



Frederick County, Maryland

Staff Report Concurrence Form

To: Office of the County Executive

Date: 07/06/2021

Division Director: Christine Kay

Approved: _____

DocuSigned by:

Christine Kay

CAE9E064322C487...

From: Christine Cambareri Kay

Division: Citizens Services

Phone #: 301-600-1065

Staff Report Topic:

Budget Journal to move the FY22 budget for the VAC and VAC Coordinator from the Citizens Services Division to the Senior Services Division.

Time Sensitive? Yes (if yes, deadline for approval: _____) No

Action Requested by Executive's Office: Signature Requested OR Information Only

Staff Report Review:

This staff report has been thoroughly reviewed first by the appropriate divisions/agencies noted on Page 2 followed by those outlined below:

	Name	Signature	Date
Budget Office	Kelly Weaver	<small>DocuSigned by:</small> <i>Kelly Weaver</i>	7/7/2021
Finance Division	Erin White	<small>15B09697D28946D... DocuSigned by:</small> <i>Erin White</i>	7/7/2021
County Attorney's Office	Thomas P. Sinton	<small>2138DCA88D9E4DA... DocuSigned by:</small> <i>Thomas P. Sinton</i>	7/7/2021

Refer to County Council? Yes No

(County Attorney's Office to complete)

Chief Administrative Officer	Rick Harcum	<small>DocuSigned by:</small> <i>Rick Harcum</i>	7/8/2021
County Executive	Jan Gardner	<small>820E502B988947C... DocuSigned by:</small> <i>Jan Gardner</i>	7/8/2021

Forward to Council? Yes No

(County Executive to complete)



Frederick County, Maryland

Staff Report Concurrence Form

Other Reviewers:

Title	Name	Signature	Date
3. Director of Operations	Kelli Goetz	<small>DocuSigned by:</small> <i>Kelli Goetz</i>	7/6/2021
4. Grants Accountant	Marie Berg	<small>199102B55C9B4FC... DocuSigned by:</small> <i>Marie Berg</i>	7/6/2021
5. Deputy Chief Admin Officer	Monica Bearden	<small>0DBB5B27C4A74F5... DocuSigned by:</small> <i>Monica Bearden</i>	7/6/2021
6. Senior Budget Analyst	Jeanne Bartoli	<small>00EE218C2969431... DocuSigned by:</small> <i>Jeanne Bartoli</i>	7/7/2021
7.		<small>E963F435B46745A...</small>	
8.			
9.			

Comments:

From	Date	Comment
Kelly Weaver	07/07/2021	The transfer of appropriation between divisions require County Council approval.



FREDERICK COUNTY GOVERNMENT

DIVISION OF CITIZENS SERVICES

Christine Cambareri Kay, Director

TO: County Council

THROUGH: Jan H. Gardner, County Executive

FROM: Christine Cambareri Kay, Citizens Services Division Director

DS
Ck

DATE: July 6, 2021

SUBJECT: Budget Journal to move the FY22 budget for the VAC and VAC Coordinator from the Citizens Services Division to the Senior Services Division

ISSUE:

Should the County Council approve a budget journal (Attachment #1) to move the FY22 budget for the Veterans Advisory Council (“VAC”) and the VAC Coordinator position from the Citizens Services Division to the Senior Services Division?

BACKGROUND:

On June 24, 2021, the County Executive approved the re-assignment of the Veterans Advisory Council and staff liaison position and oversight from the Citizens Services Division to the Senior Services Division (Attachment #2).

The VAC budgeted funding and the VAC Coordinator position budgeted funding, as outlined in the attached email (Attachment #3), in the Citizens Services FY22 budget, should be reassigned to the Senior Services Division.

RECOMMENDATION:

Staff recommends the County Council approve a budget journal (Attachment #1) to move the FY22 budget for the Veterans Advisory Council (“VAC”) and the VAC Coordinator position from the Citizens Services Division to the Senior Services Division.

APPROVE? YES NO

DocuSigned by:

Jan Gardner

7/8/2021

Jan H. Gardner, County Executive
Frederick County, Maryland

Date

FINANCIAL IMPACT: Yes, Direct

1. Fiscal Year of Financial Impact: FY22
2. Existing Account Unit / Activity & Account: 10.31.225.667 and 10.31.225.999 (various accounts)
3. New Account Unit/ Activity & Account: 10.32.230.665 and 10.32.230.999 (various accounts)
4. Budget Balance as of July 6, 2021: 10.32.225.667: \$1,200; 10.31.225.999: \$727,059
5. Budget Journal Required: Yes

**RE: Budget Journal to Establish Maryland Recovery Now Grant to fund Frederick County Nonprofit
Bounce Back Grant Program**

July 6, 2021

Page 2

6. Amount of County Funding Requested: \$0
7. Other Pertinent Information: N/A

ATTACHMENT(S):

Attachment #1: Budget Journal

Attachment #2: Staff Report dated June 16, 2021

Attachment #3: Email

**FREDERICK COUNTY
BUDGET JOURNAL**

Attachment #1

J-22-010

FY2022

JOURNAL NUMBER

Period # 01

Entered:
Budget Office Use Only:

Page 1 of 2

7/6/21	CSD Admin/Kelli Goetz	DocuSigned by: <i>Kelli Goetz</i> 199102B55C9B4FC...
Request Date ^{DS}	Department & Requestor	
<i>KJ</i>	Kelli Goetz	DocuSigned by: <i>Christine Kay</i> CAE9E064322C487...
Department Head	Division Director	7/6/2021

DESCRIPTION/REASON FOR REQUEST:

To transfer the budget of the Veteran's Advisory Council, and the budget of the VAC Coordinator, from Citizen Services to Senior Services, effective July 1, 2021, per County Executive approval on June 24, 2021.

^{DS}
MB

REVENUE:

Accounting Unit# - Account#	Activity# - Account Category#	Activity Name & Account Description	Increase	Decrease
		TOTAL	0	0
		Net Change		

EXPENDITURES:

Accounting Unit# - Account#	Activity# - Account Category#	Activity Name & Account Description	Increase	Decrease
10.31.225.677-52745		Postage		50
10.31.225.677-52765		Printing		200
10.31.225.677-53010		Program/Activity Supplies		350
10.31.225.677-53200		Miscellaneous Supplies		100
10.31.225.677-53505		Food		150
10.31.225.677-53605		Office Supplies		350
10.32.230.665-52745		Postage	50	
10.32.230.665-52765		Printing	200	
10.32.230.665-53010		Program/Activity Supplies	350	
10.32.230.665-53200		Miscellaneous Supplies	100	
10.32.230.665-53505		Food	150	
10.32.230.665-53605		Office Supplies	350	
		TOTAL	1,200	1,200
		Net Change		0

DocuSigned by:
Kelly Weaver
15B09697D28946D...
BUDGET OFFICE APPROVAL

7/7/2021
DATE

DocuSigned by:
Jan Gardner
D9BB2CAD87AF435...
COUNTY EXECUTIVE

7/8/2021
DATE

COUNTY COUNCIL PRESIDENT DATE

			TOTAL	31,049
			Net Change	0

**FREDERICK COUNTY GOVERNMENT****OFFICE OF THE COUNTY EXECUTIVE***Monica L. Bearden, Deputy Chief Administrative Officer*Jan H. Gardner
County Executive

TO: Jan H. Gardner, Frederick County Executive

FROM: Monica Bearden, Deputy Chief Administrative Officer

DATE: June 16, 2021

SUBJECT: Re-assignment of the Veteran Advisory Council and Staff Liaison from the Citizens Services Division to the Senior Services Division

DS
MB**ISSUE:**

Should the County Executive approve moving the staff liaison position and oversight of the Veterans Advisory Council from the Citizens Services Division (CSD) to the Senior Services Division (SSD)?

BACKGROUND:

The Veteran Advisory Council (VAC) is a recently formed Council assigned to and supported by the CSD for the past two years. The CSD hired a part-time employee to serve as the liaison to the VAC. After two years, it has become evident there is relatively little connection between the VAC and other services and supports provided by the CSD. However, there is a strong, natural link between the VAC and the SSD. The VAC relies heavily on the SSD's Maryland Access Point (MAP) Coordinator for guidance, referrals and cooperative partnerships when addressing the needs of Veterans. Often, the needs of Veterans are complex and they require support outside of the Veterans Administration (VA) system. The SSD often provides that much needed support and/or successfully connects Veterans to other community resources. The SSD also sponsors a Veterans Fair every year and, prior to the pandemic, was providing space for some Veteran-related services.

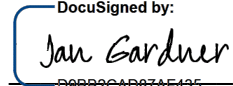
The recently retired staff liaison to the VAC, the past and current Chairs of the VAC, the CSD Director, and the SSD Director agree that the VAC would more effectively serve Veterans needs by having a closer connection to SSD. Overall, the SSD is far better equipped to address the needs of Veterans than CSD.

RECOMMENDATION:

Staff recommends that the County Executive approve moving the staff liaison position and oversight of the Veterans Advisory Council from the CSD to the SSD.

Staff Report re. Re-assignment of the Veteran Advisory Council and Staff Liaison from the Citizens Services
Division to the Senior Services Division
June 16, 2021

Approve? Yes X No

DocuSigned by:

D9BB2CAB07AF435...
Jan H. Gardner, County Executive
Frederick County, Maryland

6/24/2021
Date

FINANCIAL IMPACT: Yes – Direct

1. Fiscal Year of Impact: FY 2022
2. Existing Account Unit/Activity & Account: Citizens Services and Senior Services
3. New Account Unit/Activity & Account: N/A
4. Budget Balance as of June 16, 2021: Budget is to transfer with position
5. Budget Journal Required: Yes – Separate Packet
6. Amount of County Funding Requested: N/A
7. Other Pertinent Information: N/A

ATTACHMENT(S): None

From: [Berg, Marie](#)
To: [Berg, Marie](#)
Subject: RE: VAC and position budget items
Date: Tuesday, July 6, 2021 1:13:14 PM
Attachments: [image001.png](#)

From: Schey, Kathryn <KSchey@FrederickCountyMD.gov>
Sent: Tuesday, June 29, 2021 1:14 PM
To: Weaver, Kelly <KWeaver@FrederickCountyMD.gov>; Kauffman, Tanya <TKauffman@FrederickCountyMD.gov>; True, Carolyn <CTRUE@FrederickCountyMD.gov>; Petersen, Brad <BPetersen@FrederickCountyMD.gov>
Cc: Kay, Christine <CKay@FrederickCountyMD.gov>; Goetz, Kelli <KGoetz1@FrederickCountyMD.gov>
Subject: FW: VAC and position budget items

Hi All,

As the Veterans Advisory Council (VAC) will be housed within the Senior Services Division, Kelli Goetz has been extremely helpful to ensure a smooth transition.

In a recent email regarding the transferring of funds related to the VAC, Kelli outlined both the operating expenses associated with the PT VAC Coordinator position, as well as the budget associated with VAC itself. Please see the email below, as well as the attachment.

I understand that our Division will need to notify Kelli concerning the account strings into which the funds should be transferred, so that she can proceed with a budget journal for both.

Please let me know if more information is needed, or if there are any questions.

Thank you,

Kathy

Kathy Schey

Division Director

Frederick County Senior Services Division

1440 Taney Avenue

Frederick, MD 21702

301-600-1234 (main office)

301-600-6024 (desk)

301-600-3554(f)

KSchey@FrederickCountyMD.gov

www.FrederickCountyMD.gov/SeniorServices

Home of Maryland Access Point (MAP)

Check out our [“Blue Book” resource guide](#) for information about available services in Frederick County.

From: Goetz,Kelli <KGoetz1@FrederickCountyMD.gov>
Sent: Monday, June 21, 2021 11:18 AM
To: Schey, Kathryn <KSchey@FrederickCountyMD.gov>
Cc: Kay, Christine <CKay@FrederickCountyMD.gov>; Petersen, Brad <BPetersen@FrederickCountyMD.gov>
Subject: VAC and position budget items

All,

Here is the budget information related to the VAC Coordinator position (which was added to our admin 10 fund budget when the position was created) and the VAC itself – and are the items that would be transferred in budget journals (which I will draft):

Operating expenses associated with the position (from CSD Admin cost center). We created healthy mileage and travel budgets as the Coordinate did a lot of networking and visiting other jurisdiction meetings, etc.

- 52401 Telephone monthly service \$450
- 52615 Mileage \$400
- 52601 Travel/Training \$300
- 53605 Office Supplies \$100

Attached is the budget worksheet for the VAC (cost center 10.31.225.677) itself.

I will begin drafting a budget journal for both. I'll need the account strings to which you want the items transferred. I would suggest that your accounting liaison create a 10 fund string under your admin account for the VAC cost center.

More information to follow.
Kelli

Kelli Goetz, Director of Operations

Citizens Services Division, Frederick County Government
401 Sagner Avenue, Frederick, MD 21701
301-600-1410 (o) 301-600-1636 (f)
KGoetz1@FrederickCountyMD.gov

