

Administration and Support

FUNCTION

The function of Administration and Support Services is to provide overall leadership, administration, and direction to the Department of Health and Human Services, while providing an efficient system of support services to assure effective management and delivery of services.

PROGRAM CONTACTS

Contact Wonza Spann-Nicholas of the HHS - Administration and Support at 240.777.4155 or Kimberly Mayo of the Office of Management and Budget at 240.777.2775 for more information regarding this service area's operating budget.

PROGRAM DESCRIPTIONS

Office of the Director

The Office of the Director provides the overall leadership for the Department including policy development, planning, accountability, service integration, customer service, and the formation of partnerships with non-governmental service providers. It provides overall guidance and oversight for health and social service initiatives and develops specific strategies to meet the housing needs of special populations served by the Department. This Office also provides compliance support for the Federal Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disabilities Act (ADA).

FY06 Changes

- Add a Youth Violence Prevention Coordinator (Gang Prevention Initiative).*
- Enhance Funding of the Language Line Interpreter Service.*
- Add a Program Manager I to oversee and implement the County's HIPAA Compliance effort.*
- Provide temporary rental and relocation costs for the Conservation Corps during construction of the Victory Youth Center.*

	Expenditures	WYs
FY05 Approved	2,226,980	14.1
FY06 Approved	2,976,370	23.7

Office of the Chief Operating Officer

This office provides overall administration of the day-to-day operations of the Department, including direct service delivery, budget and fiscal management oversight, contract management, logistics and facilities support, human resources management and information technology.

Program Summary

	Expenditures	WYs
Office of the Director	2,976,370	23.7
Office of the Chief Operating Officer	16,386,670	88.5
Office of Community Affairs	2,325,950	12.2
Totals	21,688,990	124.4

FY06 Changes

- Provide additional information technology funds for required maintenance and mandatory system needs.*
- Provide a one percent inflationary adjustment for eligible contracts.*

	Expenditures	WYs
FY05 Approved	14,741,070	88.0
FY06 Approved	16,386,670	88.5

Office of Community Affairs

This office develops and implements outreach strategies and initiatives targeted to ethnically and culturally diverse populations, who are disproportionately underserved by health and human services, and fosters empowerment and leadership in low-income communities. It develops strategies for service delivery that meet the specific regional needs shaped by the size, diversity, and economic conditions of populations in different areas of the County. The Office also monitors and assures department-wide compliance with Limited English Proficiency (LEP) requirements.

FY06 Changes

- Enhance Interpretation/Translation Services for Limited English Proficient (LEP) residents.*
- Provide training for 140 (out of 173) bilingual HHS staff to comply with LEP requirements.*

	Expenditures	WYs
FY05 Approved	2,232,650	12.2
FY06 Approved	2,325,950	12.2