



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

May 8, 2018

M E M O R A N D U M

TO: Mary A. Lehman, Chair
Health, Education, and Human Services Committee (HEHS)

THRU: David H. Van Dyke, County Auditor *DAH*

FROM: Inez N. Claggett, Senior Legislative Auditor *INC*

RE: Department of Family Services
Fiscal Year 2019 Budget Review

Budget Overview

The FY 2019 Proposed Budget for the Department of Family Services is \$15,917,000, an increase of \$373,100, or 2.4%, over the FY 2018 Approved Budget. The General Fund portion of the budget increases by \$322,400, or 6.4%, mainly due to funding to support the Safe Return Program, a reduction in recoveries to reflect financial positions direct charged to grant programs, and increases in compensation costs, offset by savings from a change in the office automation methodology based on the number of funded positions.

The Grant funded portion of the Department's budget is \$10,195,300, an increase of \$50,700, or 0.5%, over FY 2018 approved grant funding. The increase is largely due to enhancements in existing major programs offset by discontinuations of prior year grants. Grant funds comprise 64.1% of the Department's total budget.

The FY 2018 proposed funding for the Domestic Violence Special Revenue Fund is \$390,000, which remains unchanged from the approved FY 2018 funding level.

The Department expects to request a supplemental appropriation of grant funding from three (3) new unanticipated sources in the amount of \$343,200 in FY 2018 from the Hospital to Home grant (\$45,600), the Local Care Team grant (\$75,000), the Measurable Impact grant (\$1,000), and various other grant programs.

Fund	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimated	% Change - Est vs App	FY 2019 Proposed	\$ Change	% Change
General Fund	\$ 3,985,872	\$ 5,009,300	\$ 4,724,000	-5.7%	\$ 5,331,700	\$ 322,400	6.4%
Grants	8,973,082	10,144,600	10,002,800	-1.4%	10,195,300	50,700	0.5%
Domestic Violence Fund	347,468	390,000	390,000	0.0%	390,000	-	0.0%
Total	\$ 13,306,422	\$ 15,543,900	\$ 15,116,800	-7.1%	\$ 15,917,000	\$ 373,100	2.4%

Authorized Staffing - All Classifications

	FY 2018 Approved	FY 2019 Proposed	Change Amount	% Change
General Fund	25	27	2	8.0%
Grants	140	141	1	0.7%
Total	165	168	3	1.8%

Budget Comparison - General Fund

Approved Fiscal Year 2018 to Proposed Fiscal Year 2019

Category	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimated	FY 2019 Proposed	Change Amount	Percentage Change
Compensation	\$ 1,471,701	\$ 2,313,900	\$ 2,089,500	\$ 2,423,300	\$ 109,400	4.7%
Fringe Benefits	400,881	615,500	564,400	647,000	31,500	5.1%
Operating Expenses	2,161,394	2,238,900	2,229,100	2,311,400	72,500	3.2%
Capital Outlay	-	-	-	-	-	-
Sub-Total	\$ 4,033,976	\$ 5,168,300	\$ 4,883,000	\$ 5,381,700	\$ 213,400	4.1%
Recoveries	(48,104)	(159,000)	(159,000)	(50,000)	109,000	-68.6%
Total	\$ 3,985,872	\$ 5,009,300	\$ 4,724,000	\$ 5,331,700	\$ 322,400	6.4%

Authorized Staffing Count - General Fund

	FY 2017 Approved	FY 2018 Proposed	Change Amount	Percentage Change
Full-Time	25	27	2	8.0%
Total	25	27	2	8.0%

Staffing Changes and Compensation

- General Fund compensation is increasing by \$109,400, or 4.7%, over the FY 2018 Approved Budget. The increase in compensation is due to the anticipated cost-of-living and merit adjustments, as well as an increase of two (2) full-time positions to the staffing complement.
- The FY 2019 proposed General Fund authorized staffing level increases from twenty-five (25) to twenty-seven (27) full-time positions. The new positions include a Community Development Assistant who will support the Safe Return Program, and a Budget Aide which transfers from Grants to the General Fund.
- As of March 1, 2018, the Department reported eight (8) vacant General Fund positions. The Department anticipates filling all eight (8) positions before, or during, FY 2019.
- The Department has one (1) employee assigned to the Office of the County Executive who provides administrative support.

Fringe Benefits

- Fringe benefit expenditures are proposed to increase by \$31,500, or 5.1%, due to an increase in the staffing complement and salary adjustments.

- A five-year trend analysis of fringe benefit expenditures is included below.

Fringe Benefits Historical Trend					
	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Proposed
Fringe Benefits	\$ 284,033	\$ 288,488	\$ 400,881	\$ 564,400	\$ 647,000
As a % of Compensation	32.4%	26.9%	27.2%	27.0%	26.7%
Annual % Change		1.6%	39.0%	40.8%	14.6%

- FY 2019 proposed operating expenses are \$2,311,400 and are comprised of the following major items:
 - Operational Contracts \$ 1,559,600
 - Interfund Transfers \$ 208,200
 - Operating and Office Supplies \$ 151,100
 - Grants and Contributions \$ 150,000
 - Office Automation \$ 78,200
- Total operating expenses are proposed to increase by \$72,500, or 3.2%, above the FY 2018 approved level. The table below compares the FY 2019 Proposed Budget operating expenditures with FY 2018 Approved Budget operating expenditures. In three (3) operating expense categories, the FY 2019 Proposed Budget reduces planned spending from the FY 2018 budget. In seven (7) operating expense categories, the FY 2019 Proposed Budget level remains unchanged compared to the FY 2018 Approved Budget. FY 2019 proposed operating expenditures increase in eight (8) categories.

Operating Objects	FY 2018 Budget	FY 2019 Proposed	FY 2018 - FY 2019	
			\$ Change	% Change
Operating Contracts	\$ 1,356,800	\$ 1,559,600	\$ 202,800	14.9%
Telephone	12,500	50,500	38,000	304.0%
Mileage Reimbursement	5,700	8,100	2,400	42.1%
Training	12,000	13,400	1,400	11.7%
General Office Supplies	149,800	151,100	1,300	0.9%
Office and Operating Equipment Non-Capital	-	1,300	1,300	100%
Postage	500	1,300	800	160.0%
Vehicle Equipment Repair/Maintenance	14,000	14,500	500	3.6%
Printing	8,700	8,700	-	0.0%
Advertising	2,000	2,000	-	0.0%
Travel:Non-Tarning	1,000	1,000	-	0.0%
Membership Fees	1,500	1,500	-	0.0%
Gas and Oil	1,000	1,000	-	0.0%
Grants/Contributions	150,000	150,000	-	0.0%
Interfund Transfers	208,200	208,200	-	0.0%
Equipment Lease	21,500	15,000	(6,500)	-30.2%
General & Administrative Contracts	54,000	46,000	(8,000)	-14.8%
Office Automation	239,700	78,200	(161,500)	-67.4%
TOTAL	\$ 2,238,900	\$ 2,311,400	\$ 72,500	3.2%

- The most significant proposed increase in operating expenditures occurs within the Operating Contracts object which increases \$202,800, due to the anticipated lease costs for the Suitland Bridge Project, increased building security cost, and the Safe Return program devices and monitoring services.

- The Office Automation object represents the largest decrease in proposed operating expenses from the FY 2018 approved budget level. The Department anticipates a \$161,500 decrease in cost as a result of a change in methodology in accounting for information technology costs related to funded positions.

Recoveries

- Proposed recoveries for FY 2019 total \$50,000, a decrease of \$109,000, or 68.6%, below the FY 2018 budgeted level due to the Department direct charging relevant staff to their grant programs rather than recovering these costs from grants.

HIGHLIGHTS

- The Department is in the final stage of hiring a Quality Assurance Analyst who will aid in the grant writing process and should enhance the ability of the Department to obtain new funding to support the programs and services offered to targeted populations. The Analyst will also work with County Stat, as well as evaluate program effectiveness and efficiency.
- Under House Bill 1551 the Local Management Board (also known as the Commission for Children, Youth, and Families) was required to develop and implement a Strategic Plan to raise revenues to match the total funding provided by the Governor's Office for Children (GOC), to study the feasibility of converting the Local Management Board into a quasi-public nonprofit corporation, and to report its findings and recommendations. The strategic plan has been completed, and the Department is in the beginning stages of procuring a vendor to conduct the study.
- The Department's Veterans Coordinator continues to provide support and service to Veterans and their families to enhance their family well-being. The Coordinator was instrumental in assisting with the inclusion of service for Veterans and their families within the Bridge at Adam's House Program. The multiple County agency collaboration located in Suitland, MD, also referred to as the Suitland Bridge Project, resulted in identification of office space for organizations who will provide services to Veterans and their families. These services will include referrals, resource information and assistance as well as critical program information. The Coordinator has also promoted awareness of issues by speaking at over 100 events throughout the County and partnering with key stakeholders and Veterans organizations.
- The Domestic Violence and Human Trafficking Division created and launched a Domestic Violence webinar, a podcast, and a Countywide Dial 211 marketing campaign which included printed materials and various forms of social media and radio spots, to inform and educate County employees and residents on domestic violence and available County resources. The Division has hosted four (4) Men's Conferences, several Teen conferences, multiple red flag symposiums and several Interfaith Collaborative Trainings. The Division estimates that well over 7,500 residents will be reached this year in an effort to increase awareness within the County by providing education on domestic violence and prevention.
- The Department is in the final stages of establishing the Disability Apprenticeship Training Program which will provide County Residents who are aged 18-25 with developmental disabilities and/or intellectual disabilities, the opportunity to use their skills, gain meaningful job training and qualify for employment with the County government. Program staff were expected to be on board by the end of last month and the entities who will provide program participants have been identified.

- During FY 2019, the Department will pilot the Prince George's County Safe Return Program which will provide resources to individuals diagnosed with Alzheimer's disease or other dementias, their families, and caregivers. The program will be coordinated through the Department's Aging and Disabilities Resource Center (ADRC), which serves as the single point of entry into the long-term care system for older adult and person disabilities. The ADRC is a partnership effort with the local Health Department, Department of Social Services, and the Center for Independent Living (CIL). The Safe Return Program will work closely with the ADRC staff to ensure that older adults and individuals with disabilities and their caregivers are linked with community based services and programs.
- The Department continues to work with the Office of Central Services, and the other health and human service agencies to continue progress toward the completion of the Regional Health and Human Services Center. The building design has been modified to include a sixth floor and will serve as a one-stop shop for the delivery of critical programs from the three Health and Human Service agencies. The Department anticipates a formal move to the new building during calendar year 2019.

Budget Comparison – Grant Funds

Approved Fiscal Year 2018 to Proposed Fiscal Year 2019

Category	FY 2017	FY 2018	FY 2018	FY 2019	Change	Percentage
	Actual	Approved	Estimate	Proposed	Amount	Change
Compensation	\$ 3,509,736	\$ 3,795,600	\$ 4,073,400	\$ 4,307,400	\$ 511,800	13.5%
Fringe Benefits	625,761	818,600	793,400	864,400	45,800	5.6%
Operating Expenses	5,084,902	5,914,600	5,520,200	5,407,700	(506,900)	-8.6%
Total	\$ 9,220,399	\$ 10,528,800	\$ 10,387,000	\$ 10,579,500	\$ 50,700	0.5%

Authorized Staffing Count - Grant Funds

	FY 2018 Approved	FY 2019 Proposed	Change	Percentage
			Amount	Change
Full-Time	26	26	0	0.0%
Part-Time	70	74	4	5.7%
Limited Term	44	41	(3)	-6.8%
Total	140	141	1	0.7%

Staffing Changes and Compensation

- Grant funds are provided for 26 full-time, 74 part-time, and 41 limited-term grants funded (LTGF) positions. The part-time staffing increases by four (4) positions to support the Foster Grandparents program. The limited-term grant funded (LTGF) staffing level decreases by three (3) positions due to the expiration of the Children in Need of Supervision program. Overall, the staffing level increases by one (1) position from the previous fiscal year.

- As of March 1, 2018, the Department reported twenty-two (22) vacant Grant Funded positions. The Department anticipates filling these vacancies before, or during, FY 2019. The Department also reported that it currently has twelve (12) positions filled with temporary workers.

Grants

- The Department's major grant program divisions for FY 2019 are:
 - Aging Services Division (approx. \$6.8 million proposed) – increase of \$107,600 above the FY 2018 budgeted level. This represents 67% of the Department's proposed FY 2019 grants.
 - The Department anticipates an increase of \$150,000 in FY 2019 for the Community Options Waiver grant, which enables older adults to remain in a community setting through their advanced age or disability. Services typically covered by Medicaid in a long-term facility would be provided to eligible persons in their own homes or assisted living facility.
 - In FY 2019, the Department does not anticipate pursuing funding for the State Nutrition grant program which provided contributions from program participants to provide meals for seniors consumed at fifteen (15) nutrition sites. This represents a decrease of \$183,200 in grant funding for the Department from the current fiscal year.
 - Grant funding of \$820,900 is anticipated for Senior Care. This program represents funds provided by the Maryland Department of Aging to provide for coordinated, community-based, in-home services to seniors with disabilities who may be at risk of nursing home placement. Senior Care clients are provided with case managed access to existing publicly and privately financed services. When needed services are not available through other means, Senior Care will provide gap-filling services that may include personal care, chore service, adult day care, financial assistance for medications, medical supplies, respite care, home delivered meals, emergency response systems, medical transportation, and other services.
 - The Department anticipates an increase of \$61,800, to \$1,088,000, in FY 2019 grant funding for the Title III-C1: Nutrition for the Elderly-Congregate Meals program. Funding from this program is used to provide meals to residents aged 60 and over at locations throughout the County. The program partners with the Department of Public Works and Transportation for necessary transportation to and from the sites. In addition to mandated services, the programs provide nutrition screening, social, recreational, health and fitness activities.
 - Grant funding for the Title III-C2: Nutrition for the Elderly-Home Delivered Meals program is anticipated to increase \$131,800 for FY 2019. These funds will provide funding for the home-delivery portion of the Nutrition for the Elderly Program. This program meets the nutritional needs of elderly persons by delivering daily meals to those who cannot be transported to congregate sites due to poor health. In addition to meals, nutrition and screenings for other needs or issues.

- Children, Youth, & Families Division (\$3.4 million proposed) – decrease of \$56,900 below the FY 2018 budgeted level. This represents 33% of the Department's proposed FY 2019 grants.
 - In FY 2019, the Department does not anticipate pursuing funding for the Children in Need of Supervision (CINS) grant which was provided by the Department of Juvenile Services to divert youth from contact with the juvenile justice system or to prevent further involvement within the system. This represents a decrease of \$271,700 in grant funding for the Department from the current fiscal year.
 - The Governor's Office for Children (GOC) is anticipated to provide \$75,000 in grant funding for FY 2019 to support the Local Care Coordinator to ensure youth with intensive needs receive comprehensive support services.
 - Grant funding for the Disconnected Youth KEYS program is anticipated to increase \$69,000 for FY 2019. These funds assist youth in going back to school and/or train them to acquire employable skills, so they can become economically independent as well as a contributory part of society.
 - Grant funding in the amount of \$340,100, an increase of \$48,200, is anticipated to be provided for the Youth Services Bureaus. Youth Services Bureaus provide formal and informal counseling, crisis intervention, substance abuse assessment, and referral services for youth at risk of becoming delinquent because of their behaviors and circumstances, and for youth who have committed minor delinquencies.

HIGHLIGHTS

- In FY 2018, the Department was awarded an unanticipated grant in the amount of \$45,600 for the Hospital to Home program. This grant is provided by the Maryland Department of Aging to provide transitional care management and chronic care management service to patients admitted to hospitals and long-term care facilities with certain risk factors. The goal of the program is to improve overall health and welfare, and reduce the rate of patients' readmissions.
- The Department was also awarded an unanticipated grant during FY 2018 in the amount of \$75,000 for the Local Care Team. The grant is provided by the Governor's Office for Children (GOC) to support the Local Care Coordinator to ensure youth with intensive needs receive comprehensive support services. The Coordinator will oversee a system for case referral which includes tracking referrals and services, maintaining a comprehensive research database, collecting and reporting data and ensuring follow-up services. The Coordinator will also facilitate a coordinated approach to services and ensure parent involvement in Local Care Team meetings.

Budget Comparison – Domestic Violence Fund (2901)

Approved Fiscal Year 2018 to Proposed Fiscal Year 2019

Category	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimated	FY 2019 Proposed	Change Amount	Percentage Change
Operating Expenses	\$ 347,468	\$ 390,000	\$ 390,000	\$ 390,000	\$ -	0.0%
Total	\$ 347,468	\$ 390,000	\$ 390,000	\$ 390,000	\$ -	0.0%

Operating Expenses

- The FY 2019 Proposed Budget for the Domestic Violence Fund is \$390,000, which is unchanged compared to the FY 2018 approved level. This fund consists of proposed revenue from the marriage license surcharge and a General Fund transfer. Revenue from the surcharge for FY 2019 is anticipated to remain unchanged at \$308,000. Level funding of \$82,000 is expected to be transferred from the General Fund to the Domestic Violence Fund balance to sustain normal operations.
- Under Md. FAMILY LAW Code Ann. §2-404, a fee of \$10 is charged by the County for a marriage license. The law also allows Prince George's County to impose an additional fee of up to \$60 for battered spouse shelters and domestic violence programs, for a total marriage license fee of \$70. The proceeds from the additional fee is required, by law, to be paid to the Family Crisis Center of Prince George's County, Inc (FCC). Every fiscal year, the Department enters into a contractual agreement with FCC which outlines the scope of services to be provided with this funding, including domestic violence counseling services and emergency housing at the FCC's 55-bed shelter.
- Below is a breakdown of the Domestic Violence Fund (2901):

Component	FY 2018 Approved	FY 2019 Proposed	\$ Change	% Change
Family Crisis Center	\$ 340,000	\$ 340,000	\$ -	0.0%
South County Initiative	25,000	-	(25,000)	-100.0%
Emergency Fund	25,000	25,000	-	0.0%
Other Domestic Violence Services	-	25,000	25,000	100.0%
Total	\$ 390,000	\$ 390,000	\$ -	0.0%

HIGHLIGHTS

- The Domestic Violence Fund supports shelter assistance for victims of domestic violence and a specialized work training program for shelter residents. Shelter services include crisis intervention for families affected by domestic violence through emergency shelter, counseling for victims, children and abusers, a 24-hour hot line, a safe visitation center, community education, and legal information and representation. Services also include an anger management program.
- In FY 2019, the Fund includes \$25,000 for a client Emergency Fund to support immediate relocation of victims.