



## FY2026 BUDGET NARRATIVE

Please fill this out and return by May 12<sup>th</sup>. Please save the document by the name of your division, underscore, and FY2026 as follows: FAIR\_FY2026

### INTRODUCTORY INFO/HIGHLIGHTS/GOALS

1. Please list the name of your department/division and provide a statement of what your department is responsible for, your mission statement, and any highlights from the current and prior fiscal year for your department. Please add what your goals and objectives are for the next fiscal year:

#### **Clerk-County Assistance**

The County Assistance Office works collaboratively to provide a variety of services including financial assistance to qualifying residents for cremation expenses and collecting on and managing the medical reimbursement accounts. In addition, this office coordinates guardian and conservator services to vulnerable adults alongside the Canyon County Board of Community Guardians. Its mission is to assist residents in the community when other resources and options are not available.

#### **Highlights for current or prior fiscal year:**

- Redesigned department website to expand information on the role of the Board of Community Guardians, assistance services provided by the County and other local resources.
- Increased the number of members serving on the Board of Community Guardians to adequately fulfill the role and responsibilities of the Board.
- Changed department name from Indigent Services to County Assistance to better encompass the variety of services provided.

**Accomplishments for FY25:**

- Developed stronger collaboration and connections with the members of the Board of Community Guardians and outside agencies providing services to vulnerable adults.
- Streamlined internal processes by redesigning work flow and responsibilities of County staff.
- Coordinated tax preparation for all qualifying wards resulting in refunds for those wards.
- Assisted with the recruitment and onboarding of seven (7) new members to the Board of Community Guardians.
- Retained a dedicated and cohesive team with invaluable experience while facing every day challenges of caring for incapacitated adults.
- Converted over 30 checking accounts to one fiduciary community account, streamlining the process of reconciling and managing ward funds.
- Managed and maintained personal assets and real property for wards moving from their homes into assisted living facilities.

**Top Priority Strategic Goals and Objectives for FY26:**

- Explore a new space to better serve the public, provide for a more efficient work space and enhance visibility of the department.
- Implement a new job description and step-up in grade for the position of Case Manager.
- Digitize files and documents to enable shared access and an efficient retention of cases.
- Increase reimbursement revenue by seeking additional resources to actively collect on delinquent accounts.
- Continued education and training events to remain current with industry standards relating to guardianship and conservatorship services.
- Retain and recruit members to serve on the Board of Community Guardians.
- Manage an ever-changing and demanding workload to avoid employee burnout while maintaining effective services.

2. Please provide any relevant data measures or key performance indicators or any metrics by which you measure production and performance in your department.

- Processed approximately \$662,200 in medical reimbursement payments, on behalf of the County and the State of Idaho, retaining approximately 30% or \$196,600 for the County.
- The County team remains accountable and transparent in providing effective guardianship services by reporting to the Board of Community Guardians and to the courts the essential services provided to wards including wellness, financial stability and access to personal interests.
- Processed and managed the financial accounts of thirty-two (32) wards including payment of monthly expenses, reconciling bank statements and filing annual guardian/conservator reports with the court.
- Managed and paid in FY25 Q1 & Q2 over \$200,000 in expenses on behalf of the wards under the care of the Board of Community Guardians.

## REVENUES

*All of the revenues have carried over. Do not change anything dealing with property taxes, sales tax, ARPA, or interest. All other lines may be updated to reflect your requested changes.*

3. Please describe department generated revenues and how current events have impacted revenue receipts:

#### **Administration Fees**

The County Assistance office collects on and manages the medical reimbursement accounts on behalf of the County and the State (Catastrophic Healthcare Cost Program). An administrative fee of 30% on the amount disbursed to the State is tentatively approved by the Canyon County Board of County Commissioners.

#### **County Reimbursement**

The County Assistance office continues to process the medical reimbursement payments for the medical indigency cases approved prior to 2023. The County team processed \$662,236.62 in medical reimbursement payments in FY24. A portion of those funds, \$465,579.43, were sent to the Idaho Division of Financial Management to reimburse the Catastrophic Health Care Cost Program.

Revenues are trending down for FY25 and are impacted by various factors:

- Decline in the number of homes being sold, which would likely result in full payment of a lien.
- Perception that the indigent office no longer exists and payments are no longer required due to the repeal of the program and lack of office visibility.
- Shortage of resources to actively collect on unpaid medical reimbursement accounts.

#### **Guardian Ad Litem Reimbursement**

As of 4.30.25, there have been no expenses paid for Guardian Ad Litem services, therefore eliminating the need to make a request for reimbursement. The reimbursement funds, administered by the State Public Defender's office, are available each fiscal year in the amount of \$500,000 for all counties.

#### **Guardian & Conservator Fees**

The Board of Community Guardians receives \$25-\$50 a month per client, as ordered by the Court, upon approval of a guardianship and conservatorship. The average monthly revenue is \$500. The fees are used to pay certain expenses for the Board and County employees including mileage, postage, supplies, Court Visitor reports, annual membership dues and client activities. The expenses paid by the funds generated from the BOCG help to reduce the operating funds needed from the County. The Board may also choose to assist a client with expenses, should the client lack sufficient funds. Currently, the Board has a balance of \$8,200 in checking and a balance of \$22,950 in a money market account. The BOCG fees are collected and managed by the County Assistance office in various accounts separate from County-managed accounts.

4. Please outline anticipated department revenues for fiscal year 2026 including projected impacts from present circumstances:

The projected revenue for FY2026, using current monthly revenue, is \$98,400.00, a reduction of \$51,600 from FY25.

The projected revenue for FY2026 is less than the projected revenue for FY25. Reduced revenue can be associated with:

- A decrease in home sales and full payment of a medical lien.
- Unemployment of applicants and their inability to maintain monthly payments.
- Lack of resources to actively collect on outstanding debt.

5. Have you had any recent fee adjustments that you included in your projections? Do you anticipate requesting fee adjustments in the upcoming fiscal year?

The Canyon County Commissioners are considering an administrative fee to be retained from the proportionate funds due to the State on the reimbursement accounts. The estimated annual fee to be retained is \$43,200.00.

The Canyon County Board of Community Guardians recently raised its monthly fee for guardianship/conservatorship services from \$25 a month to \$50 per month.

## **“A” BUDGET - PERSONNEL BUDGET**

*Please contact HR for review of all requested changes and new positions. Please reach out to the controller’s office to get an estimate for benefits. Please make sure to budget for all ancillary costs in onboarding a new employee. Please note such “B” budget costs associated with a new employee in your “B” budget as a variable cost contingent on the approval of a new position. You will need to build the following lines from zero:*

- 412032 Extended Shift
- 412035 Overtime
- 413050 Part-time
- 413060 Temporary
- 413065 Seasonal
- 413080 New/reclassified positions
  - Step in grade for Case Manager position. Possible need for an increase in wage to meet minimum wage for new grade. \$2,553.73
  - New position to be shared within the Clerk’s department to assist with collections. \$21,820.36

6. Please explain the need for all new position requests. Please highlight each request if more than one request:

County Assistance is requesting assistance with collection efforts regarding the medical indigency reimbursement accounts. The Clerk is considering one full-time position to assist in the Clerk’s department, which may include responsibilities in the County Assistance office. The County Assistance office would be responsible for 1/3 of the wages and benefits.

7. Please provide information for step-in-grade adjustments and promotions from one grade to a new grade:

Request: Step in grade for the full-time position of County Assistance Case Manager

Case Manager I	Grade 11	Min \$18.00, Mid \$21.42, Max \$24.84
Case Manager II	Grade 12	Min \$21.54, Mid \$26.02, Max \$30.50
Case Manager III	Grade 13	Min \$25.11, Mid \$29.89, Max \$34.66
Case Manager IV	Grade 14	Min \$29.73, Mid \$35.38, Max \$41.02

The responsibilities of the Case Manager have increased and continue to evolve. The responsibilities extend beyond administrative assistance and include the prioritization of human well-being to help clients meet their basic and complex needs. A Case Manager must draw on their knowledge, values and skills to assist clients address a variety of cognitive and psychosocial issues. A Case Manager works with a variety of public and private agencies to address ongoing every day needs including best practices for addressing crisis intervention, medical care, residence, financial management and challenging cognitive behaviors. A Case Manager represents the County as they interact with the public and a variety of agencies while having an impact on our most vulnerable citizens of Canyon County. This position also requires availability outside of the 8-5 workday.

A request was made to the HR department on 4.16.25 and 4.28.25 for review of the grade change and wage structure for positions having a I-IV designation.

8. Please provide helpful information about any current vacancies that have been vacant for 6 months or more and reasons contributing to the prolonged vacancy. Is this position still needed? Are there adjustments needed to help fill this position?

None.

## “B” BUDGET – OPERATING EXPENDITURES

*Please note that all “B” budget items have rolled over as is from FY25 except for:*

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| - 577100 Computer Equipment –     | None                                  |
| - 577110 Software –               | Quick books online \$1,200            |
| - 577120 Small Office Equipment – | Desktop scanners \$900.00 (2 @ \$410) |
| - 577121 Office Furniture –       | One (1) computer chair \$250          |

*You will need to consult with IT and Facilities to build those respective lines in Power Plan. Whereas, last year, we requested zero-based budgeting, these are really the only variable lines that need to be constructed from scratch with input from It and Facilities. You will need justifying narrative for line items comprised within these lines.*

9. How does your total B budget this year compare to last year? Please list the net difference. Please note any significant adjustments among various line items:

The estimated B budget for FY26 is less than the actual B budget for FY25, a decrease of \$8,496.97 or 2%.

521190 - The estimated expenses for Guardian Ad Litem services is far less than the \$50,000 budgeted amount. As of 4.30.25, there have been no expenses paid for Guardian Ad Litem services. There are some anticipated expenses to be paid from this line item but it will not reach \$50,000.00. The amount budgeted for this line item in FY25 is being reduced by half for FY26.

## "C" BUDGET – CAPITAL BUDGET

*Please describe any property, equipment, project or similar items with an estimated useful life in excess of one year and an initial cost greater than \$5,000. Please note that all Capital lines have also been zeroed out. You will need to consult with Facilities where relevant for building these lines.*

- An individual item \$5,000-\$15,000 use 680 expense codes and are not depreciated.
- An individual item \$15,000 and over use 681, 682, 683, 684 codes and are depreciated.

Item or Project	Estimated Cost	Priority – see rating scale

### Priority Rating Scale

**Priority I: Imperative** (Must-do)

- Corrects a public health or safety condition, satisfies legal obligation, prevents severe damage to county property, essential to providing mandated services

**Priority II: Essential** (Should-do)

- Repairs or replaces an obsolete facility or item, reduces future operating or maintenance costs, leverages funding sources

**Priority III: Important** (Could-do)

- Provides new or expanded services, reduces energy consumption, enhances cultural or natural resources

**Priority IV: Desirable** (Would like to do)

- Would be beneficial to operations but not an urgent need

10. How does the asset support or further the core mission of the county?

11. What are the estimated ongoing operational costs and cost savings?