



# ARAPAHOE COUNTY



# Arapahoe County Public Health Finance and Administration Deep Dive

*Breanna Paderewski, Director of Finance and Administration*

*Traci Jervis, Budget & Financial Analysis Manager*

*Todd Mata, Accountant III*



# The Team

- Breanna Paderewski – Division Director
  - Traci Jervis – Budget & Financial Analysis Manager
  - Camille Armitstead – Administration and Records Supervisor
  - Todd Mata – Accountant III
  - Justin Himes – Senior Grants Analyst
  - Jason Ford – Purchasing Specialist
  - Michael Riley – Contracts and Business Analyst
  - Genevieve Jones – Accounting Technician (as of 09/14/2024)
-



# Developed invoicing process for grants

- Determined what reports were needed
  - Grant tracking
  - Built ledgers for each grant
  - Reviewed program budgets
  - AR entry process for grant invoices
  - Developed payment tracking process
  - Built relationships with funders
-



# Improved invoicing process for grants

- Put process in place to track and obtain new CC's and IO's as FY's change
    - We track up to 5 different fiscal years
  - Helped train staff regarding correct coding
  - Timeliness
  - Accuracy
  - Documentation & support for entries
-



# Developed robust, timely, reconciliation process for grant invoices & expenditures

- Matching invoices to recorded expenditures
  - Grant A/R management
  - Cash reporting
  - Monthly reconciliation instead of year-end only
-



## Developed tracking system for grant deliverables

- Utilized robust cloud-based app to develop an internal control process to track and confirm grant deliverables
  - Tracks status of deliverables
  - Provides internal control tool to support contract deliverable compliance
  - All deliverables obtained from extensive contract review
-



# Grant Performance Management & Assessment

Developed a post-completion assessment for grants

- What went right
  - What are areas for development
  - Best practices
  - Valuable internal feedback, robust grant performance management
-





# Streamlining federal grant application processes

- Required documents in one location
  - Understanding relevant grant management and reporting statutes, regulations and processes
  - Understanding required relevant county policies, procedures, financial documents and internal control assessments
  - Eg. WIC CIAO, EPA
-



# Critical training tools & SOPs developed

- Time tracking and expense reporting
  - Purchasing policies, procedures and internal controls
  - Grant management to assist staff and provide a framework for auditors to assess
  - Entering AP and AR into SAP
  - Tracking and entering mileage into SAP
  - Initial cash drawer policy and procedure
  - Setting up staff cell phones
  - Coding and entering complicated invoices (FirstNet and Language Line)
  - And so many more...
-

# Built financial reporting processes and tracking tools

- Developed department cash reconciliation processes that align with, and meet requirements of, Arapahoe County Finance
  - Environmental Health – HealthSpace, ProPay
  - Nursing – CureMD, Chase
  - EH Payables to CDPHE
  - VR COVES Cash Drawer, FIS, and AR Sub-module
-



# Department/Division/Program budget management

- Learned a new system: Budget Development System
  - Built, analyzed, and forecasted budget at department, division, and program level
  - Work with grant programs to build optimal budgets with an eye to good stewardship
-



# Developing robust purchasing processes

- Working with programs to ensure an efficient process for ordering supplies
  - Specialized knowledge of medical supply purchasing
  - Developing processes within the confines of the County's purchasing rules and guidelines
  - Building relationships with vendors, and finding new vendors for specialized items
  - Consistently seeking out the most economical path for ordering supplies
-



# Putting a robust contract process in place

- Contract Management from start to finish
  - Developed departmentwide contract management processes and procedures
  - Works with county legal to ensure contract compliance
-



# Creating and Supporting Public Health Administrative Policies & Procedures

- Asset Management
  - Dual Language Compensation Testing
  - Building Security
  - Vehicle Use
  - Mileage
  - Vendor Services Management
-



# Vital Records, a busy, revenue-generating program

- Daily in-office appointments and walk-ins M-F
  - Partnership with funeral homes and hospitals for on-account and courier services
  - Partnership with 3rd party vendors generating online orders
  - Digital forms developed for improved accessibility
  - Implemented COVES (Colorado Vital Events System) - new and untested state database for issuance
-





# Vital Records Accessibility

- Opened a 2nd Vital Records office at our Altura location
  - Deliberate hiring of Dual Language Spanish speakers
  - Collaboration with community partners to facilitate successful customer experience and broader reach
  - Advocating with State office to provide forms in Spanish language
-



Questions?

---