

Background

The Health Services Agency currently has 3.0 FTE of Accountant I/II. 1.0 FTE is assigned fully to the Client Billing functions within the Agency. The other 2.0 FTE are assigned to program billing, cost reporting, budgets, general ledger, reconciliation and revenue tracking. Currently the two staff assigned to these functions are both out; one on a long term leave, since January 2025, the other has had to leave the country on bereavement leave. This is creating an extreme hardship for the agency as we are unable to meet current deadlines or make progress on past due invoicing and reporting that was created by retirements and staff attrition. Additionally, we have had a Fiscal/Data Supervisor out on bereavement which has made back up for these positions even more difficult. This request would help the Agency to catch up on the past due items and make progress on current program billing. Allowing this position to remain until 12/31/25 would help the Agency to get back on track as the returning staff are attempting to get back up to speed on the status of the program billing and reporting

Fiscal Implications

The Agency has multiple vacancies as well as additional salary & benefit savings from the staff on leave that will cover this position. These costs would be covered with 1991 Realignment, 2011 Realignment, State and Federal program reimbursement. There are no County General Fund dollars in this request.