



Multnomah County
Agenda Placement Request
Budget Modification
(FY 2018)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # R-4 DATE 9/7/17
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 9/7/17
Agenda Item #: R.4
Est. Start Time: 10:25 am
Date Submitted: 8/2/17

Agenda Title: BUDGET MODIFICATION # DCHS-05-18: Reallocating Positions in ADVSD and Increasing the Federal/State Fund Appropriation by \$186,320

Requested Meeting Date: 8/31/17

Time Needed: 5 minutes

Department: 25 - County Human Services

Division: Aging, Disability & Veterans Services

Contact(s): Lee Girard

Phone: 503-988-3768

Ext. 83768

I/O Address 167/1/510

Presenter Name(s) & Title(s): Lee Girard, Division Director 2 , Aging, Disabilities & Veteran Services

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-05-18 which increases Aging, Disability and Veterans Services Division's (ADVSD) fiscal year 2018 budget by \$186,320 by reallocating positions to meet current programming needs. It eliminates two Community Health Nurse positions (1.40 FTE) and adds two Office Assistant 2 positions (2.00 FTE), one Program Specialist Senior position (0.75 FTE).

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.

Changes with Medicaid expansion resulted in better coverage for participants and less referrals for Multi-Disciplinary Team (MDT) nursing services. Following a recent MDT assessment to evaluate staffing levels, the decision was made to eliminate two Community Health Nurse (CHN) positions (1.40 FTE) in ADVSD Multi-Disciplinary Team - Program Offer 25028, leaving 3.00 FTE CHNs to cover the workload for five Multi-Disciplinary Teams across ADVSD. This level of staffing was determined to be sufficient to meet the current needs of the program and participants. With this staffing reduction, ADVSD is able to leverage Medicaid by matching available CGF to fund three

positions (2.75 FTE) and add a contract for nurse supervision services.

The ADVSD Adult Care Home (ACHP) - Program Offer 25022, will add a 1.00 FTE Office Assistant 2 (OA2) position to cover increased workload related to changes in state background check and licensing requirements.

The ADVSD Long Term Services & Supports (LTSS) - Program Offer 25023, will add a 1.00 FTE Office Assistant 2 to provide greater flexibility in the distribution of work across six branch offices and enable the program to continue providing centralized Electronic Data Management System (EDMS) file processing. These funds will also enable LTSS to continue the Innovator Agent position – Program Specialist Senior at .75 FTE to provide needed and contractually required coordination of services for LTSS clients between the County and Coordinated Care Organizations (CCOs).

The ADVSD Multi-Disciplinary Team (MDT) - Program Offer 25028, will contract for a licensed nurse to perform evaluations and clinical nursing reviews as required under the Oregon Nurses Association (ONA) 15-19 Contract.

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

The elimination of the two Community Health Nurse positions resulted in \$154,831 in CGF funding which was used for:

- a. \$123,010 match funding was used to leverage Medicaid (Title XIX) funding of \$273,356
- b. \$1,286 was used to fund a portion (2%) of the new Office Assistant 2 position in the Adult Care Home program
- c. \$20,535 Professional Services for contracted licensed nursing supervision services
- d. \$10,000 for associated material & supplies costs

The \$273,356 Medicaid funding will pay for:

- a. Personnel costs of the new positions added to the budget - \$222,356
- b. Related central and department indirect costs - \$28,659
- c. Professional Services for contracted licensed nursing supervision services - \$22,023

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).

Overall total County General Fund (CGF) is unchanged. Matched CGF funding allowed us to leverage \$273,356 in Medicaid funds.

The CFDA for Medicaid is 93.778

7. What budgets are increased/decreased?

The FY18 budget for ADVSD Multi-Disciplinary Team (MDT) program will decrease by \$179,399;

ADVSD Adult Care Home (ACHP) program will increase by \$104,416; ADVSD Long Term Services & Support (LTSS) program will increase by \$261,303.
Service reimbursement to the Risk Management fund will increase by \$19,191 (insurance benefits).
Service reimbursement to the general fund Contingency will increase by \$3,916 (central indirect revenue).
DCHS Director's Office budget for professional services will increase by \$14,819 (department indirect revenue).

8. What do the changes accomplish?

This budget modification allows ADVSD to react to a changing workload and to realign resources to meet changing program needs. Approval will allow for the hiring of two OA2 positions to meet increased program demands and to continue the Program Specialist Senior position to provide contractually required coordination of services for LTSS clients between the County and CCOs. It also provides funds to contract for licensed nurse supervision to meet ONA contract requirements for direct clinical supervision by a licensed nurse professional.

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

Two Community Health Nurse positions (1.40 FTE) are eliminated.
A previously budgeted Program Specialist Senior position is reinstated for FY18 (.75 FTE).
An Office Assistant 2 position is added in Long Term Care Services (1.00 FTE)
An Office Assistant 2 position is added in the Adult Care Home program (1.00 FTE)

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

Yes. All central and department indirect costs are recovered.

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?

The revenue and functions are ongoing

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)?

Ongoing CGF match funding leverages additional Medicaid funds for the 17-19 Medicaid Grant period, July 1, 2017 through June 30, 2019.

Required Signature

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

Date: 7/31/2017

Budget Analyst: Adam Brown /s/

Date: 8/2/2017

Department HR: Anisha Skariah /s/

Date: 7/21/2017

Countywide HR: Susan Mullett /s/

Date: 7/7/2017

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCHS-05-18

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	25000-18	1000	26-10	0040	CHSDO.IND1000	50370 - Dept Indirect Rev	(84,417)	(99,236)	(14,819)	
2	25000-18	1000	26-10	0040	CHSDO.IND1000	60170 - Professional Svcs	4,892	19,711	14,819	
1000 Total										0
26-10 Total										0
Program Offer Number 25000-18 Total										0
3	25022-18	1000	30-75	0040	ADSDIVAHGF	60000 - Permanent	18,585	19,288	703	
4	25022-18	1000	30-75	0040	ADSDIVAHGF	60130 - Salary Related Expns	6,383	6,608	225	
5	25022-18	1000	30-75	0040	ADSDIVAHGF	60140 - Insurance Benefits	6,218	6,576	358	
6	25022-18	1000	30-75	0040	ADSDIVAHGF	60150 - Cnty Match & Sharing	100,000	132,006	32,006	
1000 Total										33,292
7	25022-18	26090	30-75	0040	ADSDIVAHXIX	50190 - IG-OP-Fed Thru St	(1,800,821)	(1,871,945)	(71,124)	
8	25022-18	26090	30-75	0040	ADSDIVAHXIX	60000 - Permanent	769,275	803,724	34,449	
9	25022-18	26090	30-75	0040	ADSDIVAHXIX	60130 - Salary Related Expns	267,577	278,580	11,003	
10	25022-18	26090	30-75	0040	ADSDIVAHXIX	60140 - Insurance Benefits	249,515	267,077	17,562	
11	25022-18	26090	30-75	0040	ADSDIVAHXIX	60350 - Central Indirect	34,603	36,298	1,695	
12	25022-18	26090	30-75	0040	ADSDIVAHXIX	60355 - Dept Indirect	130,952	137,367	6,415	
26090 Total										0
30-75 Total										33,292
Program Offer Number 25022-18 Total										33,292
13	25023-18	1000	30-55	0040	ADSDIVLTCMCGFM	60150 - Cnty Match & Sharing	674,625	707,284	32,659	
14	25023-18	1000	30-55	0040	ADSDIVLTCWDGFM	60150 - Cnty Match & Sharing	423,588	472,023	48,435	
1000 Total										81,094
15	25023-18	26090	30-55	0040	ADSDIVLTCMCXIX	50190 - IG-OP-Fed Thru St	(7,492,166)	(7,564,742)	(72,576)	
16	25023-18	26090	30-55	0040	ADSDIVLTCMCXIX	60000 - Permanent	3,253,139	3,288,291	35,152	
17	25023-18	26090	30-55	0040	ADSDIVLTCMCXIX	60130 - Salary Related Expns	1,119,838	1,131,066	11,228	
18	25023-18	26090	30-55	0040	ADSDIVLTCMCXIX	60140 - Insurance Benefits	1,213,100	1,231,020	17,920	

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCHS-05-18

19	25023-18	26090	30-55	0040	ADSDIVLTCMCXIX	60350 - Central Indirect	150,265	151,995	1,730	
20	25023-18	26090	30-55	0040	ADSDIVLTCMCXIX	60355 - Dept Indirect	568,663	575,209	6,546	
21	25023-18	26090	30-55	0040	ADSDIVLTCWDXIX	50190 - IG-OP-Fed Thru St	(4,704,227)	(4,811,860)	(107,633)	
22	25023-18	26090	30-55	0040	ADSDIVLTCWDXIX	60000 - Permanent	2,072,268	2,129,861	57,593	
23	25023-18	26090	30-55	0040	ADSDIVLTCWDXIX	60130 - Salary Related Expns	721,211	743,477	22,266	
24	25023-18	26090	30-55	0040	ADSDIVLTCWDXIX	60140 - Insurance Benefits	718,647	734,148	15,501	
25	25023-18	26090	30-55	0040	ADSDIVLTCWDXIX	60350 - Central Indirect	94,476	97,041	2,565	
26	25023-18	26090	30-55	0040	ADSDIVLTCWDXIX	60355 - Dept Indirect	357,534	367,242	9,708	
26090 Total										0
30-55 Total										81,094
					Program Offer Number 25023-18 Total					81,094
27	25028-18	1000	30-80	0040	ADSDIVMDTGF	60000 - Permanent	264,899	195,393	(69,506)	
28	25028-18	1000	30-80	0040	ADSDIVMDTGF	60130 - Salary Related Expns	98,031	71,161	(26,870)	
29	25028-18	1000	30-80	0040	ADSDIVMDTGF	60140 - Insurance Benefits	70,406	51,117	(19,289)	
30	25028-18	1000	30-80	0040	ADSDIVMDTGF	60150 - Cnty Match & Sharing	206,060	176,804	(29,256)	
31	25028-18	1000	30-80	0040	ADSDIVMDTGF	60170 - Professional Svcs	0	20,535	20,535	
32	25028-18	1000	30-80	0040	ADSDIVMDTGF	60240 - Supplies	1,500	11,500	10,000	
1000 Total										(114,386)
33	25028-18	26090	30-80	0040	ADSDIVMDTLMXIX	50190 - IG-OP-Fed Thru St	(456,991)	(391,978)	65,013	
34	25028-18	26090	30-80	0040	ADSDIVMDTLMXIX	60000 - Permanent	215,488	169,151	(46,337)	
35	25028-18	26090	30-80	0040	ADSDIVMDTLMXIX	60130 - Salary Related Expns	79,421	61,507	(17,914)	
36	25028-18	26090	30-80	0040	ADSDIVMDTLMXIX	60140 - Insurance Benefits	58,345	45,484	(12,861)	
37	25028-18	26090	30-80	0040	ADSDIVMDTLMXIX	60170 - Professional Svcs	1,000	23,023	22,023	
38	25028-18	26090	30-80	0040	ADSDIVMDTLMXIX	60350 - Central Indirect	9,502	7,428	(2,074)	
39	25028-18	26090	30-80	0040	ADSDIVMDTLMXIX	60355 - Dept Indirect	35,961	28,111	(7,850)	
26090 Total										0
30-80 Total										(114,386)
					Program Offer Number 25028-18 Total					(114,386)
40	72020-18	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(79,686,362)	(79,705,553)	(19,191)	
41	72020-18	3500	72-80	0020	705210	60330 - Claims Paid	5,969,111	5,988,302	19,191	
3500 Total										0
72-80 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCHS-05-18

				Program Offer Number 72020-18 Total						0
42	95000-18	1000	19	0020	9500001000	60470 - Contingency	(2,085,929)	(2,082,013)	3,916	
1000 Total										3,916
19 Total										3,916
				Program Offer Number 95000-18 Total						3,916
43	95001-18	1000	19	0020	9500001000	50310 - Intl Svc Reimburse	(35,673)	(39,589)	(3,916)	
1000 Total										(3,916)
19 Total										(3,916)
				Program Offer Number 95001-18 Total						(3,916)

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCHS-05-18

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
706814	6315	Community Health Nurse	62964	1000	ADSDIVMDTGF	(0.48)	(38,835)	(15,013)	(11,923)	(65,771)
706814	6315	Community Health Nurse	62964	26090	ADSDIVMDTLMXIX	(0.32)	(25,890)	(10,009)	(7,949)	(43,848)
713304	6315	Community Health Nurse	62964	1000	ADSDIVMDTGF	(0.36)	(30,671)	(11,857)	(7,366)	(49,894)
713304	6315	Community Health Nurse	62964	26090	ADSDIVMDTLMXIX	(0.24)	(20,447)	(7,905)	(4,912)	(33,264)
718006	6088	Program Specialist/Sr	62960	26090	ADSDIVLTCWDXIX	0.75	57,593	22,266	15,501	95,360
New-25-012	6001	Office Assistant 2	62959	1000	ADSDIVAHGF	0.02	703	225	358	1,286
New-25-012	6001	Office Assistant 2	62959	26090	ADSDIVAHXIX	0.98	34,449	11,003	17,562	63,014
New-25-013	6001	Office Assistant 2	62958	26090	ADSDIVLTCMCXIX	1.00	35,152	11,228	17,920	64,300
Total Annualized Changes:						1.35	\$12,054	(\$62)	\$19,191	\$31,183

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
706814	6315	Community Health Nurse	62964	1000	ADSDIVMDTGF	(0.48)	(38,835)	(15,013)	(11,923)	(65,771)
706814	6315	Community Health Nurse	62964	26090	ADSDIVMDTLMXIX	(0.32)	(25,890)	(10,009)	(7,949)	(43,848)
713304	6315	Community Health Nurse	62964	1000	ADSDIVMDTGF	(0.36)	(30,671)	(11,857)	(7,366)	(49,894)
713304	6315	Community Health Nurse	62964	26090	ADSDIVMDTLMXIX	(0.24)	(20,447)	(7,905)	(4,912)	(33,264)
718006	6088	Program Specialist/Sr	62960	26090	ADSDIVLTCWDXIX	0.75	57,593	22,266	15,501	95,360
New-25-012	6001	Office Assistant 2	62959	1000	ADSDIVAHGF	0.02	703	225	358	1,286

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCHS-05-18

New-25-012	6001	Office Assistant 2	62959	26090	ADSDIVAHXIX	0.98	34,449	11,003	17,562	63,014
New-25-013	6001	Office Assistant 2	62958	26090	ADSDIVLTCMCXIX	1.00	35,152	11,228	17,920	64,300
Total Current FY Changes:						1.35	\$12,054	(\$62)	\$19,191	\$31,183