

MEMORANDUM

November 10, 2009

TO: Health and Human Services Committee

FROM: Linda McMillan, Senior Legislative Analyst *YME*

SUBJECT: **FY10 Savings Plan**

At this session, the Committee is to review elements of the Executive's recommended FY10 Savings Plan that are under its jurisdiction. See © 1-7 for the Executive's October 23, 2009, transmittal memo and background information. The Council is scheduled to consider the recommendations on the Savings Plan from all six Committees on November 17.

As noted below, the appropriate Council analysts have reviewed the recommended savings, which are outlined on the attached pages from the Executive's transmittal memo. For many budgets the recommended savings are relatively straightforward.

Approve as Submitted

Council staff reviewed the Executive's recommended FY10 Savings Plan for the following budgets and recommends approval as submitted. Most of the proposed reductions should have small service impacts, if any, and should be manageable for the affected departments. Council staff has asked questions on a few items where there is either a larger impact or where the actual impact is still not clear. However, staff is not recommending against these parts of the FY10 Savings Plan at this time.

Budget	© #	CE Rec. Reduction	Analyst
Commission for Women	3	\$26,950	Vivian Yao
Health and Human Services	4-5	\$971,550	Linda McMillan
Office of Human Rights	6	\$48,620	Vivian Yao
Public Libraries	7	\$1,595,310	Essie McGuire

Discussion Items

Council staff questions and comments are provided on the following pages. Responses from the Executive branch are provided following the question.

Commission for Women

Council staff did not forward any questions regarding the four proposed reductions for the Commission for Women (\$26,950 total) and recommends the Committee concur with the Executive.

Department of Health and Human Services

Item S6 Decrease Cost: MCPS Alternative Education Contract in Children Youth and Family Services -\$21,250

Please provide additional detail on the schools where services will be reduced, the number of children anticipated to be impacted, and the specific service reductions. Please note whether the impacted school is a Title 1 school and therefore eligible to access the ARRA funds received by MCPS.

The comments note that the \$21,250 reduction is a “small portion of the total funding for these MCPS services.” What is the total amount of funding provided?

Response: The services are provided at the Alternative Programs Units at Fleet Street, Glenmont, and Hadley Farms. The funds are used toward a yearly contract with a non-profit provider for mental health support services for students and consultation with teachers. According to MCPS, this reduction may lead to a change in the contract, with the possibility of reducing the position from 1.0 to 0.9 or 0.8. It is not clear that this would result in a reduction in the number of children served, but it is possible that 11 to 20 children may not receive service. While these schools are not Title I schools, MCPS has been awarded additional ARRA funds that should help offset this reduction within their overall budget.

The HHS contract with MCPS is for a total of \$185,000. This amount is composed of two separate programs. The FY10 Savings Plan reduction will reduce the contract funding for the Alternative Education Schools (\$120,000). However, this contract is not MCPS’ only source of funding for the Alternative Education Schools. The second portion (\$65,000) goes towards the salary of one MCPS therapist that provides direct clinical support, classroom observation/teacher consultation and clinical case management for two Seriously Emotionally Disturbed (SED) cluster classrooms. This program is not part of the FY10 Savings Plan reduction.

Council staff comments: Council staff is still not clear from this response whether there will really be a reduction in service to 11 to 20 children. However, Council staff emphasizes that the three schools are not Title I schools and therefore no Title I money can fill this gap. The other ARRA money awarded to MCPS is tied to IDEA and so it is unclear what other funds might be available.

Item S 7 Decrease Miscellaneous Operating Expenses in Children, Youth, and Families -\$31,150

There is a \$31,150 reduction in Miscellaneous Operating Expenses in Children, Youth, and Families. What service reductions are expected as a result of these cuts? How were the various reductions determined?

Response: No service reductions are expected. This total includes some printing and other miscellaneous operating reductions. Each program within the service area contributed to the Savings Plan reduction.

Council staff comments: none

Item S10 Decrease Cost: Contractual Expenses for Dental Program based on Historical Spending -\$48,000

Given the high demand for dental services and the unmet need among those without dental insurance, why is this program not being fully expended? Was any consideration given to shifting these funds to another dental program, such as the dental program in Montgomery Cares, or to seek a community partner that might be able to serve additional clients?

Response: These funds have not been fully expended because the program is in need of additional administrative support staff position to help manage this complex program of services delivered through six dental clinics located throughout the County. The Dental Program's plan is to acquire additional administrative staff with some of the operating funds (which would be moved to personnel) to help manage this complex program of services delivered through six dental clinics located throughout the County. Under the current dental administrative structure, the County Dental Program is managed by a Manager III, with program support provided by two OSCs (one is currently in the recruitment process) and three support and clerical positions, to oversee a \$2.3 million budget and provide direct oral health services for a variety of target populations: approximately 2,500 children, 800 maternity clients, 1,440 adults, 700 elderly in clinics and community facilities, and prevention education services for MCPS school based health center populations annually.

The Dental Program contracts with 14 dental professionals, via 11 contracts, to provide dental operations in 6 regional County dental clinics, as well as off-site dental services in a variety of community settings, such as schools and nursing homes. County Dental Program clerical support is provided at several of those clinic sites. However, due to the hiring freeze, and difficulty in creating new administrative positions, some of the dental funds have not been fully expended.

Shifting funds to another dental program was not considered because the program intends to use some of the surplus funds to acquire administrative support positions. The department believes that once the program has sufficient infrastructure positions, the program will be able to fully expend its operating dollars.

The County Dental program is already working in full partnership with Montgomery Cares Program at their Montgomery Cares Metropolitan Court, Gaithersburg dental clinic site by

providing full administrative support and dental assistants as the only support the Montgomery Cares contractual dentists and hygienists. We already contract with multiple dentists and hygienists in the community.

Council staff comments: The Committee has discussed the tremendous need for dental services for the uninsured and underinsured and so Council staff still questions why these resources could not have been used during the year. Council staff is also not clear about the meaning of the comment that some of the surplus funds are going to be used to acquire administrative support positions. Is the projected surplus more than \$48,000? Will the positions noted in the response be filled in FY10?

Office of Human Rights

Item S1 Decrease Cost: Lapse Vacant Manager and Investigator III Positions -\$48,620

Because the Office of Human Rights lost 3 out of 9 investigator positions in FY09, HHS Committee members requested status updates to monitor trends related to the Department's resolution of discrimination cases. Please provide responses to the following questions related to the Department's caseload and case resolution process:

What is the current caseload for the Department? What has been the average time required to resolve its inventory of cases in FY10? What is the longest time that a case has been on the Department's inventory in FY10? How many cases have been resolved in the first four months of FY10?

Response: There are approximately 250 cases open that have been distributed among five Investigators. This does not include those complaints processed through Intake that do not result in an open case, but do require work hours of Investigators. That amounts to 50 more complaints that do not become cases under investigation. Those 50 rejected complaints represent 20% of the work that comes into the office. Between July and November of 2009, the office received 71 new cases. The average time to complete an investigation is between 9 and 12 months with the exception of the more complex cases or those involving delays due to extensions granted, etc. That amounts to no more than 2 cases in each Investigator's workload that falls outside of the 9-12 month completion timeframe. There is one case that lapsed into FY10, which is 4 years old (the Investigator of this case indicates that this will result in a cause finding and his investigation will be concluded no later than 11/9/09). The next oldest case also lapsed into FY10, which is 18 months old (the Investigator of this case estimates the investigation will be completed towards the end of November 2009). Through the first four months of FY10 the office has either resolved or closed 52 cases. As stated above, there were approximately 20% more complaints that were reviewed and considered by the Compliance Division which did not result in becoming open cases. Upon review of those complaints, the division rejected them for various reasons. Through the first quarter of this fiscal year, the office received 100 new complaints with 71 becoming actual cases under investigation.

Council staff comments: The Executive recommends the \$48,620 in savings for the Office of Human Rights attributable to the lapse in filling vacant Manager and Investigator III positions. The Department will lapse the Investigator III position through December.

Investigations are a core function of the Department, and the Committee has been concerned about the Department's ability to dispose of its investigations in a timely fashion. With the recent reductions and vacancies to investigators, the Department currently has 5 investigators, down from 9 in FY09, and the caseload and backlog for the Department appears to be growing.

The Department reports that there are approximately 250 open cases compared to 161 cases as of October 1, 2008. Between July and November 2009, the office received 71 new cases but closed only 52 cases. Approximately 10 cases are older than 12 months. Moreover, the Department reports that one case that lapsed into FY10 was 4 years old contrary to information provided in budget that no case was older than 24 months.

Council staff concurs with the Executive recommendation to take \$48,620 in savings by lapsing the two positions. The savings resulting from the Investigator III vacancy has in large part been achieved, and it is not likely that the position could be filled before the end of the year. However, the Committee should encourage filling this vacancy with due speed if it is interested in keeping caseload and backlog from increasing. If further savings are required in the future, other areas of the Department's budget should be explored including training expenses and dues/memberships instead of leaving investigation positions unfilled.

Public Libraries

The Executive recommends a total of \$1,595,310 in reductions for the Department of Public Libraries, or 4.2 percent below the FY10 approved budget.

Ref. No.	Reduction	Amount
S1	Reduce Library Materials	-\$1,350,000
S2	Increase Lapse	-\$90,000
S3	Reduce 6 days Sunday Service at Gaithersburg during construction closure	-\$18,570
S4	Decrease cost for Gaithersburg supplies during construction closure	-\$1,550
S5	Reduce General Supplies	-\$14,400
S6	Decrease cost of printing, paper, and mail	-\$35,000
S7	Decrease cost of book processing	-\$65,000
S8	Decrease cost for training	-\$20,000

Council staff comments: Council staff did not forward any questions to the Office of Management and Budget regarding these reductions but notes that the reduction in materials will leave a total FY10 materials budget of \$4,162,630. The libraries have taken materials reductions in the last two budget years and the FY09 savings plan, as the HHS Committee discussed during FY10 budget worksessions. The resulting FY10 materials budget would be the lowest in the past ten years. However, Council staff would view materials reductions as preferable to the alternatives of reducing staff levels or affecting branch services and hours.

BUD. FIN &
ECON DEV



LL has
CC
BSM

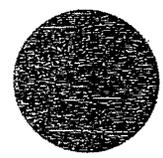
052125

OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Isiah Leggett
County Executive

MEMORANDUM

October 28, 2009



RECEIVED
MONTGOMERY COUNTY
COUNCIL
2009 OCT 28 PM 2:18

TO: Phil Andrews, President
County Council

FROM: Isiah Leggett, County Executive

SUBJECT: FY10 Savings Plan

Attached please find my Recommended FY10 Savings Plan for Montgomery County Government, as well as the other tax supported County Agencies. The attached plan identifies savings of nearly \$30 million from the current year that will be applied to close the projected gap of nearly \$370 million in FY11. We have worked to identify savings that minimize the impact upon direct services, especially to public safety and our most vulnerable residents. However, service reductions are unavoidably included in the attached proposed plan.

It is critical to consider this proposed savings plan in the context of the looming budget gap for FY11. As I have previously noted, the projected FY11 budget gap is currently nearly \$370 million. This projection does not include any shortfalls resulting from additional State aid reductions, additional revenue shortfalls or additional shortfalls that may result from the State Board of Education's maintenance of effort decision. We must realistically and responsibly plan for these challenges.

This proposed savings plan was also developed in the context of significant reductions made over the last three years. Even before the current economic downturn, I worked to bring our previously unsustainable rate of budget growth under control. As a result of three years of effort, I have brought the rate of growth down from over 14.1% to -0.4% and closed budget gaps totaling nearly \$1.2 billion. There are few "easy" reductions left to make. Given the projected FY 2011 gap, we must roll up our sleeves and begin to make the difficult decisions now.

As in the past, the Council may not be supportive of some of my proposed reductions. If the Council insists on not supporting the attached proposed reductions, I strongly recommend that it propose offsetting reductions in other areas of the budget to maintain the total amount of savings that can be used to close the projected FY11 budget gap. We are only in the first step of the process in resolving the FY11 budgetary gap and more difficult choices remain ahead in confronting these challenges. Deferring needed savings at this time will only temporarily postpone the urgent need to make difficult choices in the future. In fact, the less time in which agencies have to make the necessary reductions, the deeper and more difficult those reductions will need to be to achieve the same savings. Resolution of the budget gap is problematic because even more difficult and complex issues will need to be addressed during the Council's short time for reviewing and approving the annual budget.

①

And as I have made clear, I do not support and will not recommend exceeding the charter limit on property taxes in the FY11 operating budget.

Because of the weakness in the current local and national economy and the State's continuing fiscal challenges, I urge the Council to quickly approve the reductions proposed in the attached Savings Plan. The projected gap for FY11 may significantly worsen in the near future because of continued revenue deterioration and the very real potential for further and substantive reductions in State Aid. We have already absorbed cuts of nearly \$20 million in State Aid in this year and I believe further Aid reductions may be imminent.

The attached plan includes proposed targets for Montgomery County Public Schools (MCPS), the Maryland-National Capital Park and Planning Commission (M-NCPPC), the Housing Opportunities Commission (HOC), and Montgomery College (the College). The principals of these agencies have expressed their willingness to cooperate in resolving our shared fiscal challenges.

I strongly urge the Council to expedite its review and approval of the attached Savings Plan, so that the necessary actions can be implemented as soon as possible. My staff is available to assist the Council in its review of the attached proposal. Thank you for your support of our efforts to preserve our most important services while preserving the fiscal health of the County Government.

	Approved FY10 Budget	Savings Plan Target	Agency as % of Total Budget	Target as % of Savings Plan	Target as % of Budget
MCG	1,585,853,910	16,593,800	42.4%	56.4%	1.1%
MCPS	1,940,540,941	9,702,700	51.9%	32.7%	0.5%
College	107,079,321	1,070,790	2.9%	3.6%	1.0%
MNCPPC	106,646,100	2,180,000	2.9%	7.3%	2.0%
Total	3,748,120,272	29,547,290			0.8%

Notes:

1. Amounts above exclude debt service.
2. The College budget above is the FY10 local contribution.
3. MCG savings plan target above does not include approximately \$89,000 in increased revenues

c: Timothy L. Firestine, Chief Administrative Officer
Department and Office Directors
Dr. Jerry Weast, Superintendent, Montgomery County Public Schools
Dr. Hercules Pinkney, Interim President, Montgomery College
Royce Hanson, Chair, Montgomery County Planning Board
Michael J. Kator, Chair, Housing Opportunities Commission
Kathleen Boucher, Assistant Chief Administrative Officer

Attachments

FY10 SAVINGS PLAN

Description/Justification

MCG Tax Supported

Ref No.	Title	\$	Revenue
General Fund			
Board of Appeals			
S1	REDUCE: CURTAIL OPERATING BUDGET	-7,000	0
	<p>There are no discretionary funds in the Board's operating budget - no training, conference, incidental or travel funds. All cuts have the potential to create shortfalls in payment for statutorily required Court Reporting services, statutorily required paper for or mailing of Notices and Opinions, purchase of statutorily required signs for advertisement of applications for variances and special exceptions. The Board's operating budget was reduced by over \$20,000. in the FY09 Savings Plan and FY 10 Budget reductions. Non- recommended proposed cuts are based on a remaining balance of \$5870. in operating funds at the end of the last fiscal year. In addition the number of new applications filed in the first quarter of FY 10 is less than half the number filed in the first quarter of FY 09. Some savings in paper, postage and transcript costs can be anticipated from this. However, the number of administrative requests related to established cases, which also have associated postage, paper and transcript costs, is the same for both periods. Due to the length and complexity of a single case, 64% of the funds for transcripts in FY10 are already spent. Because there are no vacant positions in the budget, these non-recommended cuts to the operating budget are preferred over elimination of a filled position. Implementation of the full \$13890. Savings Plan Target would result in significant shortfalls.</p>		
Board of Appeals Total:		-7,000	0
Circuit Court			
S1	DECREASE COST: SAVINGS PLAN REDUCTION - VACANCIES	-52,050	0
	<p>The Circuit Court will achieve its savings plan reduction target with the Judicial Administrative Assistant positions that have been vacant due to judicial retirements. There is no impact on services.</p>		
Circuit Court Total:		-52,050	0
Commission for Women			
S1	DECREASE COST: WOMEN'S LEGISLATIVE BRIEFING	-6,250	0
	<p>This year the Women's Legislative Briefing will begin charging the public to attend this event to cover some of the costs for the event. This year's event will be supplemented by the Briefing's limited donated funds. The departmental funding for this event will be needed next FY11 fiscal year.</p>		
S2	DECREASE COST: REDUCTION TRAVEL AND TRAINING	-4,600	0
	<p>The department will decrease funds for travel and training for staff.</p>		
S3	DECREASE COST: REDUCTION PRINTING AND SUPPLIES	-12,900	0
	<p>The department will reduce spending on general office supplies by increasing its already significant efforts to make more efficient and environmentally-friendly use of paper goods (re-use of scrap paper for internal documents and drafts, less printing, more electronic communication, etc.)</p>		
S4	DECREASE COST: PROFESSIONAL SERVICES	-3,200	0
	<p>The Commission for Women and Counseling and Career Center will reduce its professional services costs. Volunteer workshop presenters will be used to mitigate this reduction in professional services.</p>		
Commission for Women Total:		-26,950	0
Consumer Protection			
S1	DECREASE COST: LAPSE VACANT PRINCIPAL ADMINISTRATIVE AIDE POSITION	-54,950	0
	<p>OCP has a Principal Administrative Aide (PAA) position that has been vacant since September 1, 2009. The office will lapse the position for the remainder of the year, which will generate \$66,680 in lapse savings. Until the position is funded, OCP will hire and train temporary clericals to provide essential clerical support (\$11,730). The savings from the lapse position (-66,680) minus the additional temporary costs (+\$11,730) will yield \$54,950 in net savings.</p>		
Consumer Protection Total:		-54,950	0
Correction and Rehabilitation			

Ref No.	Title	\$	Revenue
General Services			
S11	DECREASE COST: COMPUTER EQUIPMENT Reducing computer equipment will prevent hardware upgrades and technological improvements for General Fund service areas	-5,000	0
S12	REDUCE: STRUCTURAL REPAIRS Structural repairs will be based on safety conditions rather than enhancements.	-259,150	0
S13	REDUCE: CARPENTRY Carpentry services will be performed only on a as-needed basis	-238,470	0
S14	REDUCE: PAINTING SERVICES Painting services will be performed on a conditional nature.	-36,730	0
General Services Total:		-629,350	0
Health and Human Services			
S1	DECREASE COST: DEFER OR DELAY HIRING FOR VACANT POSITIONS The department will achieve savings by deferring and delaying hiring for vacant positions and through turnover savings. The department will closely monitor its personnel costs and vacant positions to ensure that we meet our savings plan target.	-728,960	0
S2	DECREASE COST: TEMPORARY OFFICE CLERICAL IN THE OFFICE OF THE DIRECTOR There is no service impact from this reduction.	-6,650	0
S3	DECREASE COST: PRINTING IN MINORITY HEALTH PROGRAMS As part of the paper and printing reduction initiative, printing costs will be reduced in the Minority Health Programs. The savings will be achieved by reducing printing costs in the African American Health Program (\$780), Latino Health Initiative (\$770), and Asian American Health Initiative (\$360). There is no service impact for this reduction.	-1,910	-110
S4	DECREASE COST: NON-ENCUMBERED CONSULTANT FUNDS IN THE OFFICE OF THE CHIEF OPERATING OFFICER There is no service impact from this reduction.	-17,340	0
S5	DECREASE COST: PRINTING IN COMMUNITY OUTREACH PROGRAM As part of the paper and printing reduction initiative, printing costs will be reduced in the Community Outreach program. There is no service impact from this reduction.	-2,800	0
S6	DECREASE COST: MCPS ALTERNATIVE EDUCATION CONTRACT IN CHILDREN, YOUTH, AND FAMILY SERVICES These funds support social worker and therapeutic services for middle and high school students at several MCPS Alternative Schools. Services include case management, crisis intervention, and counseling. This contract provides a small portion of the total funding for these MCPS services. The department will continue to provide \$65,000 in funding to MCPS for social work support for MCPS students in the Emotional Disabilities program. This service is not being reduced. This contract serves about 80 students. MCPS will have to determine how it will manage this reduction. It could result in either the reduction in the number of children served or an increase in the size of caseloads for staff; however, MCPS has additional Title I resources from American Recovery and Reinvestment Act (ARRA) sources and are willing to accept this reduction.	-21,250	0
S7	DECREASE COST: MISCELLANEOUS OPERATING EXPENSES IN CHILDREN, YOUTH, AND FAMILIES The department will achieve savings by reducing miscellaneous operating expenses in the following areas in Children Youth and Families: Chief's Office (350); Child Welfare Services (5,000); Child & Adolescent Services (5,000); Juvenile Justice Services (5,800); Positive Youth Development (5,000); Early Childhood Services (5,000); Child Care Subsidies (5,000) There is no service impact from this reduction.	-31,150	-240
S8	DECREASE COST: REDUCE OUTSIDE PRINTING AND COPYING IN AGING AND DISABILITY SERVICES - CHIEF'S OFFICE As part of the paper and printing reduction initiative, the Chief's Office, in Aging and Disability Services will reduce outside printing and copying. There is no service impact with this reduction.	-2,050	0

4

Ref No.	Title	\$	Revenue
Health and Human Services			
S9	DECREASE COST: IN HOME AIDE SERVICES SAVINGS FROM STATE IMPOSED SOCIAL SERVICES TO ADULTS (SSTA) MORATORIUM RESULTING IN REDUCED SSTA CAPACITY The In Home Aide Services (IHAS) Program mandates Social Services to Adults (SSTA)-case management for recipients. During FY09, Home Care experienced a 45% reduction in the number of incoming new service referrals submitted by case managers for several reasons including a refined assessment tool yielded fewer referrals, the State's imposed SSTA Moratorium briefly halted SSTA activity, which briefly stopped IHAS referral considerations, and case management staff were being assigned and handling more Adult Protective Services (APS), non-IHAS type client situations to resolve immediate crises.	-29,500	0
S10	DECREASE COST: CONTRACTUAL EXPENSES FOR THE DENTAL PROGRAM BASED ON HISTORICAL SPENDING Due to infrastructure/staffing issues, this program has been historically underspent.	-48,000	0
S11	DECREASE COST: OPERATING EXPENSES FOR HEALTH PROMOTION AND PREVENTION BASED ON HISTORICAL SPENDING There is no service impact from this reduction.	-5,000	0
S12	DECREASE COST: PRINTING EXPENSES FOR HEALTH PROMOTION AND PREVENTION As part of the paper and printing reduction initiative, Health Promotion and Prevention will reduce its printing costs. There is no service impact from this reduction.	-2,000	0
S13	DECREASE COST: WEST NILE VIRUS VECTOR SURVEILLANCE BASED ON HISTORICAL SPENDING As a result of a decrease in the number of positive samples of the West Nile Virus, and the number of trappings for mosquitos, the West Nile program has been underspent.	-10,060	0
S14	DECREASE COST: HEALTH CARE FOR THE HOMELESS BASED ON HISTORICAL SPENDING The FY10 budget includes approximately \$738,000 for the health care for the homeless program. In FY10, the homeless program will not fully utilize its funds because of a delay in the award of a new contract (and a revised structure) for health care services. As a result, our spending on homeless services will be at a lower rate than had been anticipated.	-5,000	0
S15	DECREASE COST: FACILITIES SUPPORT FOR MONTGOMERY CARES CLINICS Funds available for clinic facility support will be reduced. The Montgomery Cares budget currently includes \$251,770 for new clinic facility build out.	-4,400	0
S16	DECREASE COST: MISCELLANEOUS OPERATING EXPENSES IN CHILD AND ADOLESCENT MENTAL HEALTH SERVICES There is no direct service impact.	-12,720	-260
S17	DECREASE COST: ACUDETTOX CONTRACT - REDUCE TRAINING AND SUPPLIES WITHOUT SERVICE REDUCTION There is no service impact. Savings will be achieved by reducing training and supplies in the Acudetox contract. To meet COMAR regulations, the contract will still fund a Licensed Acupuncturist to provide on-going supervision to the Certified Counselors to continue providing Acudetox Services in OAS. The current cost of the contract is \$13,750, so with this reduction there will still be \$6,750 available.	-7,000	-330
S18	DECREASE COST: OFFICE SUPPLIES AND EQUIPMENT BUDGET IN BEHAVIORAL HEALTH & CRISIS SERVICES There is no direct service impact. The department will achieve savings by deferring purchasing supplies and equipment and from savings for the paper and printing reduction initiative.	-10,000	-240
S19	DECREASE COST: CONTRACTUAL LAPSE IN SYSTEMS PLANNING AND MANAGEMENT There is no service impact from this reduction. The savings will be achieved through contractual lapse in Systems Planning and Management.	-5,000	0
S20	DECREASE COST: CONTRACTUAL LAPSE IN SPECIAL NEEDS HOUSING There is no service impact. The savings will be achieved as a result of contractual lapse in contractors for case management in family shelters, eviction prevention and homeless services. Additional work load will be absorbed by existing staff.	-20,760	0
Health and Human Services Total:		-971,550	-1,180

Ref No.	Title	\$	Revenue
Housing and Community Affairs			
S1	DECREASE COST: DELAY HIRING - INCREASED LAPSE (CHIEF OPERATING OFFICER) [02/01/10 - 06/31/10] These responsibilities of implementing Affordable Housing Task Force recommendations, serving on high-profile boards/committees, and reviewing master plans/legislation will be triaged and reassigned to other staff as appropriate. Because of the extensive requirements and volume of the work, some duties will not be accomplished.	-25,340	0
S2	DECREASE COST: DELAY HIRING - INCREASED LAPSE (LANDLORD TENANT MANAGER) [07/01/09 - 12/31/09] Delays in filling this position will result in increases in the workload of the Division Chief and Director in supervising seven investigators, mediating complaints/negotiating strategies, and supporting the Commission on Landlord Tenant Affairs. Customer service/satisfaction will be impacted by increased time in resolving cases.	-68,000	0
S3	DECREASE COST: REDUCE OPERATING EXPENSES Reductions will be made in costs such as printing, postage, and training. The department will encourage residents to obtain more information from our website and through alternative communications such as community newsletters, etc. There may be an impact on customer satisfaction.	-20,660	0
Housing and Community Affairs Total:		-114,000	0
Human Resources			
S1	DECREASE COST: LAPSE LABOR TEAM VACANT M2 POSITION AND TEMPORARY PROMOTION OF M3 TO FILL POSITION FOR 6 MONTHS Workload of M3 will increase.	-66,930	0
S2	DECREASE COST: LAPSE VACANT CHANGE MANAGEMENT AND ORGANIZATIONAL DEVELOPMENT HR SPECIALIST III POSITION FOR 0.45 WORK YEAR (POSITION WAS LAPSED 0.55 WY IN FY10) Other HR Specialists on the Team will take on additional workload and timelines of some projects may be extended.	-41,400	0
S3	DECREASE COST: DECREASE EPERFORM LICENSE AND ADMINISTRATIVE SERVICES CONTRACT WITH SUCCESS FACTOR OHR will negotiate a decrease in the licensing fee for the ePerform system.	-80,000	0
S4	DECREASE COST: PROFESSIONAL SERVICES OHR IT staff will perform support services budgeted to be performed by contractor.	-15,000	0
Human Resources Total:		-203,330	0
Human Rights			
S1	DECREASE COST: LAPSE VACANT MANAGER AND INVESTIGATOR III POSITIONS The office has a vacant Investigator III position that has been vacant since July 1, 2009. This office will lapse the position through December which will generate savings of \$37,080. In addition, the office has a vacant manager position that will be lapsed to generate an additional \$11,540 in savings. The combined lapse savings for the two positions equals the savings plan of \$48,620.	-48,620	0
Human Rights Total:		-48,620	0
Inspector General			
S1	DECREASE COST: REDUCE GROUP INSURANCE	-10,000	0
S2	DECREASE COST: REDUCE CONSULTANT SERVICES	-4,280	0
Inspector General Total:		-14,280	0
Intergovernmental Relations			

Ref No.	Title	\$	Revenue
Public Libraries			
S1	REDUCE: LIBRARY MATERIALS This reduction will bring the materials budget to \$4.2 million (24%). Similar to last year's savings plan, the reduction will be realized by purchasing fewer titles, and fewer quantities of those titles purchased. Some particular areas that are likely to be reduced: print reference, magazines, electronic sources (consolidation), music. Waiting lists for popular items may increase due to fewer quantities being purchased.	-1,350,000	0
S2	REDUCE: INCREASE LAPSE The lapse budget for MCPL is already very high. This will hold 13 vacant positions for the entire fiscal year. The proposed amount is that entire projected surplus over the \$1+ million lapse target.	-90,790	0
S3	REDUCE: GAITHERSBURG CLOSURE FOR CONSTRUCTION: LOSS OF SIX SUNDAYS The Gaithersburg branch is expected to close on or about April 1st, in advance of the expected June 1, 2010 date of construction. The savings mean that when the branch closes, its Sunday services will also close and will not be replaced by another branch during FY10 (e.g. we will only provide service on Sundays in seven branches during the last quarter of the fiscal year).	-18,570	0
S4	DECREASE COST: GAITHERSBURG SUPPLIES The savings represents 3 months savings in the Gaithersburg branch supply budget while the library is closed for packing prior to the renovation beginning.	-1,550	0
S5	REDUCE: GENERAL SUPPLIES Library branches purchase toner, rubber bands, pens/pencils, paper, and other supplies to support library operations (managing reserved items, posting policy and directional signs, advertising library programs, printing account and reference information for customers, etc.). A 15% reduction will be difficult to manage, but feasible.	-14,400	0
S6	DECREASE COST: PAPER, PRINTING AND MAIL Per the County's paper reduction initiative, MCPL is working with the Print shop now on an alternative way of notifying customers that their reserved items are ready. MCPL is conducting a campaign to encourage email notification. We will reduce the number of items printed and the print quantities for those brochures and other items that we do print. We will be requiring all units to monitor and find ways to reduce paper and printing costs.	-35,000	0
S7	DECREASE COST: BOOK PROCESSING Reducing this budget will be accommodated by adjusting the mix of items directly processed by library staff, and by further integrating the cost of pre-processing of library materials into the library materials budget proper.	-65,000	0
S8	DECREASE COST: TRAINING For FY10, the focus of training will be for an upgrade of our core business system (SirsiDynix Unicorn/Symphony integrated library system). We will restrict almost all attendance at regional and national library conferences so that the remaining funds will be available for staff training during the upgrade.	-20,000	0
Public Libraries Total:		-1,595,310	0
Regional Services Centers			
S1	DECREASE COST: LAPSE BETHESDA-CHEVY CHASE REGIONAL SERVICES CENTER, ASSISTANT DIRECTOR, MANAGER III A delay in hiring the Assistant Director position will pose significant challenges to the oversight and operations of the Bethesda-Chevy Chase Regional Services Center (B-CC RSC) and may create lapses in services and in meeting administrative requirements. In its absence, the B-CC RSC is utilizing the Assistant Director of the UpCounty Regional Services Center for support.	-61,040	0
S2	DECREASE COST: LAPSE BETHESDA-CHEVY CHASE REGIONAL SERVICES CENTER, PUBLIC ADMINISTRATION INTERN A 4.5 month lapse on the Public Administration Intern Position will have minimal impacts, beyond existing office coverage and workload issues. This position has recently been approved for hiring. The timeframe lapsed is within the anticipated selection timeframe.	-8,790	0

