

Individual State Agency Fiscal Note

Bill Number: 5493 SB	Title: DSHS board of advisors	Agency: 300-Department of Social and Health Services
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Part I: Estimates

☐ No Fiscal Impact

Estimated Cash Receipts to:

ACCOUNT	FY 2020	FY 2021	2019-21	2021-23	2023-25
General Fund-Federal 001-2	247,000	247,000	494,000	494,000	494,000
Total \$	247,000	247,000	494,000	494,000	494,000

Estimated Expenditures from:

	FY 2020	FY 2021	2019-21	2021-23	2023-25
FTE Staff Years	5.8	5.8	5.8	5.8	5.8
Account					
General Fund-State 001-1	669,000	669,000	1,338,000	1,338,000	1,338,000
General Fund-Federal 001-2	247,000	247,000	494,000	494,000	494,000
Total \$	916,000	916,000	1,832,000	1,832,000	1,832,000

Estimated Capital Budget Impact:

NONE

The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.

Check applicable boxes and follow corresponding instructions:

- ☒ If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- ☐ If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- ☐ Capital budget impact, complete Part IV.
- ☐ Requires new rule making, complete Part V.

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Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Briefly describe by section number, the significant provisions of the bill, and any related workload or policy assumptions, that have revenue or expenditure impact on the responding agency.

This bill creates a board of advisors and requires that a Department of Social and Health Services (DSHS) Economic Services Administration (ESA) Regional Administrator (RA) and a Community Services Office (CSO) administrator attend monthly meetings for ESA's 54 CSOs. The bill also requires DSHS to staff scheduling, coordination, presentations, questions (including those from legislators), and data requests.

II. B - Cash receipts Impact

Briefly describe and quantify the cash receipts impact of the legislation on the responding agency, identifying the cash receipts provisions by section number and when appropriate the detail of the revenue sources. Briefly describe the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explain how workload assumptions translate into estimates. Distinguish between one time and ongoing functions.

On average, DSHS Economic Services Administration earns a 27 percent federal match for CSO operations and support based on its current cost allocation plan. If this bill is implemented, DSHS expects an increase in federal receipts of \$247,000 in Fiscal Year (FY) 2020 and every year thereafter.

II. C - Expenditures

Briefly describe the agency expenditures necessary to implement this legislation (or savings resulting from this legislation), identifying by section number the provisions of the legislation that result in the expenditures (or savings). Briefly describe the factual basis of the assumptions and the method by which the expenditure impact is derived. Explain how workload assumptions translate into cost estimates. Distinguish between one time and ongoing functions.

1. Implementation date

DSHS assumes a July 1, 2019 implementation date.

2. Costs of attending monthly meetings at CSOs

DSHS assumes each monthly meeting will take four hours, including time for preparation as well as review and implementation of suggestions received. Given that DSHS operates 54 CSOs, the following calculation demonstrates the required staff time for CSO Administrators:

• $54 \text{ CSOs} \times 4 \text{ hours per month} \times 12 \text{ months} \div 1560 \text{ productive work hours per FTE} = 1.7 \text{ FTE}$

DSHS assumes RAs will have greater travel time and costs, including overnight stays. Furthermore, since up to 19 meetings for each RA take place every month out of 21.74 average working days available per month, this bill fully tasks each RA to attend these meetings. Thus, DSHS will require 3.0 FTE - WMS Band 3 deputy RA to manage the day-to-day business of each region.

The combined cost of increased travel and staffing costs is \$762,000 (\$542,000 GF-State) in FY 2020 and every year thereafter.

3. Costs of coordinating monthly meetings and staffing board requests

To schedule meetings, coordinate responses, and facilitate communication for 54 meetings per month, DSHS requires 0.5 FTE - WMS Band 1 program manager. To respond to data requests and prepare presentations on trends and local data, DSHS requires 0.6 FTE - IT Specialist (ITS) 5 in FY 2020 and every year thereafter.

These costs amount to \$154,000 (\$127,000 GF-State) in FY 2020 and every year thereafter.

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

Account	Account Title	Type	FY 2020	FY 2021	2019-21	2021-23	2023-25
001-1	General Fund	State	669,000	669,000	1,338,000	1,338,000	1,338,000
001-2	General Fund	State	247,000	247,000	494,000	494,000	494,000
Total \$			916,000	916,000	1,832,000	1,832,000	1,832,000

III. B - Expenditures by Object Or Purpose

	FY 2020	FY 2021	2019-21	2021-23	2023-25
FTE Staff Years	5.8	5.8	5.8	5.8	5.8
A-Salaries and Wages	643,000	643,000	1,286,000	1,286,000	1,286,000
B-Employee Benefits	217,000	217,000	434,000	434,000	434,000
C-Professional Service Contracts					
E-Goods and Other Services	37,000	37,000	74,000	74,000	74,000
G-Travel	11,000	11,000	22,000	22,000	22,000
J-Capital Outlays					
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service	2,000	2,000	4,000	4,000	4,000
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements	6,000	6,000	12,000	12,000	12,000
9-					
Total \$	916,000	916,000	1,832,000	1,832,000	1,832,000

III. C - Operating FTE Detail: *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA*

Job Classification	Salary	FY 2020	FY 2021	2019-21	2021-23	2023-25
IT Specialist 5	89,964	0.6	0.6	0.6	0.6	0.6
WMS Band 1	90,720	0.5	0.5	0.5	0.5	0.5
WMS Band 2	107,760	1.7	1.7	1.7	1.7	1.7
WMS Band 3	121,380	3.0	3.0	3.0	3.0	3.0
Total FTEs		5.8	5.8	5.8	5.8	5.8

III. D - Expenditures By Program (optional)

Program	FY 2020	FY 2021	2019-21	2021-23	2023-25
Economic Services Administration (060)	916,000	916,000	1,832,000	1,832,000	1,832,000
Total \$	916,000	916,000	1,832,000	1,832,000	1,832,000

Part IV: Capital Budget Impact

N/A

Part V: New Rule Making Required

Identify provisions of the measure that require the agency to adopt new administrative rules or repeal/revise existing rules.

N/A