



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** May 7, 2020

Staff Contact: Max Cortes (775) 283-7249

Agenda Title: For Possible Action: Discussion and possible action regarding the First Judicial District Court's proposed budgets in the amounts of \$26,814 for FY 2021 and \$27,340 for FY 2022, for reimbursement from the State Child Support Enforcement Program. (Max Cortes, mcortes@carson.org)

Staff Summary: On May 3, 2018, the Board of Supervisors approved an Intrastate Interlocal contract from FY 2019 to FY 2022 between the State of Nevada, acting by and through its Department of Health and Human Services, Division of Welfare and Supportive Services, the First Judicial District Court, Storey County and Carson City to recruit and appoint court masters to hold child support hearings and other matters properly related thereto and to receive reimbursement to the City for these services. Two years of budget requests for FY 2021 and FY 2022 are required in order to receive reimbursement from the State of Nevada and to ensure budgets approved by the State are consistent with budgets approved by the Board of Supervisors. The Board of Supervisors previously approved FY 2019 and FY 2020.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to approve the proposed budgets in the amounts presented, for reimbursement from the State Child Support Enforcement Program.

Board's Strategic Goal

Efficient Government

Previous Action

On May 3, 2018, the Board of Supervisors approved an Intrastate Interlocal contract from FY 2019 to FY 2022 between the State of Nevada, acting by and through its Department of Health and Human Services, Division of Welfare and Supportive Services, the First Judicial District Court, Storey County and Carson City to recruit and appoint court masters to hold child support hearings and other matters properly related thereto and to receive reimbursement to the general fund for these services.

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

NRS 277.180 Interlocal contracts.

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: 2754081-434010 Grant Fund

Is it currently budgeted? Yes

Explanation of Fiscal Impact: Reimbursement from the State Child Enforcement Program. FY 2021 (\$26,814). FY 2022 (\$27,340). Total reimbursement: \$54,154.

Alternatives

Do not approve the proposed budgets for reimbursement.

Attachments:

[1st Judicial District Budget Request FY 21-22.pdf](#)

[Title IV First Judicial Budget FY 20-21 R.pdf](#)

[Title IV First Judicial Budget FY 21-22 R.pdf](#)

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)

Steve Sisolak
Governor

Richard Whitley, MS
Director



DEPARTMENT OF
HEALTH AND HUMAN SERVICES
Division of Welfare and Supportive Services
Helping people. It's who we are and what we do.



Steve H. Fisher
Administrator

March 13, 2020

James T. Russell, Chief Judge
1st Judicial District Court
885 East Musser Street
Carson City NV 89701

Dear Judge Russell:

In accordance with the interlocal contract, Attachment C, two years of budget requests for **State Fiscal Years 2021 and 2022** are required. They are due in Central Office no later than **May 15, 2020**. Each Judicial District must have an approved budget on file to receive reimbursement for expenditures. To ensure budgets approved by the State are consistent with budgets approved by the county commissioners, please submit your budget request to the county commission first; then, forward the commissioners' approved budget to the Child Support Enforcement Unit in Central Office at the address listed above. If you will not have a budget approved by the county commission before **May 15, 2020**, please submit a provisional budget that includes the date when the budget will be approved and submitted to Central Office.

Budget requests must include back-up documentation to justify all expenditures. Any proposed increases over funding provided in the current year must include a detailed analysis and spreadsheet validating how the increased budget authority can be negated through a proportionate increase in child support collections.

Upon approval of the annual budget by state staff, county personnel are responsible for submitting all requests for reimbursement in accordance with 2 CFR Part 225. All claims for reimbursement must be addressed to the Chief of the Child Support Enforcement Program. Claims must be submitted within thirty days of the end of the month in which the expenses are incurred, unless the Chief grants an approval for an extension.

The standardized invoice billing format must be used again this year. This is necessary to streamline the reimbursement process. The format is very similar to that used by most offices. You will no longer be required to submit the required documentation on a monthly basis; however, the required documentation must be retained at each office and available for inspection and review by federal and state auditors. Costs must be clearly identifiable on the invoice to ensure the allowable expenditures can be easily determined by staff reviewing the invoice. For example, supplies must be itemized with associated costs.

General budget claims must be submitted on county letterhead; signed by the responsible party (including name and title); and submitted in accordance with the interlocal agreement, 2 CFR Part 225 and the approved budget. The request for reimbursement must show total expenses and the reimbursement rate, typically 66%.

Compensation for Hearing Master services are reimbursed at the contractual rate - up to 100% of the actual time worked in Child Support Enforcement.

Travel claims must be submitted on either county or state travel claim forms that include: the language and signature declaring the claimant is submitting an accurate claim; the dates and times the claimant entered and ended travel status; the purpose of the trip (attach conference schedules, if applicable); and itemized costs. Travel is reimbursed at the state rate pursuant the State Administration Manual, Section 200. If travel claims are completed showing the county rates (per diem, mileage, etc.), also include the state rate on the form for reimbursement.

If you have any questions, please contact Margaret Moe at (775) 684-0691 or via email at mxmoe@dwss.nv.gov.

Sincerely,



Cathy Kaplan, Chief

cc: Maxine Cortes, Court Administrator

First Judicial District Court Budget for 07/01/2020 - 06/30/2021

Position	Salary 07/01/18 - 06/30/19	Fringe Benefits	IVD Activity and % of Time Spent Annually	Non IVD Activity and % of Time Spent Annually	Annual Salary/Benefits Apportioned to IVD Activities
(1) Special Hearing Master					Contract \$ 14,820
(1) Court Clerk I	\$ 47,483	\$ 18,838	Case Processing: 2.75%	Clerical Work: 97.25%	Salary: \$ 1,306 Fringe: \$ 518 Total: \$ 1,824
(1) Court Clerk II	\$ 63,900	\$ 44,545	Case Processing: 2.75%	Clerical Work: 97.25%	Salary: \$ 1,757 Fringe: \$ 1,225 Total: \$ 2,982
(1) Court Clerk I	\$ 39,879	\$ 23,169	Case Processing: 2.70%	Clerical Work: 97.30%	Salary: \$ 1,077 Fringe: \$ 626 Total: \$ 1,702
(1) Security	\$ 80,931	\$ 48,147	Courtroom Security: 4.25%	Bailiff: 95.750	Salary: \$ 3,440 Fringe: \$ 2,046 Total: \$ 5,486
Training/Travel					
Equipment					\$ -
Total					\$ 26,814

PART ONE: BUDGET ANALYSIS FY 2020 - 2021

FIRST JUDICIAL DISTRICT COURT

SUMMARY OF BUDGET REQUEST

1. Personnel: (Salaries Only)	\$	22,399	
2. Fringe Benefits	\$	4,415	
3. County Indirect Costs	\$	-	
4. Instate Travel			
5. Other Expenses	\$	-	
TOTAL BUDGET REQUEST			\$ 26,814

PART TWO: BUDGET ANALYSIS FY 2020 - 2021

1. PERSONNEL: _____ (Salaries only)

POSITION	# OF STAFF	ANNUAL SALARY	% OF SEP TIME	SALARY TO D	IV-
Special Hearing Master	1	\$ 14,820	100.00%	\$ 14,820	
Court Clerk I	1	\$ 47,483	2.75%	\$ 1,306	
Court Clerk II	1	\$ 63,900	2.750%	\$ 1,757	
Court Clerk I	1	\$ 39,879	2.70%	\$ 1,077	
Security	1	\$ 80,931	4.25%	\$ 3,440	

TOTAL PERSONNEL COST: \$ 22,399

2. FRINGE BENEFITS: _____

- 1. Retirement 2,509
- 2. Workman's Comp 147
- 3. Disability Insurance -
- 4. Group Insurance 1,652
- 5. Medicare 107

TOTAL FRINGE BENEFITS: 4,415

3. COUNTY INDIRECT COSTS: _____ \$ -

First Judicial District Court Budget for 07/01/2021 - 06/30/2022

Position	Salary 07/01/18 - 06/30/19	Fringe Benefits	IVD Activity and % of Time Spent Annually	Non IVD Activity and % of Time Spent Annually	Annual Salary/Benefits Apportioned to IVD Activities
(1) Special Hearing Master					Contract \$ 14,820
(1) Court Clerk I	\$ 49,385	\$ 19,190	Case Processing: 2.85%	Clerical Work: 97.15%	Salary: \$ 1,407 Fringe: \$ 547 Total: \$ 1,954
(1) Court Clerk II	\$ 64,975	\$ 44,549	Case Processing: 2.87%	Clerical Work: 97.13%	Salary: \$ 1,865 Fringe: \$ 1,279 Total: \$ 3,143
(1) Court Clerk I	\$ 41,474	\$ 23,676	Case Processing: 2.85%	Clerical Work: 97.15%	Salary: \$ 1,182 Fringe: \$ 675 Total: \$ 1,857
(1) Security	\$ 82,347	\$ 48,598	Courtroom Security: 4.25%	Bailiff: 95.750	Salary: \$ 3,500 Fringe: \$ 2,065 Total: \$ 5,565
Training/Travel					
Equipment					\$ -
Total					\$ 27,340

PART ONE: BUDGET ANALYSIS FY 2021 - 2022

FIRST JUDICIAL DISTRICT COURT

SUMMARY OF BUDGET REQUEST

1. Personnel: (Salaries Only)	\$	22,774	
2. Fringe Benefits	\$	4,566	
3. County Indirect Costs	\$	-	
4. Instate Travel			
5. Other Expenses	\$	-	
TOTAL BUDGET REQUEST			\$ 27,340

PART TWO: BUDGET ANALYSIS FY 2021 - 2022

1. PERSONNEL: _____ (Salaries only)

POSITION	# OF STAFF	ANNUAL SALARY	% OF SEP TIME	SALARY TO D	IV-
Special Hearing Master	1	\$ 14,820	100.00%	\$ 14,820	
Court Clerk I	1	\$ 49,385	2.85%	\$ 1,407	
Court Clerk II	1	\$ 64,975	2.87%	\$ 1,865	
Court Clerk I	1	\$ 41,474	2.85%	\$ 1,182	
Security	1	\$ 82,347	4.25%	\$ 3,500	

TOTAL PERSONNEL COST: \$ 22,774

2. FRINGE BENEFITS: _____

- 1. Retirement 2,593.22
- 2. Workman's Comp 151.40
- 3. Disability Insurance -
- 4. Group Insurance 1,705.69
- 5. Medicare 115.33

TOTAL FRINGE BENEFITS: 4,565.64

3. COUNTY INDIRECT COSTS: _____ \$ _____