



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-4 DATE 5/6/2010  
LYNDA GROW, BOARD CLERK

**Board Clerk Use Only**

<b>Meeting Date:</b>	<u>5/6/2010</u>
<b>Agenda Item #:</b>	<u>R-4</u>
<b>Est. Start Time:</b>	<u>10:15 am</u>
<b>Date Submitted:</b>	<u>4/19/2010</u>

**BUDGET MODIFICATION: HD-10 - 34**

**Agenda Title:** **BUDGET MODIFICATION HD-10-34 Request approval to appropriate \$20,318 in revenue from the Department of Human Services, Seniors and People with Disabilities.**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

<b>Requested Meeting Date:</b>	<u>May 6, 2010</u>	<b>Amount of Time Needed:</b>	<u>5 Minutes</u>
<b>Department:</b>	<u>Health Department</u>	<b>Division:</b>	<u>Program Design &amp; Evaluation Services (PDES)</u>
<b>Contact(s):</b>	<u>Lester A. Walker, Budget and Finance Manager</u>		
<b>Phone:</b>	<u>503-988-3663</u>	<b>Ext.:</b> <u>26457</u>	<b>I/O Address:</b> <u>167/2/210</u>
<b>Presenter(s):</b>	<u>Haiou He, PDES Program Manager; Julie Maher, PDES Director</u>		

**General Information**

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

Approval of appropriation of \$20,318 in revenue from the Department of Human Services, Seniors and People with Disabilities.

**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 Oregon Department of Human Services, Seniors and People with Disabilities Division approached the Health Department to contract specific evaluation tasks related to the ongoing efforts to develop and implement a pilot program with Oregon Health Plan-covered adults in Lane County. The program objective is to implement a process for improving hospitals discharge planning. The ultimate goal is to develop a program that helps reduce return hospitalizations and placement into institutional care.

The Health Department's Program Design & Evaluation Services (PDES) section will conduct a telephone survey with eligible clients who have recently returned home from the hospital, before and after program implementation. Surveys will assess the client's satisfaction with hospital discharge planning and make program recommendations based on the results.

This increase in funding affects Program Offer 40035: Health Assessment, Planning and Evaluation.

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

Approval of this budget modification will increase the Health Department's federal/state FY 2010 budget by \$20,318.

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

None.

**5. Explain any citizen and/or other government participation that has or will take place.**

None.

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## ATTACHMENT A

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### Budget Modification

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If the request is a **Budget Modification**, please answer **all** of the following in detail:

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

The Health Department's federal/state revenue budget will increase by \$20,318 in FY 2010 as a result of this grant.

This is federal revenue, CFDA 93.779: Centers for Medicare and Medicaid Services (CMS) Research, Demonstrations and Evaluations.

- **What budgets are increased/decreased?**

As a result of this budget modification, the Health Department's budget will have the following changes:

- Temporary budget will increase by \$10,735
- Non Base Fringe will increase by \$3,379
- Non Base Insurance will increase by \$3,067
- Supplies budget will increase by \$1,400
- Central Indirect budget will increase by \$505
- Department Indirect will increase by \$1,232

- **What do the changes accomplish?**

PDES will conduct a telephone survey before and after program implementation with eligible clients who have recently returned home from the hospital.

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

No additional FTE will result from this budget modification. The internal services costs necessary to support any temp/on-call staff utilized on this grant are included in the current FY 2010 budget.

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

The revenue covers these costs.

- **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?**

This revenue is one-time-only, and the function is not ongoing. When the grant expires, the project will have been completed.

- **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 (i.e. cash match, in kind match, reporting requirements etc)?**

The grant period is August 3, 2009 – June 30, 2011.

There are no match requirements or non-standard reporting requirements.

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &amp; Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>
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**ATTACHMENT B**

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**BUDGET MODIFICATION: HD-10 - 34**

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**Required Signatures**

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**Elected Official or  
Department/  
Agency Director:**

**KaRin Johnson for**

**04-13-2010**

**Date:**

*Lillian Shurley*

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*[Signature]*

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**Budget Analyst:**

**Date: 04/15/10**

*FOR KATHLEEN FULLER-POE  
L. Brown, HR*

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**Department HR:**

**Date: 4/7/2010**

**Countywide HR:**

**Date:**

Budget Modification ID: **HD-10-34**

Budget/Fiscal Year: 2010

**EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
1	40-16	32386	40035	0030			4CA136-01-1	50190	0	(20,318)	(20,318)		Increase IG-OP-Fed Thru Stat
2	40-16	32386	40035	0030			4CA136-01-1	60100	0	10,735	10,735		Increase Temporary
3	40-16	32386	40035	0030			4CA136-01-1	60135	0	3,379	3,379		Increase Non Base Fringe
4	40-16	32386	40035	0030			4CA136-01-1	60145	0	3,067	3,067		Increase Non Base Insurance
5	40-16	32386	40035	0030			4CA136-01-1	60240	0	1,400	1,400		Increase Supplies
6	40-16	32386	40035	0030			4CA136-01-1	60350	0	505	505		Increase Central Indirect
7	40-16	32386	40035	0030			4CA136-01-1	60355	0	1,232	1,232		Increase Dept Indirect
8										0			
9	72-10	3500		0020		705210		50316		(3,067)	(3,067)		Insurance Revenue
10	72-10	3500		0020		705210		60330		3,067	3,067		Offsetting Expenditure
11										0			
12	19	1000		0020		9500001000		50310		(505)	(505)		Indirect Reimb Rev in GF
13	19	1000		0020		9500001000		60470		505	505		CGF Contingency Expenditure
14										0			
15	40-90	1000	40040	0030		409050		50370		(1,232)	(1,232)		Dept Indirect Revenue
16	40-90	1000	40040	0030		409001		60000		1,232	1,232		Dept Indirect Offsetting Exp
17										0			
18										0			
19										0			
20										0			
21										0			
22										0			
23										0			
24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
										0	0	0	Total - Page 1
										0	0	0	GRAND TOTAL

FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
<b>General Fund Contingency</b>				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
<b>Indirect</b>							
<b>Central</b>							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
<b>Departmental</b>							
xxx	xxxxx				xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
<b>Telecommunications</b>							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
10-10	3503	0020		709525		50310	Budgets receipt of reimbursement
10-10	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
10-10	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
10-10	3503	0020		709000		60240	Budgets offsetting expenditures
<b>PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)</b>							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
10-10	3503	0020		709617		50310	Budgets receipt of PC Flat Fee
10-10	3503	0020		709617		60240	Budgets offsetting expenditure
<b>Electronic Service Reimbursement</b>							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
72-55	3501	0020		904200		50310	Receipt of Electronics service reimbursement
72-55	3501	0020		904200		60240	Budgets offsetting expenditure
<b>Motor Pool: Use this cost center if you are adding funds for motor pool use.</b>							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
72-55	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
72-55	3501	0020		904150		60240	Budgets offsetting expenditure
<b>Fleet: Use this cost center if you are adding funds for dedicated program cars.</b>							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
72-55	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
72-55	3501	0020		904100		60240	Budgets offsetting expenditure
<b>Building Management</b>							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
72-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
72-50	3505	0020		902575		60170	Budgets offsetting expenditure
<b>Insurance Service Reimbursement</b>							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-10	3500	0020		705210		50316	Insurance Revenue
72-10	3500	0020		705210		60330	Offsetting expenditure
<b>Lease Payments to Capital Lease Retirement Fund</b>							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
<b>Mail &amp; Distribution</b>							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
72-55	3504	0020		904400		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904400		60230	Budgets offsetting expenditure
<b>Records</b>							
xx-xx	xxxxx				xxx	60460	Records expenditure
72-55	3504	0020		904500		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904500		60240	Budgets offsetting expenditure
<b>Stores</b>							
xx-xx	xxxxx				xxx	60460	Stores expenditure
72-55	3504	0020		904600		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904600		60240	Budgets offsetting expenditure

**How are functional areas assigned to cost objects?**

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

**If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.**