



# Administration and Support

**Approved FY18 Budget**  
**\$38,583,266**

**Full Time Equivalents**  
**154.06**

## FUNCTION

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

## Program Contacts

Contact Victoria Buckland of the HHS - Administration and Support at 240.777.1211 or Joshua Watters of the Office of Management and Budget at 240.777.2768 for more information regarding this department's operating budget.

## Program Descriptions

### ☀ Office of the Director

The Office of the Director provides comprehensive leadership and direction for the Department, including policy development and implementation, planning and accountability, service integration, customer service, and the formation and maintenance of partnerships with non-governmental service providers. Further, the Office of the Director facilitates external liaison and communications, provides overall guidance and leadership of health and social service initiatives, and ensures compliance with relevant laws and regulations including the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA).

FY18 Approved Changes	Expenditures	FTEs
<b>FY17 Approved</b>	<b>5,249,567</b>	<b>28.25</b>
Add: East County Opportunity Zone	250,000	0.00
Add: Food Security Plan - Ongoing Implementation	80,000	0.00
Reduce: Connector Entity Program Grant Funding	(2,414,946)	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	1,852,354	(0.20)
<b>FY18 Approved</b>	<b>5,016,975</b>	<b>28.05</b>

### ☀ 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 support and development.

FY18 Approved Changes	Expenditures	FTEs
<b>FY17 Approved</b>	<b>19,716,390</b>	<b>90.75</b>
Increase Cost: Add Staff for Contract Monitoring Unit	78,783	1.00
Decrease Cost: Consultant Costs	(302,800)	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	2,465,155	0.76
<b>FY18 Approved</b>	<b>21,957,528</b>	<b>92.51</b>

## Office of Community Affairs

This Office supports the Department's vision of building a healthy, safe, and strong community. Its mission is to promote health equity, improve quality of services, and increase individual and family self-sufficiency, especially among racial and ethnic minorities and low-income communities. The Office accomplishes its mission by fostering strong partnerships to provide education, outreach, system navigation, effective referrals, language assistance, and policy advocacy. It consists of the Community Action Agency, Head Start, Takoma-East Silver Spring (TESS) Center, the Leadership Institute of Equity and Elimination of Disparities, the African American Health Program, the Latino Health Initiative, and the Asian American Health Initiative.

Program Performance Measures	Actual FY15	Actual FY16	Estimated FY17	Target FY18	Target FY19
Percentage of African Americans who demonstrate an increase in knowledge after taking diabetes education classes <sup>1</sup>	82	81	N/A	N/A	N/A

<sup>1</sup> This data will no longer be available beginning in FY17 due to service format changes. HHS will identify a replacement measure in FY17.

FY18 Approved Changes	Expenditures	FTEs
<b>FY17 Approved</b>	<b>8,984,231</b>	<b>24.50</b>
Enhance: Expand Ten Head Start Classrooms to Full Day Programs	2,186,180	0.00
Enhance: Expand Weekend Food Program for Elementary School Children	150,000	0.00
Increase Cost: Minority Health Initiative Contractual Conversions	122,582	9.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	165,770	0.00
<b>FY18 Approved</b>	<b>11,608,763</b>	<b>33.50</b>

## PROGRAM SUMMARY

Program Name	FY17 APPR Expenditures	FY17 APPR FTEs	FY18 APPR Expenditures	FY18 APPR FTEs
Office of the Director	5,249,567	28.25	5,016,975	28.05
Office of the Chief Operating Officer	19,716,390	90.75	21,957,528	92.51
Office of Community Affairs	8,984,231	24.50	11,608,763	33.50
<b>Total</b>	<b>33,950,188</b>	<b>143.50</b>	<b>38,583,266</b>	<b>154.06</b>