



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-1 DATE 8/25/16  
MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 8/25/16  
Agenda Item #: C.1  
Est. Start Time: 9:30 am  
Date Submitted: 8/3/16

**Agenda Title: BUDGET MODIFICATION # DCHS-02-17: Reclassification of 4 Positions in DCHS Multnomah Idea Lab (MIL) and Developmental Disabilities (DD)**

Requested Meeting Date: 8/25/16 Time Needed: N/A (Consent Agenda)

Department: 25 - County Human Services Division: DCHS Admin and DDSD

Contact(s): Mary Li (87497) and Dan Haynes (86155)

Phone: 503-988-7497 Ext. 87497 I/O Address 167/2/200

Presenter Name(s) & Title(s): N/A - Consent Agenda

## General Information

### 1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS-02-17, authorizing:

- the reclassification of two full-time Program Specialist Senior positions: 716600 (along with the incumbent) in Program Offer 25000 - DCHS Director's Office (MIL) and 718253 (vacant) in Program Offer 25006 – Food Policy SNAP Eligibility to Research & Evaluation Analyst Senior as determined by HR Class/Comp reclassification requests #3475 and #3476, respectively.
- the reclassification of two full-time vacant Case Manager 2 positions: 712263 and 717618 to Case Manager Senior in Program Offer 25013 - DD Services for Children & Young Adults as determined by HR Class/Comp reclassification request #3486.

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

The two Program Specialist Senior positions in Program Offers DCHS Director's Office (MIL) and Food Policy SNAP Eligibility, respectively will practice human centered design, develop applied research and provide thought leadership in studying and testing new approaches in fighting poverty and racism. Duties are policy analysis and thought leadership, including functioning as a technical consultant and subject matter expert in policy analysis and development. HR

Class/Comp determined that the Research/Evaluation Analyst Senior classification was the best fit for these positions since they provide advanced professional level applied research and evaluation services.

The two Case Manager 2 positions in DDSD Services for Children and Young Adults are being submitted for reclassification due to an increase of client caseloads and the need to provide case management services to children and adults with high risk developmental disabilities. Duties include providing comprehensive case management services, developing and completing Individual Service Plans and providing technical support and training. HR Class/Comp determined that the Case Manager Senior classification was the best match for these positions since they involve piloting new programs, handling complex case management cases and care coordination.

**3. Explain the fiscal impact (current year and ongoing).**

The pay scale for the two Research/Evaluation Analyst Senior and the two Case Manager Senior classifications are higher than their respective current classifications and one of the Research/Evaluation Analyst Senior reclassifications is retroactive to January 14, 2016. As a result, this budget modification will result in a current year increase in Personnel costs and related Indirect expense of \$22,088. The budget for Supplies and Travel/Training in the Director's Office (MIL) and Developmental Disabilities will decrease by a total of \$13,879 and \$8,209, respectively, to offset the increased personnel related costs.

Subsequent fiscal year Personnel costs will increase with approved merit and COLA increases and will be absorbed within the divisions' budgets.

The service reimbursement to the Risk Management fund will increase by \$1,040 (insurance).

The service reimbursement to the general fund Contingency will increase by \$278 (central indirect revenue).

The Director's Office budget for Supplies will increase by \$636 (department indirect revenue).

**4. Explain any legal and/or policy issues involved.**

N/A

**5. Explain any citizen or other government participation.**

N/A

---

**Budget Modification**

---

**6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

There is no additional revenue from outside sources. Total Indirect revenue generated from additional Personnel costs is \$914.

**7. What budgets are increased/decreased?**

The service reimbursement to the Risk Management fund will increase by \$1,040 (insurance). The service reimbursement to the general fund Contingency will increase by \$278 (central indirect revenue).

The Director's Office budget for Supplies will increase by \$636 (department indirect revenue).

There is a neutral impact on all other budgets as a result of this reclassification.

**8. What do the changes accomplish?**

This budget modification implements the decisions of HR Class/Comp to reclassify two Program Specialist Senior positions in DCHS Admin (DO-MIL & Food Policy) to Research/Evaluation Analyst Senior and two Case Manager 2 positions in DD Services for Children & Young Adults to Case Manager Senior in order to reflect the actual functions and duties of the four positions involved.

**9. Do any personnel actions result from this budget modification?**

Yes. See paragraph for item #8 above.

**10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

Indirect is recovered for the Case Manager Senior positions in DDSD (State Mental Health Grant SE48).

**11. Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**

N/A

**12. If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (e.g. cash match, in kind match, reporting requirements, etc)?**

N/A

---

**Required Signature**

---

**Elected Official or Dept. Director:** Liesl Wendt /s/

**Date:** 8/1/2016

**Budget Analyst:** Adam Brown /s/

**Date:** 8/3/2016

**Department HR:** Chris Robasky /s/

**Date:** 8/1/2016

**Countywide HR:** Susan Mullett /s/

**Date:** 8/1/2016

## Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCHS-02-17

### Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	25000-17	1000	26-10	0040	CHSDO.IND1000	50370 - Dept Indirect Rev	(124,527)	(125,163)	(636)	
2	25000-17	1000	26-10	0040	CHSDO.IND1000	60240 - Supplies	20,783	21,419	636	
3	25000-17	1000	26-10	0040	CHSDO.MIL.CGF	60000 - Permanent	415,242	417,007	1,765	
4	25000-17	1000	26-10	0040	CHSDO.MIL.CGF	60130 - Salary Related Expns	136,504	137,049	545	
5	25000-17	1000	26-10	0040	CHSDO.MIL.CGF	60140 - Insurance Benefits	103,034	103,153	119	
6	25000-17	1000	26-10	0040	CHSDO.MIL.CGF	60240 - Supplies	9,180	6,751	(2,429)	
7	25000-17	1000	26-10	0040	CHSDO.MIL.CGF	60260 - Travel & Training	15,000	6,791	(8,209)	
<b>1000 Total</b>										<b>(8,209)</b>
<b>26-10 Total</b>										<b>(8,209)</b>
<b>Program Offer Number 25000-17 Total</b>										<b>(8,209)</b>
8	25006-17	1000	26-10	0040	CHSFP.CGF	60000 - Permanent	64,559	70,531	5,972	
9	25006-17	1000	26-10	0040	CHSFP.CGF	60130 - Salary Related Expns	19,826	21,660	1,834	
10	25006-17	1000	26-10	0040	CHSFP.CGF	60140 - Insurance Benefits	19,359	19,762	403	
<b>1000 Total</b>										<b>8,209</b>
<b>26-10 Total</b>										<b>8,209</b>
<b>Program Offer Number 25006-17 Total</b>										<b>8,209</b>
11	25013-17	81048	20-50	0040	DD10 KIDS 48	60000 - Permanent	2,275,212	2,282,876	7,664	
12	25013-17	81048	20-50	0040	DD10 KIDS 48	60130 - Salary Related Expns	727,097	729,451	2,354	
13	25013-17	81048	20-50	0040	DD10 KIDS 48	60140 - Insurance Benefits	798,616	799,134	518	
14	25013-17	81048	20-50	0040	DD10 KIDS 48	60240 - Supplies	18,935	7,485	(11,450)	
15	25013-17	81048	20-50	0040	DD10 KIDS 48	60350 - Central Indirect	96,967	97,245	278	
16	25013-17	81048	20-50	0040	DD10 KIDS 48	60355 - Dept Indirect	221,848	222,484	636	
<b>81048 Total</b>										<b>0</b>
<b>20-50 Total</b>										<b>0</b>
<b>Program Offer Number 25013-17 Total</b>										<b>0</b>
17	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(77,647,811)	(77,648,851)	(1,040)	
18	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,196,464	12,197,504	1,040	

### Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCHS-02-17

<b>3500 Total</b>										<b>0</b>
<b>72-80 Total</b>										<b>0</b>
<b>Program Offer Number 72020-17 Total</b>										<b>0</b>
19	95000-17	1000	19	0020	9500001000	60470 - Contingency	12,639,092	12,639,370	278	
<b>1000 Total</b>										<b>278</b>
<b>19 Total</b>										<b>278</b>
<b>Program Offer Number 95000-17 Total</b>										<b>278</b>
20	95001-17	1000	19	0020	9500001000	50310 - Intl Svc Reimburse	(6,036,944)	(6,037,222)	(278)	
<b>1000 Total</b>										<b>(278)</b>
<b>19 Total</b>										<b>(278)</b>
<b>Program Offer Number 95001-17 Total</b>										<b>(278)</b>

### Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCHS-02-17

#### Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
712263	6296	Case Manager/Sr	62881	81048	DD10 KIDS 48	1.00	52,490	16,120	18,544	87,154
712263	6297	Case Manager 2	64881	81048	DD10 KIDS 48	(1.00)	(49,265)	(15,129)	(18,326)	(82,720)
716600	6087	Research/Evaluation Analyst/Sr	63196	1000	CHSDO.MIL.CGF	1.00	70,531	21,660	19,762	111,953
716600	6088	Program Specialist/Sr	63196	1000	CHSDO.MIL.CGF	(1.00)	(69,684)	(21,400)	(19,705)	(110,789)
717618	6296	Case Manager/Sr	65628	81048	DD10 KIDS 48	1.00	52,490	16,120	18,544	87,154
717618	6297	Case Manager 2	65628	81048	DD10 KIDS 48	(1.00)	(48,051)	(14,757)	(18,244)	(81,052)
718253	6087	Research/Evaluation Analyst/Sr	63196	1000	CHSFP.CGF	1.00	70,531	21,660	19,762	111,953
718253	6088	Program Specialist/Sr	63196	1000	CHSFP.CGF	(1.00)	(64,559)	(19,826)	(19,359)	(103,744)
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>\$14,483</b>	<b>\$4,448</b>	<b>\$978</b>	<b>\$19,909</b>

#### Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
712263	6296	Case Manager/Sr	62881	81048	DD10 KIDS 48	1.00	52,490	16,120	18,544	87,154
712263	6297	Case Manager 2	64881	81048	DD10 KIDS 48	(1.00)	(49,265)	(15,129)	(18,326)	(82,720)
716600	6087	Research/Evaluation Analyst/Sr	63196	1000	CHSDO.MIL.CGF	1.00	70,531	21,660	19,762	111,953
716600	6088	Program Specialist/Sr	63196	1000	CHSDO.MIL.CGF	(1.00)	(69,684)	(21,400)	(19,705)	(110,789)
717618	6296	Case Manager/Sr	65628	81048	DD10 KIDS 48	1.00	52,490	16,120	18,544	87,154
717618	6297	Case Manager 2	65628	81048	DD10 KIDS 48	(1.00)	(48,051)	(14,757)	(18,244)	(81,052)
718253	6087	Research/Evaluation Analyst/Sr	63196	1000	CHSFP.CGF	1.00	70,531	21,660	19,762	111,953

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2017

Budget Modification: DCHS-02-17

718253	6088	Program Specialist/Sr	63196	1000	CHSFP.CGF	(1.00)	(64,559)	(19,826)	(19,359)	(103,744)	
						<b>Total Current FY Changes:</b>	<b>0.00</b>	<b>\$14,483</b>	<b>\$4,448</b>	<b>\$978</b>	<b>\$19,909</b>