



L A S S E N C O U N T Y D E P A R T M E N T O F
CHILD SUPPORT

Kelley Cote
Director

2950 Riverside Dr., Ste. 104
Susanville, CA 96130
Desk: (530-251.2640)
Email: cote.kelley@lassen.cse.ca.gov

February 13, 2024

To: Gary Bridges, Chairman
Lassen County Board of Supervisors

From: Regina Richardson, Staff Services Analyst II
Department of Child Support Services

SUBJECT: Request for Board of Supervisors to approve the amendment of the FY 23/24 Child Support Services budget to include additional State funds of \$113,407 for increases to salary and benefits

Background:

Each LCSA (Local Child Support Agency) is required by State DCSS every September to complete and submit an FTE Survey to assist in determining the coming year's funding allocations. The survey includes the current year's actual salary and benefits data based on the month of August, the current year's expenses, and the next year's projected/estimated expenses. The anticipated changes may range from salary changes to increases in health benefits, retirement, taxes, or insurance. The LCSA must also provide documentation of the anticipated changes.

Lassen's projected and documented changes of regular annual salary increases and an increase in health insurance benefits were submitted to the State in early September. Review of these changes resulted in an allocation for FY 23/24 of \$1,087,000, a \$40,000 increase from FY 22/23.

Changes that resulted from the County budget committee and mid-year reallocations that occurred after the submission of the FTE survey resulted in an increase in salary benefits of 70% compared to the previous year's salary and benefits. (FY 22/23- \$664,234 to FY 23/24- \$948,010)



The budget committee and mid-year changes include:

1. **9/20/22 budget committee** - 10% salary increase county wide
2. **3/14/23 mid-year reallocation** - changes in salary range for Child Support Specialists I/II/III to maintain parity with Health and Social Services salary ranges and reclassification of Staff Services Analyst I to Staff Services Analyst II
3. **5/23/23 mid-year reallocation** - salary increase and job description change for Assistant Director of Child Support and reclassification of Senior Administrative Clerk III to Administrative Support Specialist III to maintain parity with Health and Social Services salary ranges
4. **Budget committee** - OPEB increased from \$713 per FTE to \$1880 per FTE due to a countywide under payment during the prior 3 years
5. **10/6/23 COWCAP** (Cost Allocation Plan) costs were provided by the State Controller at \$56,793, an increase of \$55,009 over the budgeted estimate.

Through State DCSS' mid-year reallocation process a request was made for additional funds in the amount of \$113,407, to cover the above-listed changes to salary and benefits approved after the FTE survey was submitted. The request for funds was approved 1/29/2024.

The remaining monthly funding advances for the year will be increased by \$9,451 beginning in March 2024 to reflect the adjustment to the fund allocation. These funds and approval are only for the 2023-2024 year and are to be used for salary, OPEB and COWCAP costs. Any part of the funds no longer needed or not fully expended prior to the end of the current State Fiscal Year, must be submitted/returned to the State as surplus funds before the next reallocation cycle to assist with other LCSAs in need.

Fiscal Impact:

The additional funds will be allocated to Fund 528/Budget Unit 0432 for the 23/24 FY.

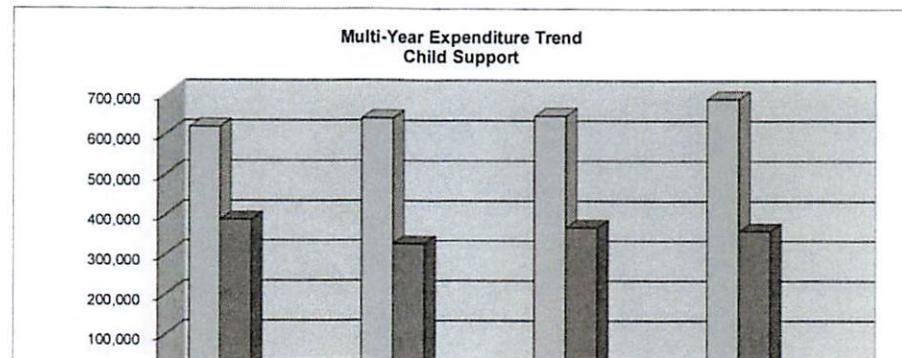
There is no fiscal impact to the County General Fund.

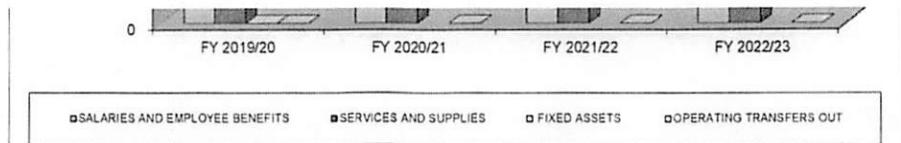
Action Requested:

- (1) Approve amendment to the Child Support Services 23/24 budget

and demand for
the survey

ACCOUNT	ACCOUNT-NAME	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
		ACTUAL	ACTUAL	FINAL BUDGET	REQUEST
FUND 528 CHILD SUPPORT					
BUDGET UNIT 432 CHILD SUPPORT					
3000100 SALARIES & WAGES	392,642	398,035	397,004	428,350	
3000105 CELL PHONE ALLOWANCE	621	600	600	600	
3000110 OVERTIME					
3000130 EXTRA HELP	7,646				
3000160 FURLough SAVINGS					
3000161 VACANCY SAVINGS					
3000200 RETIREMENT	37,254	37,957	35,373	38,166	
3000202 MEDICARE	5,880	5,818	5,757	6,211	
3000205 PERS UNFUNDED RETIREMENT LIABILITY	44,671	49,301	57,550	57,550	
3000210 SOCIAL SECURITY	25,143	24,875	24,614	26,558	
3000300 GROUP INSURANCE-HEALTH	28,901	18,845	24,372	28,152	
3000310 GROUP INSURANCE-CAFETERIA	49,240	55,726	55,968	58,068	
3000320 GROUP INSURANCE-DENTAL	3,530	3,200	3,210	3,210	
3000330 GROUP INSURANCE-LIFE	1,132	1,083	974	974	
3000340 GROUP INSURANCE-VISION	196				
3000400 WORKERS COMPENSATION INSURANCE	30,578	38,308	35,550	35,550	
3000401 WORKERS COMPCLAIM RMB					
3000501 OTHER POST EMPLOYMENT BENEFITS	12,750	5,776	4,991	4,991	
3000510 UNEMPLOYMENT INSURANCE					
3000520 OPEB LIABILITY - PAYBACK					
3000750 YE SALARIES & EMPLOYEE BENEFITS	(21871.00)				
PREPAID HEALTH					
SALARIES AND EMPLOYEE BENEFITS	618,313	639,524	645,963	688,380	
3001200 COMMUNICATIONS	3,865	2,934	1,500	6,074	
3001201 TELECOMMUNICATIONS					
3001400 HOUSEHOLD EXPENSES	469	498	0	1,900	
3001500 INSURANCE	11,945	5,992	6,550	6,550	
3001700 MAINTENANCE-EQUIPMENT	11,433	10,509	16,460	16,520	
3001701 MAINTENANCE-COUNTY VEHICLES	0		100		
3001702 MAINTENANCE-COMPUTER EQUIPMENT			0		
3001800 MAINTENANCE-BUILDINGS & IMPROVEMENTS			0		
3002000 MEMBERSHIPS	2,750	2,610	2,500	1,000	
3002200 OFFICE EXPENSE	26,797	18,261	7,000	10,000	
3002201 POSTAGE	15,000	7,000	1,000	1,000	
3002300 PROFESSIONAL & SPECIALIZED SERVICES	147,541	94,324	118,800	128,800	
3002302 IT - DIRECT BILL - ADMIN	4,000	14,188	4,500	10,750	
3002303 IT - DIRECT BILL - EDP	11,040	14,000	12,850	12,850	
3002316 BLOOD TESTS	102	740	500	500	
3002317 PROCESS SERVICE	6,974	8,198	15,000	10,000	
3002400 PUBLICATIONS & LEGAL NOTICES	981	191	500		
3002500 RENTS AND LEASES - EQUIPMENT	714	552	0		
3002600 RENTS AND LEASES - BUILDINGS	44,857	45,537	44,875	48,900	
3002701 NON-CAPITALIZED EQUIPMENT	1,278		0	16,439	
3002800 SPECIAL DEPARTMENTAL EXPENSE	4,670	5,690	41,361	4,670	
3002801 SPECIAL DEPT. EXP. A-87	66,137	85,635	86,000	55,000	
3002901 CONFERENCES AND TRAINING	27,467	10,000	8,750	28,419	
3003000 UTILITIES-WATER, SEWAGE, PROPANE					
3003010 UTILITIES-LIGHTS					
3005400 PRIOR YEAR EXPENSE					
SERVICES AND SUPPLIES	388,020	326,859	368,246	359,372	
3006200 EQUIPMENT					
3006260 EQUIPMENT NON CAPITALIZED					
FIXED ASSETS	-	-	-	-	
300700 OPERATING TRANSFERS OUT					
OPERATING TRANSFERS OUT	-	-	-	-	
CHILD SUPPORT	1,006,333	966,383	1,014,209	1,047,752	
FTEs	10.00	8.00	7.00	7.00	





PERSONNEL



SERVICES

TO: ALL COUNTY EMPLOYEES

SUBJECT: HEALTH, DENTAL, AND VISION INSURANCE OPEN ENROLLMENT

DATE: SEPTEMBER 13, 2022

Dear County Employees:

The Open Enrollment period for PERS GOLD, PERS PLATINUM, BLUE SHEILD EPO OF CA, PORAC, Delta Dental, and VSP (vision insurance) is from September 16, 2022 to October 14, 2022. During Open Enrollment, you can add health, dental, and vision coverage, add a dependent to this coverage, and change from any of the health plans to another. The effective date for this enrollment period will be January 1, 2023.

The below premium increases will be effective as of January 1, 2023. Because we pay our premiums one month in advance, the new premiums will be deducted as of the December 7, 2022 payday.

	Old Premiums		New Premiums
PERS GOLD	employee only \$ 701.23		PERS GOLD \$ 825.61
PERS GOLD	employee + one \$1402.46		PERS GOLD \$1651.22
PERS GOLD	family \$1823.20		PERS GOLD \$2146.59
PERS PLATINUM	employee only \$1057.01		PERS PLATINUM \$1200.12
PERS PLATINUM	employee + one \$2114.02		PERS PLATINUM \$2400.24
PERS PLATINUM	family \$2748.23		PERS PLATINUM \$3120.31
BLUE SHIELD EPO	employee only \$1116.01		BLUE SHIELD EPO \$1035.21
BLUE SHIELD EPO	employee + one \$2232.02		BLUE SHIELD EPO \$2070.42
BLUE SHIELD EPO	family \$2901.63		BLUE SHIELD EPO \$2691.55
<i><u>Sheriff Department only</u></i>			
PORAC	employee only \$ 799.00		PORAC \$ 825.00
PORAC	employee + one \$1725.00		PORAC \$1875.00
PORAC	family \$2219.00		PORAC \$2300.00

Delta Dental and VSP (vision) premiums will remain the same.

If you are considering the PERS GOLD health plan, be sure to confirm that all of the physicians/medical facilities that you and your family members seek medical care from are preferred providers and in the PERS GOLD Network, this is your responsibility. The deductible for the PERS GOLD plan is \$1000.00.

For more information, please give me a call at 251-8349.

Belinda Rahm
Personnel Assistant

POS NO.	NAME	POSITION TITLE	Review Date	BU	RG	CODE	STEP	MO	NEW STEP	MO	COST OF NEW STEP	LGV	FTE	1st MON SAL	2nd MON SAL	YRLY SAL	RETIREMENT 3000100	PERS PLAN NO.	SOC SEC 3000210	MEDI-CARE 3000202	HLTH PLAN NO.	INSURANCE				OPEB-Health 3000501	OTHER	TOTAL S&B	
																					HLTH 3000300	FLEX 3000310	DNTL 3000320	LIFE 3000330					
528		CHILD SUPPORT																											
432		CHILD SUPPORT																											
9065	Cote, Kelley	Director of Child Support Services		CH	33	DH33	F	6	G	6	2,401	0.150	1.00	8,892	9,292	125,466	11,179	1	7,779	1,819	14	4,236	8,964	330	139	713	600	161,225	
New	Sullivan, Christina	Asst Director of Child Support Svcs		MM	26	MM26	C	2	D	10	2,648	0.025	1.00	5,501	5,765	70,373	6,270	5	4,363	1,020	4	3,636	8,184	480	139	713	65,179		
9069	Richardson, Regina	Administrative Manager		MM	22	MM22	A	10	B	2	395	0.050	1.00	4,157	4,354	52,789	4,703	1	3,273	765	1	3,636	8,184	480	139	713	74,683		
9771	VACANT	Senior Child Support Svrcs Officer III		UPEC	19	UPEC19	A	6	B	6	0	0.000	0.00	3,801	3,980	0	0	5	0	0	3	0	0	0	0	0	0		
9070	Johnson, Aurora	CSS III		UPEC	17	UPEC17	A	6	B	6	976	0.000	1.00	3,458	3,630	42,588	3,795	5	2,640	618	3	5,736	8,184	480	139	713	64,892		
2130	Medina, Angela	Senior Child Support Svrcs Officer III		UPEC	19	UPEC19	C	10	D	2	395	0.000	1.00	4,169	4,366	50,419	4,492	5	3,126	731	1	3,636	8,184	480	139	713	71,920		
9072	Fletcher, Jami	Senior Child Support Svrcs Officer III		UPEC	19	UPEC19	C	10	D	2	395	0.000	1.00	4,169	4,366	50,419	4,492	5	3,126	731	1	3,636	8,184	480	139	713	71,921		
9075	David, Cyndi	Administrative Support Specialist VII		UPEC	13	UPEC13	B	12	B	0	0	0.000	1.00	3,025	3,025	36,297	3,234	5	2,250	526	1	3,636	8,184	480	139	713	55,460		
TOTAL											7,00	70,592	73,767	428,350	38,166	26,558	6,211		28,152	68,068	1,210	974	4,991		595,282				

Richardson, Regina@Lassen

From: Younger, Jennifer@DCSS
Sent: Monday, January 29, 2024 7:34 AM
To: Cote, Kelley@Lassen
Cc: Briggs, Irene@DCSS; Chen, Nan@DCSS; Ramirez, Alexis@DCSS; Hernandez, Carissa@DCSS; Maxwell, Linda@DCSS; Banks, Munkhsoyol@DCSS; Richardson, Regina@Lassen; Sanchez, Jonathan@DCSS
Subject: 2023-24 1st Budget Reallocation Update – Lassen

Good morning, Kelley,

Thank you for your participation in the State Fiscal Year (SFY) 2023-24 1st Budget Reallocation cycle process. Your request of \$113,407 for salary, Retirement – OPEB, and COWCAP increase in current year has been approved. Your remaining monthly advances will each be increased by approximately **\$9,451** (1/12 of \$113,407) beginning with your **March 2024** advance to reflect the adjustment to your allocation.

An approval comment has been entered in BECA to record your reallocation approval within the system. A data export of your approved request will be sent in a separate email.

As a reminder, this approval is for SFY 2023-24, and funds are to be used only for the items identified above. If it is determined that any part of these funds is no longer needed or will not be fully expended prior to the end of the current SFY, the funds must be submitted as surplus funds before the next reallocation cycle to assist other LCSAs.

If you have any questions, please feel free to contact me or your LCSA Fiscal Administrative Analyst.

Thank you,

Jennifer Younger
Budget Officer
Financial Services Branch
California Child Support Services
Work: 916.464.5177

CALIFORNIA
CHILD SUPPORT SERVICES



FISCAL YEAR 2023-2024 AMENDED
Summary

Fund: 528
Department : CHILD SUPPORT
Budget Unit Name: CHILD SUPPORT
Budget Unit Number: 432

Account Name	FY 2022/23 Budgeted	FY 2023/24 AMENDED	Expansion/ (Reduction)
Total FTE Employees	7.00	7.00	0.00
Salaries & Benefits	\$ 664,234	\$ 948,010	283,775
Services & Supplies	\$ 383,517	\$ 253,167	(130,350)
Transfers out	\$ -	\$ -	0
Capital Outlay	\$ -	\$ -	0
TOTAL BUDGET REQUEST	\$ 1,047,752	\$ 1,201,177	153,425
Revenues Available	\$ 1,047,752	\$ 1,201,177	153,425
Fund Balance (if applicable)			
TOTAL REVENUES AVAILABLE	\$ 1,047,752	\$ 1,201,177	153,425
NET GENERAL FUND REQUIRED	\$ (0)	\$ (0)	0

Department Head Signature _____

Date: _____

REVENUES

Budget Unit: CHILD SUPPORT

Fund: 528

Budget Unit # 0432

Account	Account Name	Description	FY 2020/21 ACTUAL	FY 2021/22 ACTUAL	FY 2022/23 FINAL BUDGET	FY 2023/24 REQUEST
2006200	STATE-OTHER	Additional - salary/retirement (OPEB & COWCAP)				113,407
2006210	STATE FUNDING		349,362	340,462	351,867	365,473
2007210	FEDERAL FUNDING		575,462	660,897	683,035	709,447
2011200	MISCELLANEOUS					
2003000	INTEREST		3,386			
2003212	RENTS & LEASES					
2006200	OTHER-STATE		9,267			
2012400	OTHER-TRUST REVENUE					
2011210	PRIOR YEAR REVENUE					
2010602	BLOOD TEST RECOVERY					
2007210	ADMIN/IRS FEES REIMB.					
2006210	STATE FUNDING EDP M&O					
2007210	FEDERAL FUNDING EDP M&O		12,850	12,850	12,850	
TOTALS			937,477	1,014,209	1,047,752	1,201,177

ACCOUNT	ACCOUNT-NAME	FY 2021/22	FY 2022/23	FY 2023/24
		ACTUAL	FINAL BUDGET	AMENDED REQUEST
FUND 528	CHILD SUPPORT			
BUDGET UNIT 432	CHILD SUPPORT			
3000100	SALARIES & WAGES	380,076	398,350	663,135
3000105	CELL PHONE ALLOWANCE	600	600	600
3000110	OVERTIME	114	-	
3000130	EXTRA HELP			
3000160	FURLOUGH SAVINGS			
3000161	VACANCY SAVINGS			
3000200	RETIREMENT	34,895	38,166	45,170
3000202	MEDICARE	5,382	6,211	6,902
3000205	PERS UNFUNDED RETIREMENT LIABILITY	57,550	79,070	77,229
3000210	SOCIAL SECURITY	23,014	26,558	29,510
3000300	GROUP INSURANCE-HEALTH	16,814	28,152	29,160
3000310	GROUP INSURANCE-CAFETERIA	48,345	58,068	59,076
3000320	GROUP INSURANCE-DENTAL	2,920	3,210	3,210
3000330	GROUP INSURANCE-LIFE	940	974	974
3000340	GROUP INSURANCE-VISION			
3000400	WORKERS COMPENSATION INSURANCE	24,008	19,884	19,884
3000401	WORKERS COMPCLAIM RMB			
3000501	OTHER POST EMPLOYMENT BENEFITS	4,991	4,991	13,160
3000510	UNEMPLOYMENT INSURANCE			
3000520	OPEB LIABILITY - PAYBACK			
3000750	YE SALARIES & EMPLOYEE BENEFITS	2534.96		
	PREPAID HEALTH			
	SALARIES AND EMPLOYEE BENEFITS	602,183	664,234	948,010
3001200	COMMUNICATIONS	5,898	7,874	5,400
3001201	TELECOMMUNICATIONS			
3001400	HOUSEHOLD EXPENSES	455	1,900	4,500
3001500	INSURANCE	5,802	5,319	5,319
3001700	MAINTENANCE-EQUIPMENT	8,808	16,520	9,000
3001701	MAINTENANCE-COUNTY VEHICLES	0		
3001702	MAINTENANCE-COMPUTER EQUIPMENT	0		
3001800	MAINTENANCE-BUILDINGS & IMPROVEMENT	0		
3002000	MEMBERSHIPS	1,553	1,000	400
3002200	OFFICE EXPENSE	23,264	30,000	5,229
3002201	POSTAGE	0	1,000	0
3002300	PROFESSIONAL & SPECIALIZED SERVICES	123,058	117,000	75,532
3002302	IT - DIRECT BILL - ADMIN	5,750	10,750	9,250
3002303	IT - DIRECT BILL - EDP	1,444	12,850	7,000
3002316	BLOOD TESTS	680	500	300
3002317	PROCESS SERVICE	5,951	10,000	5,187
3002400	PUBLICATIONS & LEGAL NOTICES	729		
3002500	RENTS AND LEASES - EQUIPMENT	1,071	357	357
3002600	RENTS AND LEASES - BUILDINGS	40,194	48,900	48,900
3002701	NON-CAPITALIZED EQUIPMENT	0	51,205	0
3002800	SPECIAL DEPARTMENTAL EXPENSE	4,262	13,652	0
3002801	SPECIAL DEPT. EXP. A-87	53,215	3,569	56,793
3002901	CONFERENCES AND TRAINING	32,730	51,121	20,000
3003000	UTILITIES-WATER, SEWAGE, PROPANE			
3003010	UTILITIES-LIGHTS			
3005400	PRIOR YEAR EXPENSE			
	SERVICES AND SUPPLIES	314,863	383,517	253,167

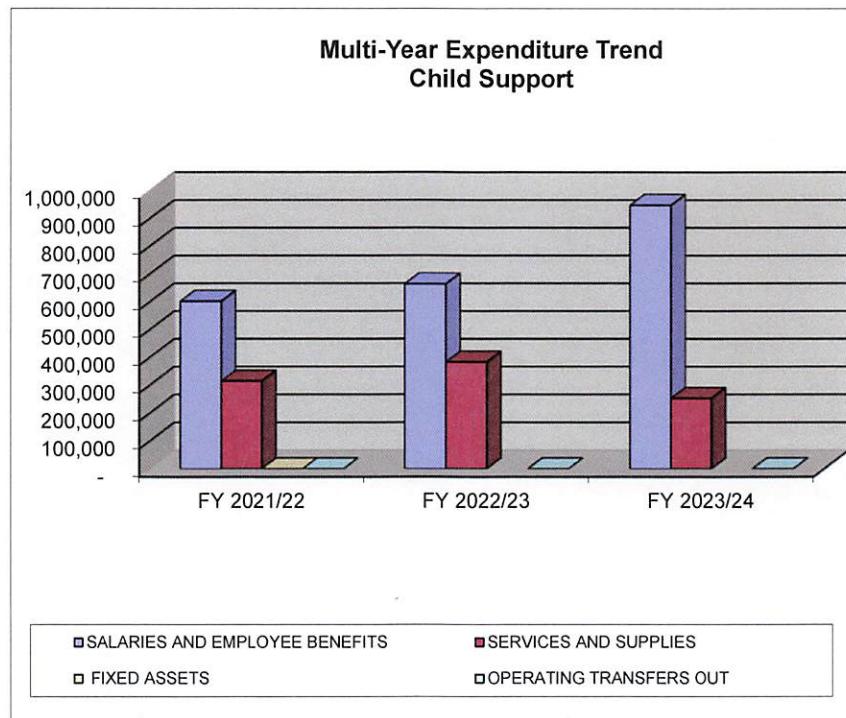
3006200 EQUIPMENT
3006260 EQUIPMENT NON CAPITALIZED

FIXED ASSETS

300700 OPERATING TRANSFERS OUT

OPERATING TRANSFERS OUT

CHILD SUPPORT	917,047	1,047,752	1,201,177
FTEs	7.00	7.00	7.00



POS NO.	NAME	POSITION TITLE	Review Date	BU	RG	CODE	STEP	MO	NEW STEP	MO	COST OF NEW STEP	LGV	FTE	1st MON SAL 3000100	2nd MON SAL	YRLY SAL 3000200	RETIREMENT 3000200	PERS PLAN NO. 3000210	SOC SEC 3000210	MEDI-CARE 3000202	HLTH PLAN NO.	INSURANCE				OPEB-Health 3000501	OTHER	TOTAL S&B						
																					HLTH 3000300	FLEX 3000310	DNTL 3000320	LIFE 3000330										
528 432	CHILD SUPPORT CHILD SUPPORT																																	
9065	Cote, Kelley	Director of Child Support Services		DH	33	DH33	F	12	G	0	0	0.150	1.00	9,871	10,315	136,214	12,927	1	8,445	1,975	14	4,380	9,108	330	139	1,880	600	175,398						
New	Sullivan, Christina	Asst Director of Child Support Svcs		MM	27	MM27	C	4	D	8	2,428	0.025	1.00	6,294	6,598	79,911	7,584	5	4,954	1,159	4	3,780	8,328	480	139	1,880	108,214							
9069	Richardson, Regina	Staff Services Analyst II		MM	22	MM22	A	9	B	3	647	0.050	1.00	4,538	4,754	57,858	5,491	1	3,587	839	1	3,780	8,328	480	139	1,880	82,382							
9071	VACANT	CSS III		UPEC	16	UPEC16	A	6	B	6	0	0.000	0.00	3,677	3,849	0	0	5	0	0	3	0	0	0	0	0	0	0						
9070	Johnson, Aurora	CSS III		UPEC	16	UPEC16	A	10	B	2	344	0.000	1.00	3,677	3,849	44,474	4,221	5	2,757	645	3	5,680	8,328	480	139	1,880	68,804							
2130	Medina, Angela	CSS III		UPEC	18	UPEC18	C	10	D	2	418	0.000	1.00	4,419	4,628	53,441	5,072	5	3,313	775	1	3,780	8,328	480	139	1,880	77,208							
9072	Fletcher, Jami	CSS III		UPEC	18	UPEC18	C	10	D	2	418	0.000	1.00	4,419	4,628	53,441	5,072	5	3,313	775	1	3,780	8,328	480	139	1,880	77,208							
9075	David, Cyndi	Administrative Support Specialist III		UPEC	18	UPEC18	B	12	B	0	0	0.000	1.00	4,220	4,220	50,634	4,805	5	3,139	734	1	3,780	8,328	480	139	1,880	73,920							
TOTAL																					7.00	77,873	81,332	475,972	45,170	29,510	6,902	29,160	59,076	3,210	974	13,160	600	663,135