



**Governing  
Body Members**

**Robin Wilson-  
Beattie**

*President*

Younger Consumer  
Representative

**Edda Mai Johnson**

Older Consumer  
Representative

**Sascha Bittner**

DAS Commission  
Representative

**Daisy McArthur**

*Secretary*  
Union  
Representative

**Alex Madrid**

*Treasurer*  
Mayor's  
Disability  
Council  
Member

**Ted Jackson**

Older  
Consumer  
Representative

**Jesse Nichols**

Younger  
Consumer  
Representative

**Luana McAlpine**

Provider  
Representative

**Jane Redmond**

Older Consumer  
Representative

**Mara Math**

Older Consumer  
Representative

**San Francisco IHSS Public Authority**  
**832 Folsom St., 9th Floor, San Francisco, CA**  
**Governing Body – Regular Meeting**  
**Minutes of May 13, 2025**

Date: Tuesday, May 13, 2025

Time: 1:04 p.m. – 2:30 p.m.

Place: In-person

Ring Central Dial-in: +12679304000

Ring Central Conference I.D: 905048011

**Call to Order  
and  
Roll Call**

Governing Body Members present: Robin Wilson-Beattie, Alex Madrid Jesse Nichols, Jane Redmond, Daisy McArthur, Sascha Bittner, Ted Jackson, Mara Math, Edda Mai Johnson

Also Present: Eileen Norman- Executive Director, Eren Gutierrez – Deputy Director, Rick Mena- Director of Finance and Administration

Absent: Luana McAlpine

President, Robin Wilson-Beattie called the meeting to order at 1:04 pm.

**Consent Agenda**

Robin motioned to approve the Consent Agenda. Alex M. first this motion, Jesse N. seconded this motion.

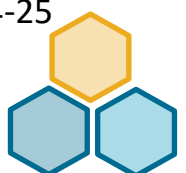
Unanimously approved.

**President's  
Report**

- Robin welcomed and thanked members for joining.
- Robin concluded the Presidents report and introduced Treasurer Alex M. for Treasurers Report.

**Treasurer's**

- Alex asked members to review the FY24-25





## Report

Budget Review and proposed an approval. Alex called a vote for approval. First motion Daisy to approve, seconded by Jane R.

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### Executive Director's Report

- Eileen provided organizational updates, legislative, and partnership updates listed on the distributed ED report.
- Eileen also brought a letter drafted to send to Rep. Matt Haney from the Governing Body re: AB 283 concerns. Will send with revisions to GB to approve signature.

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### Board Education/ Guest Speaker

- President Robin introduced governing body member Ted Jackson to cover Medicaid budget cuts and other federal changes.
- Alex proposed the idea of a Governing Body retreat utilizing the remaining governing body funds and stated that the topic will be discussed further in the next officer meeting.

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### Board Retreat

- Alex called a vote to do the Governing Body Retreat on July 15<sup>th</sup>. Ted moved to approve, Sascha seconded it. There were 9 votes to approve. 1 abstention.

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### Staff/Org Reports

#### **Finance Report – Director of Finance, Rick Mena**

- Rick discussed the Budget Breakdown of FY24-25 covering the months of July through May and Budget to Spend Results.

#### **Programs Report – Eren Gutierrez**

- Eren presented program service highlights of February and March. She presented the recent increase in Active Registry Providers (an increase from 499 to 585) and onboarding providers (83 in one month) She highlighted the slight increase in consumers their assistance (210 in one month).

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### Board Seat Updates

- Robin announced the official appointment of Luanna McAlpine and Ted Jackson.





**Commission  
Updates /  
Announcement's**

- Alex announced the MDC next Friday and encouraged members to join.
- Sascha announced ADA services commission June 4<sup>th</sup>

**Meeting  
Evaluation**

- Members expressed approval of the meeting and indicated they are looking forward to the next meeting.

**Public Session  
Adjournment**

- Robin called a vote to move to closed session. First motion: Jesse Nichols. Second: Sascha Bittner. Motion passed unanimously.
- Meeting adjourned at 2:32 pm

**Closed Session**

- The Governing Body discussed the upcoming Executive Director Performance Review and approved a format to use. GB President will collect responses to summarize and submit to GB for approval.



**Documents supporting agenda items are available for review at the Public Authority office:  
832 Folsom Street, 9<sup>th</sup> Floor, San Francisco, CA 94107**

1. KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

It is the duty of government and public agencies, such as the IHSS Public Authority, to serve the public, reaching decisions in full view of anyone interested in the subject. Both the state Brown Act and the San Francisco Sunshine Ordinance assure that deliberations are conducted before the people and that pertinent operations are open to the people's review.

The agenda and minutes and all related materials for Governing Body meetings are available in advance at the office of the Authority's Fiscal & Operations Manager, 832 Folsom Street, 9<sup>th</sup> Floor, San Francisco, CA 94107. All agendas and minutes are also accessible through our website: [www.sfihsspa.org](http://www.sfihsspa.org). Minutes and agendas are also available at the Main Branch of the San Francisco Public Library at the Government Information Center, 5<sup>th</sup> Floor, 100 Larkin Street, San Francisco, CA 94102. Meeting notices, agendas and minutes are sent in advance for posting to the Clerk of the Board ([Board.of.Supervisors@sfgov.org](mailto:Board.of.Supervisors@sfgov.org)). Additional copies of the agenda and minutes and all related materials are on hand and available to the public at every board meeting (see below for time and locale).

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2. DISABILITY ACCESS

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- American Sign Language (ASL) Interpreters
- Large-print copies of the meeting agenda

Contact IHSS Public Authority 415-243-4477





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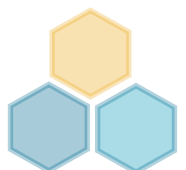


**San Francisco IHSS Public Authority Governing Body –  
Meeting Agenda**

|                                   |  |
|-----------------------------------|--|
| <b><u>Date:</u></b>               | Tuesday, May 13th, 2025  |
| <b><u>Time:</u></b>               | 1:00 pm – 2:30 pm  |
| <b><u>Location:</u></b>           | 832 Folsom Street, 9 <sup>th</sup> Floor   |
| <b><u>Virtual<br/>Option:</u></b> | <a href="https://v.ringcentral.com/join/905048011?pw=6f0666df790806c1201e90189fe6bf4d">https://v.ringcentral.com/join/905048011?pw=6f0666df790806c1201e90189fe6bf4d</a><br>Ring Central Dial-In: <b>(267) 930-4000</b> United States<br>Ring Central Conference ID: <b>905048011</b> |

1. Roll Call
2. Public Comment
3. Vote to Approve Consent Agenda Including:
  - a. Agenda May 13th, 2025
  - b. Minutes March 11th, 2025
4. President's Report
5. Treasurer's Report
6. Executive Director's Report
7. Staff/Org Reports:
  - a. Programs – Deputy Director, Eren Gutierrez
  - b. Finance – Director of Finance & Operations, Rick Mena
8. Board Education/Guest Speakers:
  - a. Ted Jackson, Medicaid Budget Cuts and Other Federal Changes
9. Governing Body Retreat Proposal
10. Board Seat Updates:
  - a. Officially appointed Luanna McAlpine & Ted Jackson
11. Commission Updates/Announcements
12. Meeting Evaluation and Adjournment
13. Motion to move to Closed Session
  - a. ED Performance Evaluation
  - b. Policy on ED Performance Evaluation & Participation

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**Governing Body Meeting**  
**May 13, 2025**  
**Executive Director's Report**

| Organization Updates  | Legislative/Policy Updates   |
|---|--|
| <ul style="list-style-type: none"><li>• PCWG/PCORI Grant:<br/>Attended the National Health Care Decisions Day press conference to stress the importance of ACP. Helped to launch the PCORI grant where PA is a partner.</li><li>• 30<sup>th</sup> Anniversary Celebration:<br/>Will happen in fall. Just the PA.</li><li>• Jerrold Commons: Part of team bringing IHSS to new Bayview Shelter</li></ul>   | <ul style="list-style-type: none"><li>• REMINDER: If joining remotely by ADA exemption send an email stating: Due to my disability, I am unable to join the meeting on ____ (date) in person. I will join remotely in line with the AG decision to allow for remote participation for an ADA exemption.</li><li>• AB 283: Collective Bargaining Bill</li></ul> |
| Partnerships/Collaboration Updates  | Other News   |
| <ul style="list-style-type: none"><li>• ADA Celebrations: Various celebrations happening through the year. DCC opens in July. CLC is doing a scavenger hunt.</li><li>• PA Role in Advocacy Training. Presented at CICA and DO Network w/ Christina Mills.</li><li>• MTC's Accessible Futures Conference: See attached flyer.</li><li>• ADF launched new cycle of recommendations. Need more SF community members to be voice in ADF work group.</li></ul> | <ul style="list-style-type: none"><li>• Medi-Cal: Congress still proposed to cut 1 trillion from Medicaid. If you or a family member are Medicaid recipients, you should be sharing your testimony on the importance of this program/safety net.</li><li>• Other cuts and services still at risk. Need advocacy at all levels.</li></ul>                       |

## Programs Overview February and March 2025

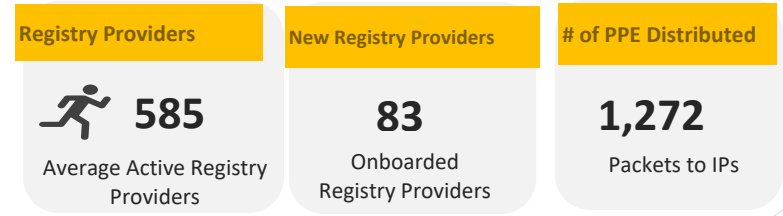
Data from 02/01 - 03/31/25



### Total # of new Intakes/Consumers Served



### Total # of Provider Activity



| FY 2024-25 Monthly Report |                        |  | Oct. 2024 | Nov. 2024 | Dec.2024 | Jan.2025 | Feb.2025 | Mar.2025 |
|---------------------------|------------------------|--|-----------|-----------|----------|----------|----------|----------|
| Consumers                 | Registry               | # of Consumers referred to the Registry                  | 235       | 191       | 192      | 216      | 215      | 210      |
|                           | Mentorship             | # of Consumers referred to Mentorship                    | 17        | 17        | 22       | 20       | 30       | 14       |
|                           |                        | # of Consumers working with a Mentor                     | 118       | 123       | 109      | 112      | 123      | 129      |
|                           | Back-Up Service(BUPS)  | # of Consumers referred to BUPS                          | 65        | 70        | 69       | 76       | 53       | 63       |
| Providers                 | Registry Providers     | Total # of Registry Providers (active- looking for work) | 498       | 500       | 544      | 544      | 557      | 613      |
|                           |                        | # of Applicants  | 87        | 65        | 81       | 115      | 107      | 97       |
|                           |                        | # of Applicants who were accepted to registry            | 47        | 34        | 26       | 45       | 38       | 45       |
|                           |                        | # of Providers Employed w/ 1+ Consumers                  | 1797      | 1812      | 1842     | 1861     | 1884     | 1897     |
|                           | IHSS Provider Benefits | # of Providers enrolled in health benefits               | 11,570    | 11,622    | 11,693   | 11,488   | 11,514   | 11,562   |
|                           |                        | # of Providers enrolled in dental benefits               | 9,178     | 9,186     | 9,218    | 9,249    | 9,202    | 9,253    |
|                           |                        | # of LiveScans serviced                                  | 401       | 281       | 255      | 574      | 388      | 292      |
|                           |                        | # of DOJ records processed                               | 521       | 429       | 436      | 472      | 458      | 488      |
|                           |                        | # of Protective Personal Equipment                       | 507       | 523       | 807      | 525      | 522      | 750      |

## FY24-25 Budget Breakdown

Jul - Mar 25

FY2024-25 Adjusted Shown Budget: 105,207,814

### Organizational Revenue Summary FY2024-25

Actual Months Reported: 9

Percent of Year: 75%

| Recieved & Accrued Revenue                 | Approved Budget    | Total To Date     | % of Budget | Report Balance    |
|--|--------------------|-------------------|-------------|-------------------|
| Advance on IP Contract                     |                    | 5,830,000         |             | -5,830,000        |
| Monthly Invoice Benefits & Operations      | 104,215,754        | 79,836,717        | 77%         | 24,379,037        |
| Monthly Invoice Live Scan                  | 577,662            | 360,482           | 62%         | 217,180           |
| Monthly Invoice Governing Body             | 88,819             | 38,212            | 43%         | 50,607            |
| Monthly BUPS                               | 325,579            | 222,060           | 68%         | 103,519           |
| <b>Total Recieved &amp; Acrued Revenue</b> | <b>105,207,814</b> | <b>86,287,471</b> | <b>82%</b>  | <b>18,920,343</b> |

### Organizational Expense Summary FY2024-25

| Admistrative Cost Centers              | Approved Budget | Total Actual   | % of Budget | Report Balance |
|--|-----------------|----------------|-------------|----------------|
| Finance & Admin                        | 720,178         | 486,623        | 68%         | 233,555        |
| Human Resources                        | 36,000          | 1,980          | 6%          | 34,020         |
| Salesforce Data Analysis               | 107,947         | 84,664         | 78%         | 23,283         |
| <b>Total Admistrative Cost Centers</b> | <b>864,125</b>  | <b>573,267</b> | <b>66%</b>  | <b>290,858</b> |
| <i>percent of budget</i>               | <i>0.82%</i>    | <i>0.71%</i>   |             |                |

| Program Cost Centers              | Approved Budget  | Total Actual     | % of Budget | Report Balance   |
|-----------------------------------|------------------|------------------|-------------|------------------|
| On Call/BUPS                      | 329,079          | 225,052          | 68%         | 104,027          |
| Registry                          | 12,100           | 1,550            | 13%         | 10,550           |
| Mentorship                        | 113,689          | 85,766           | 75%         | 27,923           |
| Recruitment                       | 521,210          | 265,598          | 51%         | 255,612          |
| Provider Services                 | 60,220           | 45,229           | 75%         | 14,991           |
| Live Scan                         | 220,196          | 115,520          | 52%         | 104,676          |
| Governing Body                    | 39,250           | 14,301           | 36%         | 24,949           |
| Agency-Wide Program Expenses      | 241,364          | 167,095          | 69%         | 74,269           |
| PA Staff Compensation             | 3,378,864        | 2,308,634        | 68%         | 1,070,230        |
| <b>Total Program Cost Centers</b> | <b>4,915,972</b> | <b>3,228,746</b> | <b>66%</b>  | <b>1,687,226</b> |
| <i>percent of budget</i>          | <i>4.67%</i>     | <i>4.01%</i>     |             |                  |

|                          |                   |                   |            |                   |
|--------------------------|-------------------|-------------------|------------|-------------------|
| <b>Total IP Benefits</b> | <b>99,428,717</b> | <b>76,624,307</b> | <b>77%</b> | <b>22,804,410</b> |
| <i>percent of budget</i> | <i>94.51%</i>     | <i>95.27%</i>     |            |                   |

|                                    |                    |                   |            |                   |
|------------------------------------|--------------------|-------------------|------------|-------------------|
| <b>Total Organization Expenses</b> | <b>105,208,814</b> | <b>80,426,320</b> | <b>76%</b> | <b>24,782,494</b> |
|------------------------------------|--------------------|-------------------|------------|-------------------|

### Governing Body Expense Detail

| Categories                                 | Approved Budget | Total Actual  | % of Budget | Report Balance |
|--|-----------------|---------------|-------------|----------------|
| Insurance                                  | 9,750           | 0             | 0%          | 9,750          |
| CICA Membership                            | 5,000           | 0             | 0%          | 5,000          |
| Board Stipends                             | 12,500          | 7,135         | 57%         | 5,365          |
| Communications                             | 12,000          | 7,166         | 60%         | 4,834          |
| <b>Total Governing Body Expense Detail</b> | <b>39,250</b>   | <b>14,301</b> | <b>36%</b>  | <b>24,949</b>  |

Administration Expense Detail

Jul - Mar 25

Actual Months Reported: 9  
Percent of Year: 75%

| Finance, IT and Admin.                        |                 |              |             |                |
|---|-----------------|--------------|-------------|----------------|
| Categories                                    | Approved Budget | Total Actual | % of Budget | Report Balance |
| Rent  | 443,958         | 337,585      | 76%         | 106,373        |
| Utilities                                     | 32,015          | 11,339       | 35%         | 20,676         |
| Insurance                                     | 22,925          | 16,952       | 74%         | 5,973          |
| Auditor                                       | 34,558          | 27,500       | 80%         | 7,058          |
| IT Services                                   | 48,091          | 27,217       | 57%         | 20,874         |
| Computer Replacement Program                  | 12,500          | 15,183       | 121%        | (2,683)        |
| Banking Devices & Fees                        | 1,000           | 1,043        | 104%        | (43)           |
| DOFA Team Meetings                            | 720             | 106          | 15%         | 614            |
| Legal services                                | 30,000          | 223          | 1%          | 29,777         |
| Other Administrative Services and Consultants | 10,000          | 1,495        | 15%         | 8,505          |
| Professional Svs. Admin: Flex,UBS, VRC, Other | 13,500          | 11,864       | 88%         | 1,636          |
| Capital Expenses                              | 10,500          | 0            | 0%          | 10,500         |
| Bookkeeping & Payroll                         | 60,411          | 36,116       | 60%         | 24,295         |
| Total Finance, IT and Admin.                  | 720,178         | 486,623      | 68%         | 233,555        |

| Human Resources              |                 |              |             |                |
|------------------------------|-----------------|--------------|-------------|----------------|
| Categories                   | Approved Budget | Total Actual | % of Budget | Report Balance |
| Holiday Party                | 2,000           | 444          | 22%         | 1,556          |
| Tuition Reimbursement        | 14,000          | 0            | 0%          | 14,000         |
| Staff Recognition            | 5,000           | 0            | 0%          | 5,000          |
| Consulting (Job Advertising) | 15,000          | 1,536        | 10%         | 13,464         |
| Total Human Resources        | 36,000          | 1,980        | 6%          | 34,020         |

| Salesforce Consultants         |                 |              |             |                |
|--------------------------------|-----------------|--------------|-------------|----------------|
| Categories                     | Approved Budget | Total Actual | % of Budget | Report Balance |
| Staff Training                 | 700             | 699          | 100%        | 1              |
| Consulting                     | 105,500         | 80,303       | 76%         | 25,197         |
| Utilities (SmartFile/File.com) | 1,747           | 3,662        | 210%        | (1,915)        |
| Total Salesforce Consultants   | 107,947         | 84,664       | 78%         | 23,283         |

Back-Up Provider Serv. & Registry Expense Detail

Jul - Mar 25

Actual Months Reported: 9  
Percent of Year: 75%

| Back Up Provider Services Contract       |                 | Total   | % of   | Report  |
|--|-----------------|---------|--------|---------|
| Categories                               | Approved Budget | Actual  | Budget | Balance |
| On-Call Providers                        | 201,217         | 152,340 | 76%    | 48,877  |
| Fringe Benefits                          | 70,426          | 37,667  | 53%    | 32,759  |
| Total Comp                               | 271,643         | 190,007 | 70%    | 81,636  |
| NonComp                                  |                 |         |        |         |
| Staff Travel                             | 35,568          | 20,892  | 59%    | 14,676  |
| Cell Phones                              | 10,368          | 6,850   | 66%    | 3,518   |
| Supplies/Infectious Control              | 8,000           | 4,311   | 54%    | 3,689   |
| Total NonComp                            | 53,936          | 32,053  | 59%    | 21,883  |
| Back Up Provider Services Contract Total | 325,579         | 222,060 | 68%    | 103,519 |
| BUPS PA Suplamental Budget               |                 | Total   | % of   | Report  |
| Categories                               | Approved Budget | Actual  | Budget | Balance |
| IP Education & Outreach                  | 1,500           | 794     | 53%    | 706     |
| Printing and Reproduction                | 2,000           | 2,198   | 110%   | (198)   |
| Total BUPS Program Supplement            | 3,500           | 2,992   | 85%    | 508     |
| Total BUPS Program                       | 329,079         | 225,052 | 68%    | 104,027 |
| Registry                                 |                 | Total   | % of   | Report  |
| Categories                               | Approved Budget | Actual  | Budget | Balance |
| BUPS and Reg Staff Meetings              | 1,620           | 995     | 61%    | 625     |
| IP Education & Outreach                  | 1,580           | 555     | 35%    | 1,025   |
| Utilities (A Point in Time)              | 6,400           | 0       | 0%     | 6,400   |
| Printing and Reproduction                | 2,500           | 0       | 0%     | 2,500   |
| Total Registration Program               | 12,100          | 1,550   | 13%    | 10,550  |

Mentorship Expense Detail

Jul - Mar 25

Actual Months Reported: 9  
Percent of Year: 75%

| Mentorship                   |                 |              |             |                |
|------------------------------|-----------------|--------------|-------------|----------------|
| Categories                   | Approved Budget | Total Actual | % of Budget | Report Balance |
| Mentors Salaries             | 66,000          | 59,499       | 90%         | 6,501          |
| Fringe Benefits              | 25,689          | 19,518       | 76%         | 6,171          |
| Total Comp                   | 91,689          | 79,017       | 86%         | 12,672         |
| Mentor Training and Outreach | 4,800           | 0            | 0%          | 4,800          |
| Staff Meetings               | 900             | 1,353        | 150%        | (453)          |
| Office Supplies              | 4,000           | 389          | 10%         | 3,611          |
| Travel                       | 1,500           | 43           | 3%          | 1,457          |
| Consultant                   | 4,000           | 0            | 0%          | 4,000          |
| Tech (Tablets)               | 4,500           | 3,018        | 67%         | 1,482          |
| Bookkeeping                  | 2,300           | 1,945        | 85%         | 355            |
| Total NonComp                | 22,000          | 6,749        | 31%         | 15,251         |
|                              |                 | 0            |             |                |
| Total Mentorship             | 113,689         | 85,766       | 75%         | 27,923         |

Recruitment Expense Detail

Jul - Mar 25

Actual Months Reported: 9  
Percent of Year: 75%

| Recruitment                                     |                 |              |             |                |
|---|-----------------|--------------|-------------|----------------|
| Categories                                      | Approved Budget | Total Actual | % of Budget | Report Balance |
| Printing and Reproduction                       | 3,000           | 0            | 0%          | 3,000          |
| Travel  | 500             | 266          | 53%         | 234            |
| Staff Meetings                                  | 540             | 477          | 88%         | 63             |
| IP Education and Outreach (Recrutment Outreach) | 21,169          | 3,939        | 19%         | 17,230         |
| IP Education and Outreach (IPAD)                | 1               | 0            | 0%          | 1              |
| Bus Passes                                      | 486,000         | 260,916      | 54%         | 225,084        |
| IP Development                                  | 10,000          | 0            | 0%          | 10,000         |
| Total Recruitment                               | 521,210         | 265,598      | 51%         | 255,612        |

**Provider Services Expense Detail**

Jul - Mar 25

Actual Months Reported: 9  
 Percent of Year: 75%

| Provider Services                  |                 | Total  | % of   | Report  |
|------------------------------------|-----------------|--------|--------|---------|
| Categories                         | Approved Budget | Actual | Budget | Balance |
| Printing and Reproduction/Benefits | 15,000          | 10,414 | 69%    | 4,586   |
| Staff Meetings                     | 720             | 572    | 79%    | 148     |
| IP Education and Outreach          | 2,000           | 268    | 13%    | 1,732   |
| PPE and ID Cards                   | 42,500          | 33,974 | 80%    | 8,526   |
| Total Provider Services            | 60,220          | 45,229 | 75%    | 14,991  |

| Live Scan/Finger Printing                  |                 | Total   | % of   | Report  |
|--|-----------------|---------|--------|---------|
| Categories                                 | Approved Budget | Actual  | Budget | Balance |
| Utilities & Maint.                         | 6,896           | 731     | 11%    | 6,165   |
| Rent                                       | 12,500          | 3,684   | 29%    | 8,816   |
| Office Supplies                            | 9,000           | 301     | 3%     | 8,699   |
| ID Card Supplies                           | 1,000           | 0       | 0%     | 1,000   |
| Postage (SOC881 - NoticelP for Inactivity) | 11,500          | 7,429   | 65%    | 4,071   |
| Insurance                                  | 6,500           | 2,963   | 46%    | 3,537   |
| FP Per Person Expense                      | 172,800         | 100,412 | 58%    | 72,388  |
| Total Live Scan/Finger Printing            | 220,196         | 115,520 | 52%    | 104,676 |

| IP Benefits       |                 | Total      | % of   | Report     |
|-------------------|-----------------|------------|--------|------------|
| Categories        | Approved Budget | Actual     | Budget | Balance    |
| IP Health         | 95,975,779      | 74,481,179 | 78%    | 21,494,600 |
| IP Dental         | 3,452,938       | 2,143,127  | 62%    | 1,309,811  |
| Total IP Benefits | 99,428,717      | 76,624,307 | 77%    | 22,804,410 |

Agency-Wide Program Operations Expense Detail

Jul - Mar 25

Actual Months Reported: 9  
Percent of Year: 75%

| PA Staff Compensation     | Approved Budget | Total Actual | % of Budget | Report Balance |
|---------------------------|-----------------|--------------|-------------|----------------|
| PA Regular Staff Salaries | 2,423,229       | 1,798,679    | 74%         | 624,550        |
| Fringe Benefits           | 955,635         | 509,955      | 53%         | 445,680        |
| Total                     | 3,378,864       | 2,308,634    | 68%         | 1,070,230      |

| Agency-Wide Program Expenses                   | Approved Budget | Total Actual | % of Budget | Report Balance |
|--|-----------------|--------------|-------------|----------------|
| Office Supplies                                | 23,008          | 13,849       | 60%         | 9,159          |
| Postage  | 5,000           | 13,710       | 274%        | (8,710)        |
| Printing and Reproduction                      | 24,705          | 20,687       | 84%         | 4,018          |
| Staff Training                                 | 17,694          | 7,311        | 41%         | 10,383         |
| All Staff Meetings                             | 5,220           | 7,385        | 141%        | (2,165)        |
| Staff Travel                                   | 6,000           | 749          | 12%         | 5,251          |
| Other Program Consultants                      | 70,340          | 51,854       | 74%         | 18,486         |
| Exchange Server                                | 7,697           | 2,799        | 36%         | 4,898          |
| IP Education and Outreach/IP Training Stipends | 20,000          | 1,952        | 10%         | 18,048         |
| CAPA Annual Dues                               | 21,000          | 21,000       | 100%        | -              |
| Shop Stewards                                  | 40,700          | 25,800       | 63%         | 14,900         |
| Total  | 241,364         | 167,095      | 69%         | 74,269         |



## FY24-25 Budget Breakdown

Jul - Mar 25

FY2024-25 Adjusted Shown Budget: 105,207,814

### Organizational Revenue Summary FY2024-25

Actual Months Reported: 9

Percent of Year: 75%

| Recieved & Accrued Revenue                 | Approved Budget    | Total To Date     | % of Budget | Report Balance    |
|--|--------------------|-------------------|-------------|-------------------|
| Advance on IP Contract                     |                    | 5,830,000         |             | -5,830,000        |
| Monthly Invoice Benefits & Operations      | 104,215,754        | 79,836,717        | 77%         | 24,379,037        |
| Monthly Invoice Live Scan                  | 577,662            | 360,482           | 62%         | 217,180           |
| Monthly Invoice Governing Body             | 88,819             | 38,212            | 43%         | 50,607            |
| Monthly BUPS                               | 325,579            | 222,060           | 68%         | 103,519           |
| <b>Total Recieved &amp; Acrued Revenue</b> | <b>105,207,814</b> | <b>86,287,471</b> | <b>82%</b>  | <b>18,920,343</b> |

### Organizational Expense Summary FY2024-25

| Admistrative Cost Centers              | Approved Budget | Total Actual   | % of Budget | Report Balance |
|--|-----------------|----------------|-------------|----------------|
| Finance & Admin                        | 720,178         | 486,623        | 68%         | 233,555        |
| Human Resources                        | 36,000          | 1,980          | 6%          | 34,020         |
| Salesforce Data Analysis               | 107,947         | 84,664         | 78%         | 23,283         |
| <b>Total Admistrative Cost Centers</b> | <b>864,125</b>  | <b>573,267</b> | <b>66%</b>  | <b>290,858</b> |
| <i>percent of budget</i>               | <i>0.82%</i>    | <i>0.71%</i>   |             |                |

| Program Cost Centers              | Approved Budget  | Total Actual     | % of Budget | Report Balance   |
|-----------------------------------|------------------|------------------|-------------|------------------|
| On Call/BUPS                      | 329,079          | 225,052          | 68%         | 104,027          |
| Registry                          | 12,100           | 1,550            | 13%         | 10,550           |
| Mentorship                        | 113,689          | 85,766           | 75%         | 27,923           |
| Recruitment                       | 521,210          | 265,598          | 51%         | 255,612          |
| Provider Services                 | 60,220           | 45,229           | 75%         | 14,991           |
| Live Scan                         | 220,196          | 115,520          | 52%         | 104,676          |
| Governing Body                    | 39,250           | 14,301           | 36%         | 24,949           |
| Agency-Wide Program Expenses      | 241,364          | 167,095          | 69%         | 74,269           |
| PA Staff Compensation             | 3,378,864        | 2,308,634        | 68%         | 1,070,230        |
| <b>Total Program Cost Centers</b> | <b>4,915,972</b> | <b>3,228,746</b> | <b>66%</b>  | <b>1,687,226</b> |
| <i>percent of budget</i>          | <i>4.67%</i>     | <i>4.01%</i>     |             |                  |

|                          |                   |                   |            |                   |
|--------------------------|-------------------|-------------------|------------|-------------------|
| <b>Total IP Benefits</b> | <b>99,428,717</b> | <b>76,624,307</b> | <b>77%</b> | <b>22,804,410</b> |
| <i>percent of budget</i> | <i>94.51%</i>     | <i>95.27%</i>     |            |                   |

|                                    |                    |                   |            |                   |
|------------------------------------|--------------------|-------------------|------------|-------------------|
| <b>Total Organization Expenses</b> | <b>105,208,814</b> | <b>80,426,320</b> | <b>76%</b> | <b>24,782,494</b> |
|------------------------------------|--------------------|-------------------|------------|-------------------|

### Governing Body Expense Detail

| Categories                                 | Approved Budget | Total Actual  | % of Budget | Report Balance |
|--|-----------------|---------------|-------------|----------------|
| Insurance                                  | 9,750           | 0             | 0%          | 9,750          |
| CICA Membership                            | 5,000           | 0             | 0%          | 5,000          |
| Board Stipends                             | 12,500          | 7,135         | 57%         | 5,365          |
| Communications                             | 12,000          | 7,166         | 60%         | 4,834          |
| <b>Total Governing Body Expense Detail</b> | <b>39,250</b>   | <b>14,301</b> | <b>36%</b>  | <b>24,949</b>  |

Administration Expense Detail

Jul - Mar 25

Actual Months Reported: 9  
Percent of Year: 75%

| Finance, IT and Admin.                        |                 |              |             |                |
|---|-----------------|--------------|-------------|----------------|
| Categories                                    | Approved Budget | Total Actual | % of Budget | Report Balance |
| Rent  | 443,958         | 337,585      | 76%         | 106,373        |
| Utilities                                     | 32,015          | 11,339       | 35%         | 20,676         |
| Insurance                                     | 22,925          | 16,952       | 74%         | 5,973          |
| Auditor                                       | 34,558          | 27,500       | 80%         | 7,058          |
| IT Services                                   | 48,091          | 27,217       | 57%         | 20,874         |
| Computer Replacement Program                  | 12,500          | 15,183       | 121%        | (2,683)        |
| Banking Devices & Fees                        | 1,000           | 1,043        | 104%        | (43)           |
| DOFA Team Meetings                            | 720             | 106          | 15%         | 614            |
| Legal services                                | 30,000          | 223          | 1%          | 29,777         |
| Other Administrative Services and Consultants | 10,000          | 1,495        | 15%         | 8,505          |
| Professional Svs. Admin: Flex,UBS, VRC, Other | 13,500          | 11,864       | 88%         | 1,636          |
| Capital Expenses                              | 10,500          | 0            | 0%          | 10,500         |
| Bookkeeping & Payroll                         | 60,411          | 36,116       | 60%         | 24,295         |
| Total Finance, IT and Admin.                  | 720,178         | 486,623      | 68%         | 233,555        |

| Human Resources              |                 |              |             |                |
|------------------------------|-----------------|--------------|-------------|----------------|
| Categories                   | Approved Budget | Total Actual | % of Budget | Report Balance |
| Holiday Party                | 2,000           | 444          | 22%         | 1,556          |
| Tuition Reimbursement        | 14,000          | 0            | 0%          | 14,000         |
| Staff Recognition            | 5,000           | 0            | 0%          | 5,000          |
| Consulting (Job Advertising) | 15,000          | 1,536        | 10%         | 13,464         |
| Total Human Resources        | 36,000          | 1,980        | 6%          | 34,020         |

| Salesforce Consultants         |                 |              |             |                |
|--------------------------------|-----------------|--------------|-------------|----------------|
| Categories                     | Approved Budget | Total Actual | % of Budget | Report Balance |
| Staff Training                 | 700             | 699          | 100%        | 1              |
| Consulting                     | 105,500         | 80,303       | 76%         | 25,197         |
| Utilities (SmartFile/File.com) | 1,747           | 3,662        | 210%        | (1,915)        |
| Total Salesforce Consultants   | 107,947         | 84,664       | 78%         | 23,283         |

Back-Up Provider Serv. & Registry Expense Detail

Jul - Mar 25

Actual Months Reported: 9  
Percent of Year: 75%

| Back Up Provider Services Contract       |                 | Total   | % of   | Report  |
|--|-----------------|---------|--------|---------|
| Categories                               | Approved Budget | Actual  | Budget | Balance |
| On-Call Providers                        | 201,217         | 152,340 | 76%    | 48,877  |
| Fringe Benefits                          | 70,426          | 37,667  | 53%    | 32,759  |
| Total Comp                               | 271,643         | 190,007 | 70%    | 81,636  |
| NonComp                                  |                 |         |        |         |
| Staff Travel                             | 35,568          | 20,892  | 59%    | 14,676  |
| Cell Phones                              | 10,368          | 6,850   | 66%    | 3,518   |
| Supplies/Infectious Control              | 8,000           | 4,311   | 54%    | 3,689   |
| Total NonComp                            | 53,936          | 32,053  | 59%    | 21,883  |
| Back Up Provider Services Contract Total | 325,579         | 222,060 | 68%    | 103,519 |
| BUPS PA Suplamental Budget               |                 | Total   | % of   | Report  |
| Categories                               | Approved Budget | Actual  | Budget | Balance |
| IP Education & Outreach                  | 1,500           | 794     | 53%    | 706     |
| Printing and Reproduction                | 2,000           | 2,198   | 110%   | (198)   |
| Total BUPS Program Supplement            | 3,500           | 2,992   | 85%    | 508     |
| Total BUPS Program                       | 329,079         | 225,052 | 68%    | 104,027 |
| Registry                                 |                 | Total   | % of   | Report  |
| Categories                               | Approved Budget | Actual  | Budget | Balance |
| BUPS and Reg Staff Meetings              | 1,620           | 995     | 61%    | 625     |
| IP Education & Outreach                  | 1,580           | 555     | 35%    | 1,025   |
| Utilities (A Point in Time)              | 6,400           | 0       | 0%     | 6,400   |
| Printing and Reproduction                | 2,500           | 0       | 0%     | 2,500   |
| Total Registration Program               | 12,100          | 1,550   | 13%    | 10,550  |

Mentorship Expense Detail

Jul - Mar 25

Actual Months Reported: 9  
Percent of Year: 75%

| Mentorship                   |                 |              |             |                |
|------------------------------|-----------------|--------------|-------------|----------------|
| Categories                   | Approved Budget | Total Actual | % of Budget | Report Balance |
| Mentors Salaries             | 66,000          | 59,499       | 90%         | 6,501          |
| Fringe Benefits              | 25,689          | 19,518       | 76%         | 6,171          |
| Total Comp                   | 91,689          | 79,017       | 86%         | 12,672         |
| Mentor Training and Outreach | 4,800           | 0            | 0%          | 4,800          |
| Staff Meetings               | 900             | 1,353        | 150%        | (453)          |
| Office Supplies              | 4,000           | 389          | 10%         | 3,611          |
| Travel                       | 1,500           | 43           | 3%          | 1,457          |
| Consultant                   | 4,000           | 0            | 0%          | 4,000          |
| Tech (Tablets)               | 4,500           | 3,018        | 67%         | 1,482          |
| Bookkeeping                  | 2,300           | 1,945        | 85%         | 355            |
| Total NonComp                | 22,000          | 6,749        | 31%         | 15,251         |
|                              |                 | 0            |             |                |
| Total Mentorship             | 113,689         | 85,766       | 75%         | 27,923         |

Recruitment Expense Detail

Jul - Mar 25

Actual Months Reported: 9  
Percent of Year: 75%

| Recruitment                                     |                 |              |             |                |
|---|-----------------|--------------|-------------|----------------|
| Categories                                      | Approved Budget | Total Actual | % of Budget | Report Balance |
| Printing and Reproduction                       | 3,000           | 0            | 0%          | 3,000          |
| Travel  | 500             | 266          | 53%         | 234            |
| Staff Meetings                                  | 540             | 477          | 88%         | 63             |
| IP Education and Outreach (Recrutment Outreach) | 21,169          | 3,939        | 19%         | 17,230         |
| IP Education and Outreach (IPAD)                | 1               | 0            | 0%          | 1              |
| Bus Passes                                      | 486,000         | 260,916      | 54%         | 225,084        |
| IP Development                                  | 10,000          | 0            | 0%          | 10,000         |
| Total Recruitment                               | 521,210         | 265,598      | 51%         | 255,612        |

**Provider Services Expense Detail**

Jul - Mar 25

Actual Months Reported: 9  
 Percent of Year: 75%

| Provider Services                  |                 | Total  | % of   | Report  |
|------------------------------------|-----------------|--------|--------|---------|
| Categories                         | Approved Budget | Actual | Budget | Balance |
| Printing and Reproduction/Benefits | 15,000          | 10,414 | 69%    | 4,586   |
| Staff Meetings                     | 720             | 572    | 79%    | 148     |
| IP Education and Outreach          | 2,000           | 268    | 13%    | 1,732   |
| PPE and ID Cards                   | 42,500          | 33,974 | 80%    | 8,526   |
| Total Provider Services            | 60,220          | 45,229 | 75%    | 14,991  |

| Live Scan/Finger Printing                  |                 | Total   | % of   | Report  |
|--|-----------------|---------|--------|---------|
| Categories                                 | Approved Budget | Actual  | Budget | Balance |
| Utilities & Maint.                         | 6,896           | 731     | 11%    | 6,165   |
| Rent                                       | 12,500          | 3,684   | 29%    | 8,816   |
| Office Supplies                            | 9,000           | 301     | 3%     | 8,699   |
| ID Card Supplies                           | 1,000           | 0       | 0%     | 1,000   |
| Postage (SOC881 - NoticelP for Inactivity) | 11,500          | 7,429   | 65%    | 4,071   |
| Insurance                                  | 6,500           | 2,963   | 46%    | 3,537   |
| FP Per Person Expense                      | 172,800         | 100,412 | 58%    | 72,388  |
| Total Live Scan/Finger Printing            | 220,196         | 115,520 | 52%    | 104,676 |

| IP Benefits       |                 | Total      | % of   | Report     |
|-------------------|-----------------|------------|--------|------------|
| Categories        | Approved Budget | Actual     | Budget | Balance    |
| IP Health         | 95,975,779      | 74,481,179 | 78%    | 21,494,600 |
| IP Dental         | 3,452,938       | 2,143,127  | 62%    | 1,309,811  |
| Total IP Benefits | 99,428,717      | 76,624,307 | 77%    | 22,804,410 |

Agency-Wide Program Operations Expense Detail

Jul - Mar 25

Actual Months Reported: 9  
Percent of Year: 75%

| PA Staff Compensation     | Approved Budget | Total Actual | % of Budget | Report Balance |
|---------------------------|-----------------|--------------|-------------|----------------|
| PA Regular Staff Salaries | 2,423,229       | 1,798,679    | 74%         | 624,550        |
| Fringe Benefits           | 955,635         | 509,955      | 53%         | 445,680        |
| Total                     | 3,378,864       | 2,308,634    | 68%         | 1,070,230      |

| Agency-Wide Program Expenses                   | Approved Budget | Total Actual | % of Budget | Report Balance |
|--|-----------------|--------------|-------------|----------------|
| Office Supplies                                | 23,008          | 13,849       | 60%         | 9,159          |
| Postage  | 5,000           | 13,710       | 274%        | (8,710)        |
| Printing and Reproduction                      | 24,705          | 20,687       | 84%         | 4,018          |
| Staff Training                                 | 17,694          | 7,311        | 41%         | 10,383         |
| All Staff Meetings                             | 5,220           | 7,385        | 141%        | (2,165)        |
| Staff Travel                                   | 6,000           | 749          | 12%         | 5,251          |
| Other Program Consultants                      | 70,340          | 51,854       | 74%         | 18,486         |
| Exchange Server                                | 7,697           | 2,799        | 36%         | 4,898          |
| IP Education and Outreach/IP Training Stipends | 20,000          | 1,952        | 10%         | 18,048         |
| CAPA Annual Dues                               | 21,000          | 21,000       | 100%        | -              |
| Shop Stewards                                  | 40,700          | 25,800       | 63%         | 14,900         |
| Total  | 241,364         | 167,095      | 69%         | 74,269         |

## Governing BodyFY25-26 Budget Review

### FY24-25 Budget Breakdown

| Budget Categories                           | FY24-25<br>DAS Budget |
|---|-----------------------|
| Monthly Invoice Benefits & Operations       | 104,157,754           |
| Monthly Invoice Live Scan                   | 577,662               |
| Monthly Invoice Governing Body              | 88,819                |
| Monthly BUPs                                | 325,579               |
| <b>Budgeted Expenses</b>                    | <b>105,207,814</b>    |
| DPH: Laguna Honda Hospital Mentorship Comp. | 58,000                |
| <b>Total Possible Grant Revenue</b>         | <b>105,265,814</b>    |

### FY25-26 Budget Breakdown

| Budget Categories                           | FY25-26<br>DAS Budget |
|---|-----------------------|
| Benefits & Operations                       | 130,763,700           |
| Live Scan                                   | 589,341               |
| Governing Body                              | 91,485                |
| Back Up Provider Service (BUPS)             | 325,579               |
| <b>Budgeted Expenses</b>                    | <b>131,770,105</b>    |
| DPH: Laguna Honda Hospital Mentorship Comp. | 58,000                |
| <b>Total Possible Grant Revenue</b>         | <b>131,828,105</b>    |

## Organization Budget Summary

| Admirative Cost Centers              | FY24-25 Approved<br>Budget |
|--------------------------------------|----------------------------|
| Finance & Admin                      | 720,178                    |
| Human Resources                      | 36,000                     |
| Salesforce Data Analysis             | 107,947                    |
| <b>Total Admirative Cost Centers</b> | <b>864,125</b>             |
| <i>percent of budget</i>             | <i>0.82%</i>               |
| Program Cost Centers                 | FY24-25 Approved<br>Budget |
| On Call/BUPS                         | 329,079                    |
| Registry                             | 12,100                     |
| Mentorship                           | 113,689                    |
| Recruitment                          | 521,210                    |
| Provider Services                    | 60,220                     |
| Live Scan                            | 220,196                    |
| Governing Body                       | 39,250                     |
| Agency-Wide Program Expenses         | 241,364                    |
| PA Staff Compensation                | 3,378,864                  |
| <b>Total Program Cost Centers</b>    | <b>4,915,972</b>           |
| <i>percent of budget</i>             | <i>4.67%</i>               |
| <b>Total IP Benefits</b>             | <b>99,428,717</b>          |
| <i>percent of budget</i>             | <i>94.51%</i>              |
| <b>Total Organization Expenses</b>   | <b>105,208,814</b>         |

| Admirative Cost Centers              | FY25-26<br>Budget  |
|--------------------------------------|--------------------|
| Finance & Admin                      | 750,622            |
| Human Resources                      | 28,500             |
| Salesforce Data Analysis             | 117,947            |
| <b>Total Admirative Cost Centers</b> | <b>897,069</b>     |
| <i>percent of budget</i>             | <i>0.82%</i>       |
| Program Cost Centers                 | FY25-26<br>Budget  |
| On Call/BUPS                         | 325,579            |
| Registry                             | 8,020              |
| Mentorship                           | 117,140            |
| Recruitment                          | 518,210            |
| Provider Services                    | 59,720             |
| Live Scan                            | 222,153            |
| Governing Body                       | 40,750             |
| Agency-Wide Program Expenses         | 256,199            |
| PA Staff Compensation                | 3,478,812          |
| <b>Total Program Cost Centers</b>    | <b>5,026,583</b>   |
| <i>percent of budget</i>             | <i>4.67%</i>       |
| <b>Total IP Benefits</b>             | <b>125,846,453</b> |
| <i>percent of budget</i>             | <i>94.51%</i>      |
| <b>Total Organization Expenses</b>   | <b>131,770,105</b> |

## BUDGET EXPENSE PLAN DETAIL

### Governing Body Expense Detail

| Categories                                 | FY24-25 Approved Budget |
|--|-------------------------|
| Insurance                                  | 9,750                   |
| CICA Membership                            | 5,000                   |
| Board Stipends                             | 12,500                  |
| Communications                             | 12,000                  |
| <b>Total Governing Body Expense Detail</b> | <b>39,250</b>           |

| Categories                                 | FY25-26 Budget |
|--|----------------|
| Insurance                                  | 10,750         |
| CICA Membership                            | 5,000          |
| Board Stipends                             | 13,000         |
| Communications: Newsletters                | 12,000         |
| <b>Total Governing Body Expense Detail</b> | <b>40,750</b>  |

### Administration Expense Detail

| <u>Finance, IT and Admin.</u>                 | FY24-25 Approved Budget |
|---|-------------------------|
| Categories                                    | Budget                  |
| Rent  | 443,958                 |
| Utilities                                     | 32,015                  |
| Insurance                                     | 22,925                  |
| Auditor                                       | 34,558                  |
| IT Services                                   | 48,091                  |
| Computer Replacement Program                  | 12,500                  |
| Banking Devices & Fees                        | 1,000                   |
| DOFA Team Meetings                            | 720                     |
| Legal services                                | 30,000                  |
| Other Administrative Services and Consultants | 10,000                  |
| Professional Svs. Admin: Flex,UBS, VRC, Other | 13,500                  |
| Capital Expenses                              | 10,500                  |
| Bookkeeping & Payroll                         | 60,411                  |
| <b>Total Finance, IT and Admin.</b>           | <b>720,178</b>          |

| <u>Finance, IT and Admin.</u>                 | FY25-26 Budget |
|---|----------------|
| Categories                                    | Budget         |
| Rent  | 451,884        |
| Utilities                                     | 33,645         |
| Insurance                                     | 23,822         |
| Auditor                                       | 29,895         |
| IT Services                                   | 42,943         |
| Computer Replacement Program                  | 12,500         |
| Banking Devices & Fees                        | 2,000          |
| DOFA Team Meetings                            | 720            |
| Legal services                                | 30,000         |
| Professional Svs. Admin: Flex,UBS, VRC, Other | 20,000         |
| GB Printing Supplemental                      | 30,000         |
| Capital Expenses                              | 10,750         |
| Bookkeeping & Payroll                         | 62,463         |
| <b>Total Finance, IT and Admin.</b>           | <b>750,622</b> |

| <u>Human Resources</u>       | FY24-25 Approved Budget |
|------------------------------|-------------------------|
| Categories                   | Budget                  |
| Holiday Party                | 2,000                   |
| Tuition Reimbursement        | 14,000                  |
| Staff Recognition            | 5,000                   |
| Consulting (Job Advertising) | 15,000                  |
| <b>Total Human Resources</b> | <b>36,000</b>           |

| <u>Human Resources</u>       | FY25-26 Budget |
|------------------------------|----------------|
| Categories                   | Budget         |
| Holiday Party                | 2,000          |
| Tuition Reimbursement        | 14,000         |
| Staff Recognition            | 5,000          |
| Consulting (Job Advertising) | 7,500          |
| <b>Total Human Resources</b> | <b>28,500</b>  |

| <u>Salesforce Consultants</u>       | FY24-25 Approved Budget |
|-------------------------------------|-------------------------|
| Categories                          | Budget                  |
| Staff Training                      | 700                     |
| Consulting                          | 105,500                 |
| Utilities (SmartFile/File.com)      | 1,747                   |
| <b>Total Salesforce Consultants</b> | <b>107,947</b>          |

| <u>Salesforce Consultants</u>       | FY25-26 Budget |
|-------------------------------------|----------------|
| Categories                          | Budget         |
| Staff Training                      | 700            |
| Salesforce Software & Consulting    | 115,500        |
| Utilities (SmartFile/File.com)      | 1,747          |
| <b>Total Salesforce Consultants</b> | <b>117,947</b> |



## PROGRAM EXPENSE PLAN DETAIL

### Back-Up Provider Serv. & Registry Expense Detail

| <u>Back Up Provider Services Contract</u>       |  | FY24-25 Approved |
|---|--|------------------|
| Categories                                      |  | Budget           |
| On-Call Providers                               |  | 201,217          |
| Fringe Benefits                                 |  | 70,426           |
| <b>Total BUPS Comp</b>                          |  | <b>271,643</b>   |
| NonComp   |  |                  |
| Staff Travel                                    |  | 35,568           |
| Cell Phones                                     |  | 10,368           |
| Supplies/Infectious Control                     |  | 8,000            |
| <b>Total NonComp</b>                            |  | <b>53,936</b>    |
| <b>Back Up Provider Services Contract Total</b> |  | <b>325,579</b>   |
| <u>BUPS PA Supplemental Budget</u>              |  | FY24-25 Approved |
| Categories                                      |  | Budget           |
| IP Education & Outreach                         |  | 1,500            |
| Printing and Reproduction                       |  | 2,000            |
| <b>Total BUPS Program Supplement</b>            |  | <b>3,500</b>     |
| <b>Total BUPS Program</b>                       |  | <b>329,079</b>   |

| <u>Registry</u>                   |  | FY24-25 Approved |
|-----------------------------------|--|------------------|
| Categories                        |  | Budget           |
| BUPS and Reg Staff Meetings       |  | 1,620            |
| IP Education & Outreach           |  | 1,580            |
| Utilities (A Point in Time)       |  | 6,400            |
| Printing and Reproduction         |  | 2,500            |
| <b>Total Registration Program</b> |  | <b>12,100</b>    |

| <u>Back Up Provider Services Contract</u>       |  | FY25-26        |
|---|--|----------------|
| Categories                                      |  | Budget         |
| On-Call Providers                               |  | 201,217        |
| Fringe Benefits                                 |  | 70,426         |
| <b>Total BUPS Comp</b>                          |  | <b>271,643</b> |
| NonComp   |  |                |
| Staff Travel                                    |  | 35,568         |
| Cell Phones                                     |  | 10,368         |
| Supplies/Infectious Control                     |  | 8,000          |
| <b>Total NonComp</b>                            |  | <b>53,936</b>  |
| <b>Back Up Provider Services Contract Total</b> |  | <b>325,579</b> |
| <u>BUPS PA Supplemental Budget</u>              |  | FY25-26        |
| Categories                                      |  | Budget         |
| IP Education & Outreach                         |  | Centralized    |
| Printing and Reproduction                       |  | Centralized    |
| <b>Total BUPS Program Supplement</b>            |  | <b>0</b>       |
| <b>Total BUPS Program</b>                       |  | <b>325,579</b> |

| <u>Registry</u>                   |  | FY25-26      |
|-----------------------------------|--|--------------|
| Categories                        |  | Budget       |
| BUPS and Reg Staff Meetings       |  | 1,620        |
| IP Education & Outreach           |  | Centralized  |
| Utilities (A Point in Time)       |  | 6,400        |
| Printing and Reproduction         |  | Centralized  |
| <b>Total Registration Program</b> |  | <b>8,020</b> |

Mentorship Expense Detail

| <u>Mentorship</u>            | FY24-25 Approved |
|------------------------------|------------------|
| Categories                   | Budget           |
| Mentors Salaries             | 66,000           |
| Fringe Benefits              | 25,689           |
| Total Comp                   | 91,689           |
| Mentor Training and Outreach | 4,800            |
| Staff Meetings               | 900              |
| Office Supplies              | 4,000            |
| Travel                       | 1,500            |
| Consultant                   | 4,000            |
| Tech (Tablets)               | 4,500            |
| Bookkeeping                  | 2,300            |
| Total NonComp                | 22,000           |
| Total Mentorship             | 113,689          |

| <u>Mentorship</u>                | FY25-26 |
|----------------------------------|---------|
| Categories                       | Budget  |
| Mentors Salaries (Not LHH)       | 72,762  |
| Fringe Benefits                  | 28,377  |
| Total Comp                       | 101,140 |
| Mentor Training and Outreach     | 4,800   |
| Staff Meetings                   | 900     |
| Office Supplies                  | 300     |
| Travel                           | 1,500   |
| Consultant                       | 4,000   |
| Utilities: Phone bill on Tablets | 4,500   |
| Bookkeeping                      | 0       |
| Total NonComp                    | 16,000  |
| Total Mentorship                 | 117,140 |

Recruitment Expense Detail

| <u>Recruitment</u>                               | FY24-25 Approved |
|--|------------------|
| Categories                                       | Budget           |
| Printing and Reproduction                        | 3,000            |
| Travel   | 500              |
| Staff Meetings                                   | 540              |
| IP Education and Outreach (Recruitment Outreach) | 21,169           |
| IP Education and Outreach (IPAD)                 | 1                |
| Bus Passes                                       | 486,000          |
| IP Development                                   | 10,000           |
| Total Recruitment                                | 521,210          |

| <u>Recruitment</u>                        | FY25-26     |
|---|-------------|
| Categories                                | Budget      |
| Printing and Reproduction                 | Centralized |
| Travel                                    | 500         |
| Staff Meetings                            | 540         |
| IP Education and Outreach (IPAD/Outreach) | 21,170      |
| Line Consolidation                        | 0           |
| Bus Passes                                | 486,000     |
| IP Development                            | 10,000      |
| Total Recruitment                         | 518,210     |

## Provider Services Expense Detail

| <u>Provider Services</u>           | FY24-25 Approved Budget |
|------------------------------------|-------------------------|
| Categories                         | Budget                  |
| Printing and Reproduction/Benefits | 15,000                  |
| Staff Meetings                     | 720                     |
| IP Education and Outreach          | 2,000                   |
| PPE and ID Cards                   | 42,500                  |
| <b>Total Provider Services</b>     | <b>60,220</b>           |

| <u>Live Scan/Finger Printing</u>           | FY24-25 Approved Budget |
|--|-------------------------|
| Categories                                 | Budget                  |
| Utilities & Maint.                         | 6,896                   |
| Rent                                       | 12,500                  |
| Office Supplies                            | 9,000                   |
| ID Card Supplies                           | 1,000                   |
| Postage (SOC881 - NoticeIP for Inactivity) | 11,500                  |
| Insurance                                  | 6,500                   |
| FP Per Person Expense                      | 172,800                 |
| <b>Total Live Scan/Finger Printing</b>     | <b>220,196</b>          |

| <u>IP Benefits</u>       | FY24-25 Approved Budget |
|--------------------------|-------------------------|
| Categories               | Budget                  |
| IP Health                | 95,975,779              |
| IP Dental                | 3,452,938               |
| <b>Total IP Benefits</b> | <b>99,428,717</b>       |

| <u>Provider Services</u>           | FY25-26 Budget |
|------------------------------------|----------------|
| Categories                         | Budget         |
| Printing and Reproduction/Benefits | 15,000         |
| Staff Meetings                     | 720            |
| IP Education and Outreach          | Centralized    |
| PPE and ID Cards                   | 44,000         |
| <b>Total Provider Services</b>     | <b>59,720</b>  |

| <u>Live Scan/Finger Printing</u>           | FY25-26 Budget |
|--|----------------|
| Categories                                 | Budget         |
| Utilities & Maint.                         | 7,103          |
| Rent                                       | 13,250         |
| Office Supplies                            | 10,000         |
| ID Card Supplies                           | 1,000          |
| Postage (SOC881 - NoticeIP for Inactivity) | 11,500         |
| Insurance                                  | 6,500          |
| FP Per Person Expense                      | 172,800        |
| <b>Total Live Scan/Finger Printing</b>     | <b>222,153</b> |

| <u>IP Benefits</u>       | FY25-26 Budget     |
|--------------------------|--------------------|
| Categories               | Budget             |
| IP Health                | 122,734,258        |
| IP Dental                | 3,112,195          |
| <b>Total IP Benefits</b> | <b>125,846,453</b> |

## Agency-Wide Program Operational Expenses Detail

| <u>PA Staff Compensation</u>       | FY24-25 Approved Budget |
|------------------------------------|-------------------------|
| Categories                         | Budget                  |
| PA Regular Staff Salaries          | 2,423,229               |
| Fringe Benefits                    | 955,635                 |
| <b>Total PA Staff Compensation</b> | <b>3,378,864</b>        |

| <u>Agency-Wide Program Expenses</u>       | FY24-25 Approved Budget |
|---|-------------------------|
| Categories                                | Budget                  |
| Office Supplies                           | 23,008                  |
| Postage                                   | 5,000                   |
| Printing and Reproduction                 | 24,705                  |
| Staff Training                            | 17,694                  |
| All Staff Meetings                        | 5,220                   |
| Staff Travel                              | 6,000                   |
| Other Program Consultants                 | 70,340                  |
| Exchange Server                           | 7,697                   |
| IP Education and Outreach                 | 20,000                  |
| CAPA Annual Dues                          | 21,000                  |
| Shop Stewards                             | 40,700                  |
| <b>Total Agency-Wide Program Expenses</b> | <b>241,364</b>          |

| <u>PA Staff Compensation</u>       | FY25-26 Budget   |
|------------------------------------|------------------|
| Categories                         | Budget           |
| PA Regular Staff Salaries          | 2,495,924        |
| Fringe Benefits                    | 982,888          |
| <b>Total PA Staff Compensation</b> | <b>3,478,812</b> |

| <u>Agency-Wide Program Expenses</u>       | FY25-26 Budget |
|---|----------------|
| Categories                                | Budget         |
| Office Supplies (Admin and Programs)      | 43,598         |
| Postage (Admin and Programs)              | 6,000          |
| Printing and Reproduction: Programs       | 15,569         |
| Staff Training and Memberships            | 20,000         |
| All Staff and GB Meetings                 | 5,636          |
| Staff Travel                              | 4,500          |
| Outside services and Consultants          | 60,610         |
| Exchange Server                           | 7,697          |
| IP Education and Outreach                 | 28,080         |
| CAPA Annual Dues                          | 21,959         |
| Shop Stewards                             | 42,550         |
| <b>Total Agency-Wide Program Expenses</b> | <b>256,199</b> |