev. EXPENSE									
	Contractual Expense									
410	Supplies	900.00	.00	900.00	.00	.00	.00	900.00	0	103.72
424	Postage	40.00	.00	40.00	.00	.00	10.07	29.93	25	4.89
427	Memberships & Dues	275.00	.00	275.00	.00	.00	50.00	225.00	18	175.00
444	Travel/Education/Conference	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
470	Contract	33,070.00	.00	33,070.00	.00	.00	.00	33,070.00	0	59,727.00
	Contractual Expense Totals	\$34,785.00	\$0.00	\$34,785.00	\$0.00	\$0.00	\$60.07	\$34,724.93	0%	\$60,010.61
	EXPENSE TOTALS	\$34,785.00	\$0.00	\$34,785.00	\$0.00	\$0.00	\$60.07	\$34,724.93	0%	\$60,010.61
	Department 7312 - Special Delinquency Prev. Totals	(\$34,785.00)	\$0.00	(\$34,785.00)	\$0.00	\$0.00	(\$60.07)	(\$34,724.93)	0%	(\$60,010.61)

Expense Budget Performance Report

Fiscal Year to Date 05/31/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General										
Department 7313 - Youth Court										
EXPENSE										
Contractual Expense										
470	Contract	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	60,000.00
<i>Contractual Expense Totals</i>		<u>\$60,000.00</u>	<u>\$0.00</u>	<u>\$60,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$60,000.00</u>	<u>0%</u>	<u>\$60,000.00</u>
EXPENSE TOTALS		<u>\$60,000.00</u>	<u>\$0.00</u>	<u>\$60,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$60,000.00</u>	<u>0%</u>	<u>\$60,000.00</u>
Department 7313 - Youth Court Totals		<u>(\$60,000.00)</u>	<u>\$0.00</u>	<u>(\$60,000.00)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$60,000.00)</u>	<u>0%</u>	<u>(\$60,000.00)</u>
Fund A - General Totals		<u>\$33,196,676.00</u>	<u>\$158,143.79</u>	<u>\$33,354,819.79</u>	<u>\$2,230,261.37</u>	<u>\$358,529.25</u>	<u>\$10,909,791.44</u>	<u>\$22,086,499.10</u>		<u>\$31,554,804.17</u>
Grand Totals		<u>\$33,196,676.00</u>	<u>\$158,143.79</u>	<u>\$33,354,819.79</u>	<u>\$2,230,261.37</u>	<u>\$358,529.25</u>	<u>\$10,909,791.44</u>	<u>\$22,086,499.10</u>		<u>\$31,554,804.17</u>

WARREN COUNTY
Receipts by G/L Distribution Report - Summary

From Date: 05/01/2021 - To Date: 05/31/2021

G/L Account Number	G/L Date	Due To/From Fund	Project	Transactions	Debit Amount	Credit Amount	
.							
Department Total: Home Relief					\$0.00	\$5,683.56	
Fund Total: General					\$0.00	\$351,753.06	
Grand Total:					20	\$0.00	\$351,753.06

WARREN COUNTY
Receipts by G/L Distribution Report - Summary

From Date: 05/01/2021 - To Date: 05/31/2021

G/L Account Number	G/L Date	Due To/From Fund	Project	Transactions	Debit Amount	Credit Amount
Fund: A - General						
Department: 6010 - Social Services						
Account: 1810 - Administration						
	05/13/2021			2	\$0.00	\$1,002.76
	05/27/2021			1	\$0.00	\$2,510.44
Account Total: Administration				3	\$0.00	\$3,513.20
Account: 1811 - Medical Incentive Earning						
	05/11/2021			1	\$0.00	\$217.34
	05/13/2021			1	\$0.00	\$3,834.00
Account Total: Medical Incentive Earning				2	\$0.00	\$4,051.34
Department Total: Social Services					\$0.00	\$7,564.54
Department: 6030 - Countryside Adult Home						
Account: 1830 - Repay - Adult Care, Pub Inst						
	05/27/2021			2	\$0.00	\$52,348.36
Account Total: Repay - Adult Care, Pub Inst				2	\$0.00	\$52,348.36
Account: 2701 - Refund of Prior Year Expense						
	05/25/2021			1	\$0.00	\$127.50
Account Total: Refund of Prior Year Expense				1	\$0.00	\$127.50
Department Total: Countryside Adult Home					\$0.00	\$52,475.86
Department: 6101 - Medical Assistance						
Account: 1801 - Repay of Medical Assist						
	05/13/2021			1	\$0.00	\$5,405.75

WARREN COUNTY
Receipts by G/L Distribution Report - Summary

From Date: 05/01/2021 - To Date: 05/31/2021

G/L Account Number	G/L Date	Due To/From Fund	Project	Transactions	Debit Amount	Credit Amount
	05/27/2021			1	\$0.00	\$145,216.81
Account Total: Repay of Medical Assist				2	\$0.00	\$150,622.56
Department Total: Medical Assistance					\$0.00	\$150,622.56
Department: 6109 - Aid To Dependent Children						
Account: 1809 - Repay of Aid to A.D.C.						
	05/13/2021			3	\$0.00	\$32,423.47
	05/27/2021			1	\$0.00	\$433.36
Account Total: Repay of Aid to A.D.C.				4	\$0.00	\$32,856.83
Department Total: Aid To Dependent Children					\$0.00	\$32,856.83
Department: 6119 - Child Care						
Account: 1819 - Repay of Child Care						
	05/13/2021			1	\$0.00	\$6,543.07
	05/27/2021			1	\$0.00	\$96,006.64
Account Total: Repay of Child Care				2	\$0.00	\$102,549.71
Department Total: Child Care					\$0.00	\$102,549.71
Department: 6140 - Home Relief						
Account: 1840 - Repay of Home Relief						
	05/07/2021			1	\$0.00	\$605.00
	05/12/2021			1	\$0.00	\$3,495.00
	05/13/2021			1	\$0.00	\$1,437.20
	05/27/2021			1	\$0.00	\$146.36
Account Total: Repay of Home Relief				4	\$0.00	\$5,683.56

