

# **EMPLOYMENT & SOCIAL SERVICES**

**Employment & Social Services and  
Public Guardian/Public Administrator**

**Cathi Grams, Director**

**Department Summary**

**MISSION STATEMENT**

We administer employment and social services, preserving the dignity of children, families and adults.

**PROGRAMS AND SERVICES**

The Department of Employment and Social Services (DESS) provides social and employment services to the residents of Butte County. Services are provided through two Community Employment Centers (CEC) in Oroville and Chico. The Department's administrative headquarters is located in Oroville, along with a separate records, mail and supply warehouse nearby. The Department operates with three Branches; Administration, Eligibility and CalWORKs Employment Services, and Social Services.

**Administrative Branch** – Coordinates all support activities, including: support staff, records, mail, supply, finance, training, civil rights/ADA compliance, information systems, facilities and vehicles, safety, foster care licensing, state and local hearings, overpayments and collections, and human resources.

**Eligibility and Employment Services Branch** – Administers cash aid and other public assistance programs and provides a variety of services for employers and job seekers.

**Social Services Branch** – Provides for the protection of children, the aged and dependent adult population. In addition, the In-Home-Supportive Services (IHSS) program enables seniors and dependent adults and children to remain safely in their homes. The Public Guardian / Public Administrator program acts as conservators for those unable to care for their needs and oversees the estates of deceased persons including administration and distribution of remaining assets.

For FY 2009-10, DESS will work with General Services to study the feasibility of transferring the administrative oversight for the Veterans Service Office (VSO) to DESS in order to enhance VSO services by closely coordinating the resources available through the existing DESS One-Stop partnerships to better assist Butte County's veterans.

The DESS Director also acts as the *Ex Officio* Public Authority responsible for the implementation of Assembly Bill 1682 and the Employer of Record provisions for IHSS individual providers.

**FY 2008-09 ACCOMPLISHMENTS**

- Conducted analysis of internal fiscal operations utilizing an outside expert.
- Conducted analysis of federal revenue maximization in partnership with Behavioral Health Department.
- Completed second year of department's strategic plan which included the implementation of an Upward Performance Review process to provide staff an opportunity to evaluate their supervisor's performance; piloted a new method of training; and implemented a new evaluation criteria "Professionalism" for all staff.
- Named Large Business of the Year for 2008 by the Oroville Chamber of Commerce for outstanding customer service to employers and job seekers.
- Conducted over 1,500 employer contacts through our business service representatives resulting in 824 job listings.
- Assisted 965 CalWORKs participants become employed.

**Employment & Social Services and  
Public Guardian/Public Administrator  
Department Summary**

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- Improved efficiency, timeliness and outcomes of early fraud detection in the CalWORKs and Food Stamp programs by implementing an electronic fraud referral system.
- Found permanency for 177 children in the Child Welfare system through either reunification with their families, adoption, or guardianship.

**SUMMARY OF DEPARTMENTAL BUDGET REQUEST**

- The Department budget request reflects declining revenues and includes the elimination of 3 positions.
- The Department budget request includes \$3,506,086 in County general purpose revenue in order to meet County, State and Federal program mandates.
- The Department budget request includes \$60,000 in fixed assets for Breeze software licenses to expand current Intranet training capacity to decrease training costs and increase efficiency.

**CHIEF ADMINISTRATIVE OFFICER'S RECOMMENDATION**

- The recommendation includes appropriation of \$142,528,765 with restricted revenue of \$141,126,726 (including \$13,102,368 in realignment revenue, a realignment transfer from Public Health of \$2,421,421 and a realignment transfer from Behavioral Health of \$674,282 all received directly in the Welfare Fund). The use of discretionary revenues by the department is \$1,402,039.
- The recommendation includes the use of one-time funds (as a result of the federal stimulus package) related to a temporary change (through December 2010) in the federal sharing ratio for Medi-Cal services. This will save the County approximately \$1.5 million in FY 2009-10.
- The recommendation does not make any additional staffing reductions. However the following 22 positions were eliminated mid-year in FY 2008-09:

January 27<sup>th</sup>, 2009 – 1 Account Clerk, Senior; 4 Office Specialist, Senior; 1 Supervisor Employment and Eligibility; 3 Employment and Eligibility Specialists; 4 Eligibility Specialists; 1 Social Worker, Senior; 3 Employment Case Managers and 1 Employment Case Manager, Senior.

March 3<sup>rd</sup>, 2009 – 1 Administrative Analyst and 1 Manager Support Services.

March 24<sup>th</sup>, 2009 – 1 Supervisor, Support Services and 1 Paralegal.

- The recommendation includes the purchase of Breeze software licenses totaling \$60,000.
- The recommendation merges the Department budget units 581 (Welfare SED-Foster Care) and 590 (Welfare General Relief) into budget unit 580 (Welfare Aids) at the request of the department.

BUDGET CODE 560001

UNIT TITLE - CHILDRENS TRUST FD AB2994

BUTTE COUNTY  
STATE OF CALIFORNIA  
BUDGET UNIT EXPENDITURE DETAIL  
SCHEDULE 9 2009-10

FUNCTION - 5 - CHILDRENS TRUST FD AB2994  
ACTIVITY -51 -  
FUND - 0010 COUNTY GENERAL FUND

ACCOUNT	TITLE	ACTUAL 2007-08	ADOPTED 2008-09	REQUESTED 2009-10	RECOMMENDED 2009-10	ADOPTED 2009-10
<b>EXPENDITURES</b>						
520	SERVICES & SUPPLIES	32,494	30,000	30,000	30,000	
<b>TOTAL EXPENDITURES</b>		<b>32,494</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>
<b>REVENUES</b>						
50200	FEDERAL REVENUES	31,513	6,667	6,667	6,667	
60000	CHARGES FOR SERVICES	3,561	23,333	23,333	23,333	
70000	MISCELLANEOUS REVENUES		-			
<b>TOTAL REVENUES</b>		<b>35,074</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>
<b>NET COUNTY COSTS/USE OF FUND BALANCE</b>		<b>(2,580)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

BUDGET CODE 560003

UNIT TITLE - WELFARE DOM VIOLENCE

BUTTE COUNTY  
STATE OF CALIFORNIA  
BUDGET UNIT EXPENDITURE DETAIL  
SCHEDULE 9 2009-10

FUNCTION - 5 - WELFARE DOM VIOLENCE  
ACTIVITY -51 -  
FUND - 0010 COUNTY GENERAL FUND

ACCOUNT	TITLE	ACTUAL 2007-08	ADOPTED 2008-09	REQUESTED 2009-10	RECOMMENDED 2009-10	ADOPTED 2009-10
<b>EXPENDITURES</b>						
520	SERVICES & SUPPLIES	30,000	30,000	30,000	30,000	
<b>TOTAL EXPENDITURES</b>		<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>
<b>REVENUES</b>						
20000	LICENSES AND PERMITS	35,554	30,000	30,000	30,000	
<b>TOTAL REVENUES</b>		<b>35,554</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>
<b>NET COUNTY COSTS/USE OF FUND BALANCE</b>		<b>(5,554)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

BUDGET CODE 570001

UNIT TITLE - WELFARE ADMINISTRATION

BUTTE COUNTY  
STATE OF CALIFORNIA  
BUDGET UNIT EXPENDITURE DETAIL  
SCHEDULE 9 2009-10

FUNCTION - 5 - WELFARE ADMINISTRATION  
ACTIVITY -51 -  
FUND - 0020 WELFARE DISB. FUND

ACCOUNT	TITLE	ACTUAL 2007-08	ADOPTED 2008-09	REQUESTED 2009-10	RECOMMENDED 2009-10	ADOPTED 2009-10
<b>EXPENDITURES</b>						
510	SALARIES & EMPLOYEE BENE	11,907,684	12,448,867	11,329,049	11,273,019	
520	SERVICES & SUPPLIES	5,723,626	6,245,447	4,325,268	4,412,983	
550	OTHER CHARGES	1,235,944	1,486,659	3,841,711	3,753,996	
560	FIXED ASSETS		-	60,000	60,000	-
TOTAL	DIRECT	18,867,254	20,180,973	19,556,028	19,499,998	-
570	OTHER FINANCING USES	(18,109,744)	(20,180,973)	(19,556,028)	(19,497,998)	
<b>TOTAL EXPENDITURES</b>		<b>757,510</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>-</b>
<b>REVENUES</b>						
60000	CHARGES FOR SERVICES	322	-	-	2,000	-
70000	MISCELLANEOUS REVENUES	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>322</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>-</b>
<b>NET COUNTY COSTS/USE OF FUND BALANCE</b>		<b>757,188</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

BUDGET CODE 570003

UNIT TITLE - WELFARE ELIGIBILITY

BUTTE COUNTY  
STATE OF CALIFORNIA  
BUDGET UNIT EXPENDITURE DETAIL  
SCHEDULE 9 2009-10

FUNCTION - 5 - WELFARE ELEGIBILITY  
ACTIVITY -51 -  
FUND - 0020 WELFARE DISB. FUND

ACCOUNT	TITLE	ACTUAL 2007-08	ADOPTED 2008-09	REQUESTED 2009-10	RECOMMENDED 2009-10	ADOPTED 2009-10
<b>EXPENDITURES</b>						
510	SALARIES & EMPLOYEE BENE	10,649,073	11,282,122	11,618,357	11,618,357	
520	SERVICES & SUPPLIES	51,317	52,078	52,078	52,078	
550	OTHER CHARGES	190,170	219,990	219,990	239,990	
<b>TOTAL</b>	<b>DIRECT</b>	<b>10,890,560</b>	<b>11,554,190</b>	<b>11,890,425</b>	<b>11,910,425</b>	<b>-</b>
570	OTHER FINANCING USES	1,776,566	3,471,015	3,180,711	3,180,711	
<b>TOTAL EXPENDITURES</b>		<b>12,667,126</b>	<b>15,025,205</b>	<b>15,071,136</b>	<b>15,091,136</b>	<b>-</b>
<b>REVENUES</b>						
50100	STATE REVENUES	10,466,673	10,809,054	11,038,384	11,038,384	
50200	FEDERAL REVENUES	2,454,882	3,015,356	3,093,649	3,093,649	
<b>TOTAL</b>	<b>GOVERNMENTAL REVENUES</b>	<b>12,921,555</b>	<b>13,824,410</b>	<b>14,132,033</b>	<b>14,132,033</b>	<b>-</b>
60000	CHARGES FOR SERVICES	-	50,000	52,950	52,950	
70000	MISCELLANEOUS REVENUES	101,214	187,088	187,088	187,088	
<b>TOTAL REVENUES</b>		<b>13,022,770</b>	<b>14,061,498</b>	<b>14,372,071</b>	<b>14,372,071</b>	<b>-</b>
<b>NET COUNTY COSTS/USE OF FUND BALANCE</b>		<b>(355,644)</b>	<b>963,707</b>	<b>699,065</b>	<b>719,065</b>	<b>-</b>

BUDGET CODE 570004

UNIT TITLE - WELFARE PROTECTIVE SERV.

BUTTE COUNTY  
STATE OF CALIFORNIA  
BUDGET UNIT EXPENDITURE DETAIL  
SCHEDULE 9 2009-10

FUNCTION - 5 - WELFARE PROTECTIVE SERV.  
ACTIVITY -51 -  
FUND - 0020 WELFARE DISB. FUND

ACCOUNT	TITLE	ACTUAL 2007-08	ADOPTED 2008-09	REQUESTED 2009-10	RECOMMENDED 2009-10	ADOPTED 2009-10
<b>EXPENDITURES</b>						
510	SALARIES & EMPLOYEE BENE	8,884,769	8,554,563	8,422,575	8,422,575	
520	SERVICES & SUPPLIES	1,405,025	2,050,077	2,224,978	2,225,543	
550	OTHER CHARGES	918,517	810,159	853,170	854,605	
<b>TOTAL</b>	<b>DIRECT</b>	<b>11,208,311</b>	<b>11,414,799</b>	<b>11,500,723</b>	<b>11,502,723</b>	<b>-</b>
570	OTHER FINANCING USES	6,059,521	6,694,410	6,473,192	6,471,192	
<b>TOTAL EXPENDITURES</b>		<b>17,267,832</b>	<b>18,109,209</b>	<b>17,973,915</b>	<b>17,973,915</b>	<b>-</b>
<b>REVENUES</b>						
50100	STATE REVENUES	9,640,619	9,110,168	9,471,055	9,471,055	
50200	FEDERAL REVENUES	5,718,820	6,507,341	6,096,953	6,096,953	
50300	OTHER INTERGOVT REVENUES	-	-	-	-	-
<b>TOTAL</b>	<b>GOVERNMENTAL REVENUES</b>	<b>15,359,439</b>	<b>15,617,509</b>	<b>15,568,008</b>	<b>15,568,008</b>	<b>-</b>
60000	CHARGES FOR SERVICES	423,222	380,784	376,102	376,102	
70000	MISCELLANEOUS REVENUES	51,670	50,000	68,174	68,174	
<b>TOTAL REVENUES</b>		<b>15,834,331</b>	<b>16,048,293</b>	<b>16,012,284</b>	<b>16,012,284</b>	<b>-</b>
<b>NET COUNTY COSTS/USE OF FUND BALANCE</b>		<b>1,433,501</b>	<b>2,060,916</b>	<b>1,961,631</b>	<b>1,961,631</b>	<b>-</b>

BUDGET CODE 570006

UNIT TITLE - WELFARE CALWORKS PROGRAM

BUTTE COUNTY  
STATE OF CALIFORNIA  
BUDGET UNIT EXPENDITURE DETAIL  
SCHEDULE 9 2009-10

FUNCTION - 5 - WELFARE CALWORKS PROGRAM  
ACTIVITY -51 -  
FUND - 0020 WELFARE DISB. FUND

ACCOUNT	TITLE	ACTUAL 2007-08	ADOPTED 2008-09	REQUESTED 2009-10	RECOMMENDED 2009-10	ADOPTED 2009-10
<b>EXPENDITURES</b>						
510	SALARIES & EMPLOYEE BENE	4,281,167	4,573,740	4,472,924	4,472,924	
520	SERVICES & SUPPLIES	3,560,166	2,845,122	2,772,246	2,772,246	
550	OTHER CHARGES	1,777,650	1,489,035	1,429,126	1,429,126	
TOTAL	DIRECT	9,618,983	8,907,897	8,674,296	8,674,296	-
570	OTHER FINANCING USES	9,922,328	9,346,810	9,351,615	9,351,615	
<b>TOTAL EXPENDITURES</b>		<b>19,541,311</b>	<b>18,254,707</b>	<b>18,025,911</b>	<b>18,025,911</b>	<b>-</b>
<b>REVENUES</b>						
50100	STATE REVENUES	2,299,588	1,130,675	1,052,337	1,052,337	
50200	FEDERAL REVENUES	16,488,384	16,625,958	16,584,945	16,584,945	
TOTAL	GOVERNMENTAL REVENUES	18,787,972	17,756,633	17,637,282	17,637,282	-
70000	MISCELLANEOUS REVENUES	2,379	-	-	-	-
<b>TOTAL REVENUES</b>		<b>18,790,351</b>	<b>17,756,633</b>	<b>17,637,282</b>	<b>17,637,282</b>	<b>-</b>
<b>NET COUNTY COSTS/USE OF FUND BALANCE</b>		<b>750,960</b>	<b>498,074</b>	<b>388,629</b>	<b>388,629</b>	<b>-</b>

BUDGET CODE 570008

UNIT TITLE - WELFARE PUBLIC GUARDIAN

BUTTE COUNTY  
STATE OF CALIFORNIA  
BUDGET UNIT EXPENDITURE DETAIL  
SCHEDULE 9 2009-10

FUNCTION - 5 - WELFARE PUBLIC GUARDIAN  
ACTIVITY -26 -  
FUND - 0020 WELFARE DISB. FUND

ACCOUNT	TITLE	ACTUAL 2007-08	ADOPTED 2008-09	REQUESTED 2009-10	RECOMMENDED 2009-10	ADOPTED 2009-10
<b>EXPENDITURES</b>						
510	SALARIES & EMPLOYEE BENE	403,581	435,620	441,776	441,776	
520	SERVICES & SUPPLIES	5,281	5,783	3,283	3,283	
550	OTHER CHARGES	57,918	59,500	90,180	90,180	
TOTAL	DIRECT	466,780	500,903	535,239	535,239	-
570	OTHER FINANCING USES	351,329	668,738	550,510	494,480	
<b>TOTAL EXPENDITURES</b>		<b>818,109</b>	<b>1,169,641</b>	<b>1,085,749</b>	<b>1,029,719</b>	<b>-</b>
<b>REVENUES</b>						
60000	CHARGES FOR SERVICES	255,286	272,629	306,916	306,916	
70000	MISCELLANEOUS REVENUES	-	-	-	-	
<b>TOTAL REVENUES</b>		<b>255,286</b>	<b>272,629</b>	<b>306,916</b>	<b>306,916</b>	<b>-</b>
<b>NET COUNTY COSTS/USE OF FUND BALANCE</b>		<b>562,823</b>	<b>897,012</b>	<b>778,833</b>	<b>722,803</b>	<b>-</b>

BUDGET CODE 580

UNIT TITLE - WELFARE AIDS

BUTTE COUNTY  
STATE OF CALIFORNIA  
BUDGET UNIT EXPENDITURE DETAIL  
SCHEDULE 9 2009-10

FUNCTION - 5 - WELFARE AIDS  
ACTIVITY -52 -  
FUND - 0020 WELFARE DISB. FUND

ACCOUNT	TITLE	ACTUAL 2007-08	ADOPTED 2008-09	REQUESTED 2009-10	RECOMMENDED 2009-10	ADOPTED 2009-10
<b>EXPENDITURES</b>						
550	OTHER CHARGES	81,288,893	87,177,896	90,406,084	90,406,084	
<b>TOTAL EXPENDITURES</b>		<b>81,288,893</b>	<b>87,177,896</b>	<b>90,406,084</b>	<b>90,406,084</b>	<b>-</b>
<b>REVENUES</b>						
50100	STATE REVENUES	24,673,575	26,890,834	27,228,278	28,813,278	
50200	FEDERAL REVENUES	42,749,175	46,580,909	46,885,824	46,885,824	
TOTAL	GOVERNMENTAL REVENUES	67,422,750	73,471,743	74,114,102	75,699,102	-
60000	CHARGES FOR SERVICES	210	-	-	-	-
70000	MISCELLANEOUS REVENUES	755,087	110,000	899,000	899,000	
<b>TOTAL REVENUES</b>		<b>68,178,047</b>	<b>73,581,743</b>	<b>75,013,102</b>	<b>76,598,102</b>	<b>-</b>
<b>NET COUNTY COSTS/USE OF FUND BALANCE</b>		<b>13,110,847</b>	<b>13,596,153</b>	<b>15,392,982</b>	<b>13,807,982</b>	<b>-</b>

BUDGET CODE 581

UNIT TITLE - WELFARE SED-FOSTER CARE

BUTTE COUNTY  
STATE OF CALIFORNIA  
BUDGET UNIT EXPENDITURE DETAIL  
SCHEDULE 9 2009-10

FUNCTION - 5 - WELFARE SED-FOSTER CARE  
ACTIVITY -52 -  
FUND - 0020 WELFARE DISB. FUND

ACCOUNT	TITLE	ACTUAL 2007-08	ADOPTED 2008-09	REQUESTED 2009-10	RECOMMENDED 2009-10	ADOPTED 2009-10
<b>EXPENDITURES</b>						
550	OTHER CHARGES	685,816	378,896	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>685,816</b>	<b>378,896</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUES</b>						
50100	STATE REVENUES	345,070	151,588	-	-	-
TOTAL	GOVERNMENTAL REVENUES	345,070	151,588	-	-	-
70000	MISCELLANEOUS REVENUES	10,406	-	-	-	-
<b>TOTAL REVENUES</b>		<b>355,476</b>	<b>151,588</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET COUNTY COSTS/USE OF FUND BALANCE</b>		<b>330,340</b>	<b>227,308</b>	<b>-</b>	<b>-</b>	<b>-</b>

BUDGET CODE 590

UNIT TITLE - WELFARE GENERAL RELIEF

BUTTE COUNTY  
STATE OF CALIFORNIA  
BUDGET UNIT EXPENDITURE DETAIL  
SCHEDULE 9 2009-10

FUNCTION - 5 - WELFARE GENERAL RELIEF  
ACTIVITY -52 -  
FUND - 0020 WELFARE DISB. FUND

ACCOUNT	TITLE	ACTUAL 2007-08	ADOPTED 2008-09	REQUESTED 2009-10	RECOMMENDED 2009-10	ADOPTED 2009-10
<b>EXPENDITURES</b>						
520	SERVICES & SUPPLIES	1,667	1,229,935	-	-	-
550	OTHER CHARGES	1,176,944	50,000	-	-	-
TOTAL	DIRECT	<u>1,178,611</u>	<u>1,279,935</u>	-	-	-
<b>TOTAL EXPENDITURES</b>		<u>1,178,611</u>	<u>1,279,935</u>	-	-	-
<b>REVENUES</b>						
70000	MISCELLANEOUS REVENUES	<u>382,065</u>	<u>451,661</u>	-	-	-
<b>TOTAL REVENUES</b>		<u>382,065</u>	<u>451,661</u>	-	-	-
<b>NET COUNTY COSTS/USE OF FUND BALANCE</b>		<u>796,546</u>	<u>828,274</u>	-	-	-