

**COUNTY OF SACRAMENTO  
CALIFORNIA**

For the Agenda of:  
June 9, 2009

To: Board of Supervisors  
From: Department of Health and Human Services  
Subject: Report Back On Vital Records Revenue Lost And Unfunded Positions  
Contact: Ann Edwards-Buckley, Acting Director, 875-2002

**Background**

During the May 14, 2009 Budget Workshop, the Department of Health and Human Services was requested to report back why the Program database indicated a reduction of 2.0 FTE, and a loss of revenue of over \$100,000 related to these positions in the Vital Records Unit considering that this is a fee based program.

**Discussion**

The Vital Records unit is supposed to be self supporting by fees charged for birth and death certificates. Sales of birth and death certificates have decreased; in addition fees have not been raised in years. To do so requires action by the State legislature. With the increase in salaries and benefits over the years, the unit now finds itself in a deficit of over \$100,000. In order to rebalance, 1.0 FTE Office Assistant and 1.0 FTE ASO II will be replaced by 1.0 FTE ASO I. There is not a loss of revenue associated with the reduction in staff; rather the projected revenue was not sufficient to cover the cost of the existing staff. However, the cuts will negatively impact customer service and timeliness of filing birth and death certificates.

Respectfully submitted,

APPROVED:  
TERRY SCHUTTEN  
County Executive

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ANN EDWARDS-BUCKLEY, Acting Director  
Department of Health and Human Services

By: \_\_\_\_\_  
JAMES HUNT, Acting Administrator  
Countywide Services Agency