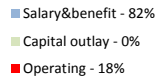


LANCASTER COUNTY
EXPENDITURES BY FUND WITH ENCUMBRANCES

FY19 Request



FUND	Lancaster County Mental Health	00063
BU	Fund-level report	
UPDATED	5/8/2018	

Budget Summary	Current Year Budget FY18	FY19 Budget Request	% Change in Budget FY18 to FY19	Amount Over/(Under) FY18
Salaries & benefits	\$2,619,030	\$2,720,174	3.9%	
Operating & capital outlay - base	\$605,019	\$605,932	0.2%	\$913
Total Budget	\$3,224,049	\$3,326,106	3.2%	

Object #	Object Description	Prior Year FY17 Actuals	Prior Year FY17 Encumbrance Carryover	FY18 Current Year Budget	FY18 Current Year To-Date Actuals	FY18 Outstanding Encumbrances	FY19 Next Year Budget Request	% Change in Budget FY18 to FY19
61110	Official's Salary	88,366	0	88,976	73,662	0	91,202	2.5%
61210	Regular Salary	1,500,585	0	1,583,337	1,287,926	0	1,634,986	3.3%
61250	Temporary Salary	268,675	0	225,000	208,266	0	230,000	2.2%
61310	Overtime	63,201	0	55,000	47,732	0	55,000	0.0%
61510	FICA Contributions	138,242	0	136,708	115,913	0	141,032	3.2%
61520	Retirement Contributions	112,352	0	124,247	93,138	0	128,066	3.1%
61530	Group Health Insurance	345,986	0	362,597	321,781	0	396,983	9.5%
61540	Group Dental Insurance	11,965	0	13,081	11,968	0	13,081	0.0%
61650	Long-Term Disability	4,342	0	6,212	3,758	0	6,404	3.1%
61660	Post-Employment Health Progr	9,122	0	9,100	7,692	0	9,100	0.0%
61750	Workers' Comp Insurance	14,069	0	14,772	14,772	0	14,320	-3.1%
63110	Office Supplies	1,307	0	1,500	602	0	1,000	-33.3%
63120	Duplicating Supplies	992	0	1,000	1,058	0	1,000	0.0%
63250	Laundry Supplies	225	0	250	129	0	250	0.0%
63285	Linen & Bedding Supplies	1,736	0	1,500	1,112	0	2,000	33.3%
63345	Other Operating Supplies	3,125	0	2,000	1,708	0	2,000	0.0%
63410	Medical Supplies	3,977	0	4,000	1,922	0	3,000	-25.0%
63415	Non-Prescription Meds	1,524	0	1,500	1,905	0	1,800	20.0%
63420	Prescription Meds	17,687	0	20,000	7,987	0	18,000	-10.0%
63470	Employee Immunizations	204	0	250	68	0	200	-20.0%
63510	Motor Fuels	55	0	150	44	0	100	-33.3%
63970	Misc Kitchen Supplies	2,772	0	3,000	2,187	0	3,000	0.0%
64175	Comput Softwr Maint/License	51,291	0	70,000	159,919	0	60,000	-14.3%
64220	Laundry & Dry Cleaning	5,063	0	5,750	4,508	0	6,000	4.3%
64285	City Information Services	13,940	0	20,400	20,137	0	13,783	-32.4%
64286	VOIP Information Services	2,703	0	3,999	4,018	0	4,199	5.0%
64710	Meals	0	0	0	0	0	180	n/a
64715	Lodging	0	0	0	0	0	510	n/a
64720	Fares	0	0	0	0	0	1,550	n/a
64725	Mileage	0	0	50	0	0	100	100.0%
64810	Telephone - Local	5	0	0	0	0	0	n/a
64815	Telephone - Long Distance	48	0	0	0	0	0	n/a
64825	Cellular Phone Service	3,094	0	3,150	2,278	0	3,250	3.2%
64855	Postage	519	0	750	552	0	750	0.0%
64910	Printing	132	0	350	0	0	250	-28.6%
64915	Photocopying	3,541	0	3,000	3,660	0	3,000	0.0%
64925	Advertising	0	0	500	0	0	500	0.0%
65110	Medical Services	2,437	0	3,500	0	0	2,500	-28.6%
65120	Psychologist/Psychiatrist	47,028	0	52,500	53,138	0	55,000	4.8%
65140	Employee Physicals	177	0	250	0	0	250	0.0%
65145	Hospitalization	6,289	0	10,000	732	0	10,000	0.0%
65155	Laboratory	883	0	1,000	1,290	0	1,500	50.0%
65160	Pharmacy	13,312	0	13,000	11,324	0	14,000	7.7%
65174	Substance Abuse Evaluations	19,333	0	22,500	18,340	0	22,500	0.0%
65195	EPC Housing	20,055	0	20,000	14,325	0	20,000	0.0%
65215	Client Food	31,563	778	35,000	33,962	0	36,500	4.3%
65220	Client Clothing	1,275	0	1,750	702	0	1,500	-14.3%
65235	Client Transportation	916	0	1,000	772	0	1,000	0.0%
65250	Client Sundries	736	0	1,000	544	0	1,000	0.0%
65665	Books & Subscriptions	344	0	350	597	0	600	71.4%
65670	Enrollment Fees & Tuition	1,280	0	1,500	2,690	0	1,500	0.0%
65675	Licensing	585	0	350	250	0	7,000	1900.0%
65685	Refunds & Repayments	440	0	0	0	0	0	n/a
65740	Interpreter	200	0	1,500	333	0	1,000	-33.3%
65845	Other Misc Fees & Services	1,458	0	1,500	1,189	0	800	-46.7%
65910	Property Insurance	0	0	582	0	0	488	-16.2%
65915	Liability Insurance	31,243	0	32,493	31,639	0	31,484	-3.1%
65920	Vehicle Insurance	713	0	749	373	0	392	-47.7%
65935	Other Insurance	0	0	33	0	0	21	-36.4%
66210	Motor Vehicle R&M	85	0	750	246	0	500	-33.3%
66520	Building Rent	170,400	0	259,613	216,344	0	263,100	1.3%
67465	Furniture & Fixtures	2,679	5,362	1,000	0	0	5,000	400.0%
67475	Computer Equipment	0	0	0	465	0	1,875	n/a
Individual ledger		\$3,024,279	\$6,140	\$3,224,049	\$2,789,657	\$0	\$3,326,106	3.2%
Total Actuals plus Encumbrances			\$3,030,419			\$2,789,657		

4/30/2018
REVENUES BY AGENCY

FUND	Lancaster County Mental Health	00063
AGENCY	Revenues-Crisis Center	
LAST UPDATED	4/30/2018	

Object #	Object Description	Prior Year FY17 Actuals	Current Year Budget FY18	Current Year FY18 To-Date Actuals	Next Year FY19 Budget Request	% Change in Budget FY18 to FY19
51110	Real Estate Taxes 2010	(13)	0	0	0	n/a
51111	Real Estate Tax 2011	(6)	0	0	0	n/a
51112	Real Estate Tax 2012	313	0	0	0	n/a
51209	Pers Property Taxes 2009	(8)	0	0	0	n/a
51310	Int-Real Estate Tax 2010	(9)	0	0	0	n/a
51311	Int-Real Estate Tax 2011	(3)	0	0	0	n/a
51312	Int-Real Estate Tax 2012	(2)	0	0	0	n/a
51409	Int-Pers Prop Tax 2009	(3)	0	0	0	n/a
54265	Medicaid	(285,763)	(488,556)	(216,537)	(490,000)	0.3%
54275	Medicare B	(30,878)	(50,000)	(30,068)	(50,000)	0.0%
54520	State 302 Funds Region V	(1,034,786)	(1,017,516)	(1,017,516)	(1,017,516)	0.0%
54525	Region V Post Commitment	(75,429)	(90,000)	(61,337)	(90,000)	0.0%
54576	Alcohol Evaluations	(154,587)	(154,587)	(112,427)	(154,587)	0.0%
54799	Miscellaneous State Receipts	(1,180)	(1,000)	(1,352)	(1,000)	0.0%
55610	Client Private Pay	(6,447)	(5,000)	(3,610)	(5,000)	0.0%
55630	Client Insurance	(145,093)	(150,000)	(127,990)	(150,000)	0.0%
55830	County Contract Revenue	(148,242)	(170,000)	(107,694)	(170,000)	0.0%
58210	Sale of Equipment	(5,506)	0	0	0	n/a
58595	Other Miscellaneous Revenues	(5,079)	(2,500)	(1,580)	(2,500)	0.0%
58599	Temporarily Unassigned Revenue	(0)	0	(468)	0	n/a
59110	General Fund Transfers	(893,575)	(1,093,575)	(1,093,575)	(1,093,575)	0.0%
		(\$2,786,295)	(\$3,222,734)	(\$2,774,155)	\$0	0.0%

Crisis Center
Statement of Revenues and Expenditures
July 1, 2017 through April 30, 2018

	FY2017-2018 <u>Budget</u>	<u>Actual</u>	Remaining <u>Budget</u>	Remaining <u>Percent</u>
Revenues				
Taxes	-	-	-	
Medicaid/Medicare/MRO Reimbursements	538,556	246,605	291,951	54.21%
State Revenues	1,263,103	1,192,632	70,471	5.58%
Charges for Services	325,000	239,295	85,705	26.37%
Other Revenues	2,500	4,081	(1,581)	-63.24%
Total Revenues	2,129,159	1,682,613	446,546	20.97%
Expenditures				
Mental Health				
Salaries & Wages	1,952,313	1,638,647	313,666	16.07%
Employee Benefits	651,945	557,078	94,867	14.55%
Other Compensation Costs	14,772	14,772	-	0.00%
Office Supplies	2,500	1,532	968	38.74%
Operating Supplies	3,750	2,868	882	23.51%
Medical Supplies	25,750	11,722	14,028	54.48%
Energy Supplies	150	23	127	84.47%
Food Supplies	3,000	2,187	813	27.09%
Other Contracted Services	100,149	156,094	(55,945)	-55.86%
Trans, Travel & Subsistance	50	-	50	100.00%
Communications	3,150	2,278	872	27.69%
Postage, Courier & Freight	750	552	198	26.40%
Printing & Advertising	3,850	3,337	513	13.33%
Contracted Health Services	122,750	97,710	25,040	20.40%
Other Client Services	38,750	33,145	5,605	14.47%
Misc. Fees & Services	5,200	4,413	787	15.14%
Insurance & Surety Bonds	33,857	32,012	1,845	5.45%
Repair & Maintenance Costs	750	246	504	67.15%
Rentals	259,613	216,344	43,269	16.67%
Equipment	1,000	465	535	53.49%
Total Mental Health Expenditures	3,224,049	2,775,427	448,622	13.91%
Excess (Deficiency) of Revenues over Expenditures	(1,094,890)	(1,092,814)		
Other Financing Sources (Uses)				
Operating Transfers In	1,093,575	1,093,575		
Operating Transfers Out	-	-		
Total Other Financing Sources (Uses)	1,093,575	1,093,575		
Net Change in Fund Balance	(1,315)	761		
Fund Balance - July 1, 2017	1,315	1,315		
Fund Balance - April 30, 2018	-	2,076		

LANCASTER COUNTY
PERSONNEL SUMMARY FORM
2018-19 BUDGET

BUSINESS UNIT #: 7851

BUSINESS UNIT NAME Mental Health Crisis Center

CLASS	CLASS TITLE	NUMBER OF POSITIONS		PAY RANGE	SALARY AMOUNTS	
		FY17-18 BUDGETED	FY18-19 REQUESTED		FY17-18 BUDGET	FY18-19 REQUEST
7281	Mental Health CC Director	1	1	MSS	88,976	91,202
9864	Clinical Director	0.75	0.75	MSS	167,984	172,183
7723	Psychologist	1	1	C27	101,722	104,266
7781	Nursing Supervisor	1	1	C18	73,990	75,839
7706	Registered Nurse II	5	5	C15	323,906	341,922
9735	Mental Health Care Coordinator	1	1	C10	59,360	60,834
9740	Crisis Center Team Supervisor	3.60	3.60	C10	203,842	212,976
9732	Mental Health Technician	11	11	A20	516,994	528,189
9732	Mental Health Tech On Call	4	4	A20	225,000	230,000
2833	Account Clerk III	1	1	C06	48,337	49,612
2831	Account Clerk I	1	1	A16	42,060	43,006
2444	Medical Records Technician	1	1	A18	45,142	46,157
TOTALS		31.35	31.35		1,897,313	1,956,186

**Lancaster County
Employee Information
2018-19 Budget**

Department Name Mental Health Crisis Center

Identify the number of employees as of the beginning of the fiscal year and use what was used for budget purposes.	FY17-18 Budget	FY18-19 Request
Number of Full Time Equivalents (FTE's)		
Breakdown of FTE's:		
Full Time	23.00	23.00
Part Time	4.00	4.00
Temporary	1.00	1.00
On Call	5.00	5.00
Positions not filled		
Breakdown of Employees:		
Number within pay steps of pay plan (merit plus COLA)	14.00	14.00
Number at final step or no pay plan (COLA only)	13.00	13.00
Health Insurance Breakdown by Number of Employees:		
Single	13.00	11.00
2/4 Party	5.00	8.00
Family	8.00	8.00
Retirements:		
Number of Employees	0.00	0.00
Cost of Payouts (Include Vacation and PEHP)	0.00	0.00

LANCASTER COUNTY
REQUEST FOR CONTRACTUAL SERVICES & LEASES
2018-19 BUDGET

BUSINESS UNIT #: 7851

BUSINESS UNIT NAME: Mental Health Crisis Center

DESCRIPTION	FUTURE IMPACT	BUDGET AMOUNT		
		OBJECT CODE		AMOUNT
		DESCRIPTION	#	
Lancaster Co Property Management	825 J St	Rent	66520	263,100
Psychiatrist	When Roy is on leave	Contract	65120	35,000
Psychologist	When Leggiadro is on leave	Contract	65120	20,000
Alcohol Evaluations		Contract	65174	22,500
	TOTAL			340,600

LANCASTER COUNTY
REQUEST FOR MEMBERSHIPS, SUBSCRIPTIONS, SCHOOLS, CONFERENCES
TRAVEL AND SUBSISTENCE
2018-19 BUDGET

BUSINESS UNIT #: 7851

BUSINESS UNIT NAME Mental Health Crisis Center

NAME AND POSITION	EXPLANATION AND JUSTIFICATION	BUDGET AMOUNT		
		DESCRIPTION	#	AMOUNT
All Positions	All Positions	Mileage	64725	100
All Positions	All Positions	Enroll & Tuition	65670	1,500
All Positions	All Positions	Subscriptions	65665	600
Scott Etherton Director	3 day training for Credibles Business Intelligence software Plane fare, 2-3 night Hotel, Meals, transportation 1500 510 180 50			
Anita Leonard Nursing Su	3 day training for Credibles Business Intelligence software Plane fare, 2-3 night Hotel, Meals			
TOTAL				2,200

LANCASTER COUNTY
REQUEST FOR CAPITAL OUTLAY
2018-19 BUDGET

BUSINESS UNIT #: 7851

BUSINESS UNIT NAME Mental Health Crisis Center

OBJECT	ITEM DESCRIPTION	# REQUESTED	NEW = N REP = R	UNIT COST	TOTAL COST	AMOUNT REQUESTED	JUSTIFICATION
	Unit furnishings	2		500	1000	1,000	historic damage
	Chairs	10		500	5000	5,000	old and damaged - replacing
TOTAL CAPITAL OUTLAY						6,000	

From: [Scott E. Etherton](#)
To: [PCRequest](#)
Subject: Computers
Date: Wednesday, April 4, 2018 4:39:36 PM

I would like to request an estimate for two 600 G3 computers and two 24" monitors.
Thanks.

Scott Etherton
402-441-6329
Director Mental Health Crisis Center
825 J St
Lincoln, NE 68508

Microcomputer Estimate

04/05/2018

Mental Health	
Control #	170033

Funding Source	
Acronym:	ZMH
Special Funding Source:	

Hardware	PART #	Purchase Price	Qty	Disposal Fee	Total
* HP ProDesk 600 G3 Tower Desktop i5-7500 3.4GHZ, 16Gb, 256GB SSD, DVD+/-RW LSDL, Win10P, Wirless Kyb/Mouse	Y3E02AV	\$737.23	2	\$10.00	\$1,494.46
* HP E243 24-inch Widescreen LED Monitor	1FH47AA#ABA	\$160.00	2	\$4.50	\$329.00
Shipping and Handling	S&H	\$0.00	1		\$0.00
Total Hardware Cost		\$897.23			\$1,823.46

Software	PART #	Purchase Cost	Qty	Total
* Microsoft Windows Server 2016 User License CAL - Select Level D	R18-05173	\$25.00	2	\$50.00
Shipping and Handling	S&H	\$0.00	1	\$0.00
Total Software Cost:		\$25.00		\$50.00

Total Hardware/Software Cost	\$1,873.46
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Estimated Installation Costs:	\$0.00
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Total System Cost:	\$1,873.46
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Department	Division	Mandated by ...	Service	Basis of Estimate	Total Estimated Costs	Salaries & Benefits	Operating Costs	Contracted Services	Capital Outlay	Additional Staffing	Unresolved Issues	Total w/ Additional Staffing and Unresolved Issues	Total Estimated Revenue	Non-Mandated	Unfunded Mandates
Mental Health Crisis Center	7851	State Statute	Safety, Stabilization,	Provide safe & secure screening, intake, custody, observation & discharge planning for clients admitted under the NE Mental Health Commitment Act from 16 counties in Region V area. Mental Health Technicians and Team Supervisors provide 24/7 coverage for over 600 admissions/discharges yearly where clients stay an average of 6 days.	\$1,491,589	\$1,412,625	\$78,964						\$641,672		
Mental Health Crisis Center	7851	State Statute	Evaluation	Provide medical/psychological examinations within 36 hours of admission for County Attorneys. Provide on-going evaluative and stabilization of psychiatric symptomology and functioning. Provide professional testimony for Mental Health Board hearings. Substance abuse evaluations performed as needed.	\$461,052	\$358,113	\$25,439	\$77,500					\$846,259		
Mental Health Crisis Center	7851	State Statute	Building & Maintenance, Insurance	Provide a safe and secure environment to support the functions of the facility.	\$310,305		\$310,305								
Mental Health Crisis Center	7851	State Statute	Administrative	Provide supportive functions required to operate the facility	\$457,681	\$424,127	\$33,554						\$1,000		
Mental Health Crisis Center	7851	State Statute	Health	Provide intake and on-going assessment of physical, psychological needs, medication documentation and medication administration. Coordination of care with all staff and discharge planning. Provide or arrange for other care as necessary.	\$605,479	\$510,990	\$94,489						\$641,672		
					\$0							\$0			
					\$0							\$0			
					\$0							\$0			
TOTALS BY DEPARTMENT					\$3,326,106	\$2,705,855	\$542,751	\$77,500	\$0	\$0	\$0	\$0	\$2,130,603	\$0	\$0