



Multnomah County
Agenda Placement Request
Budget Modification
(FY 2018)

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # C. 8 DATE 8/31/17

MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 8/31/17

Agenda Item #: C.8

Est. Start Time: 9:30 am

Date Submitted: 8/16/17

Agenda Title: BUDGET MODIFICATION # HD-03-18: Authorizing three position reclassifications within the Health Department

Requested Meeting Date: 8/31/17

Time Needed: N/A - Consent

Department: 40 - Health Department

Division: Business Operations, Health Officer, Public Health

Contact(s): Angel Landron-Gonzalez – Finance & Budget Manager

Phone: (503) 988-7438

Ext. 87438

I/O Address 167/2/210

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

General Information

1. What action are you requesting from the Board?

Approval of staffing adjustment resulting from the reclassification of three positions. This change will not impact the Health Department's total FTE for FY 2018.

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.

Reclassify a 1.00 FTE Manager 1 to a 1.00 FTE Manager Senior, position 709860, in the Health Officer Division of the Health Department. Class Comp approved the reclassification effective 7/6/17 (reclassification #3784). This position is responsible for planning, organizing, and strategizing for daily and extraordinary events and emergencies through continuous planning, review/quality improvement, and testing of systems and equipment in partnership with internal and external programs and agencies; managing the county's EMS program and overseeing the daily response to 911 calls; managing the Public Health Emergency Preparedness program and administering the planning and training within the department; managing the Region 1 Hospital Preparedness program and working with Health Systems on long-term planning for disasters; planning, organizing, and directing others during an actual disaster; ensuring program compliance with regulatory agencies and guidelines; hiring, orienting, training, and supervising staff; providing advice and direction to management on effective performance management and supervisory techniques; partnering with other agencies on funds management and establishing processes for

information gathering, sharing, and documentation across various organizations or agencies; developing, implementing, and monitoring the budget; performing contract compliance monitoring and fine assessment; leading, planning, and directing the Health Department Response in the event of an emergency or exercise; and developing, updating, administering, and monitoring action plans, internal and external agreements, policies to be followed for activation, alternative site locations, program compliance, and the debrief process after an event or exercise. This change impacts program offer 40005 – Public Health & Regional Health Systems Emergency Preparedness.

Reclassify a 1.00 FTE Finance Technician to a 1.00 FTE Finance Specialist 1, position 702680, in the Business Operations Division of the Health Department. Class Comp approved the reclassification effective 1/26/17 (reclassification #3797). This position is responsible for maximizing county revenue by billing all medical, dental, and behavioral health charges from all clinics and following through to completion until payment is received. The position is also responsible for evaluating billing work queues by analyzing, researching, interpreting, and applying guidelines, rules, and regulations to all denied and unpaid claims; reviewing and researching adjustments and coding denials; updating denial codes; calling and/or appealing denied claims; reporting EPIC system issues; reviewing and identifying all claims not accepted/submitted to payer and evaluating discrepancies between the different systems and EPIC; researching, fixing, and correcting errors and resubmitting claims for payments; answering questions from clinics regarding insurance questions on eligibility, coverage, and patient accounts; using Generally Accepted Accounting Principles to perform Accounts Receivables remittance payment postings; tracking payments in EPIC and SAP; balancing and reconciling EPIC payment batches to the SAP deposits; evaluating, researching, and identifying monies not related to medical billing; analyzing charges and payments in EPIC and applying undistributed monies and/or reposting payments as needed; and identifying and initiating payer credits and refunds. This change impacts program offer 40041 – Medical Accounts Receivable.

Reclassify a 1.00 FTE Research Evaluation Analyst 2 to a 1.00 FTE Research Evaluation Analyst Senior, position 714331, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 1/28/17 (reclassification #3800). This position is responsible for leading and conducting surveillance and evaluation projects; performing standard and in-depth, complex, technical qualitative and quantitative analytical tasks to collect and analyze health-related surveillance and research data; evaluating and disseminating relevant findings for public health practice and disease prevention; formulating and applying advanced data management, coding, informatics, and analysis using a variety of software and databases; formulating and testing performance measures using multiple information sources; providing leadership in data collection and use of findings in opioid trends, naloxone, syringe exchange, and harm reduction work; providing leadership in study design, data cleaning, advanced data analysis, and report writing; developing, testing, and providing recommendations and implementation plans for the improvement of services and/or programs; designing, drafting, and presenting public health surveillance and special study reports and manuscripts educating stakeholders about population-based public health and epidemiologic methods; representing the department with respect to legislative policy on naloxone, developing naloxone training and providing technical assistance to contract on training, data collection, and evaluation; working with IT to implement syringe exchange and naloxone data systems; responding to media requests; and collaborating on strategic and systems planning. This change impacts program offers 40011 – STD/HIV/Hep C Community Prevention Program, 40061A – Harm Reduction, and 40061B – Overdose Prevention Strategy

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

This budget modification has no fiscal impact in the current year. Budgeted personnel costs are within the pay scales of the new classifications or other budgeted line items have been adjusted so that the changes are budget neutral.

The reclassification of position 709860 to a Manager Senior is budget neutral, because the current budgeted pay for the position falls within the pay-scale of the new classification.

The reclassification of position 702680 to a Finance Specialist 1 is budget neutral, because the current budgeted pay for the position falls within the pay-scale of the new classification.

The reclassification of position 714331 to a Research Evaluation Analyst Senior increased budgeted personnel cost by \$2,861, because the step at which the Research Evaluation Analyst Senior is budgeted is higher than the step at which the Research Evaluation Analyst 2 is budgeted. The increase in cost is offset by a decrease in Supplies, Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

In subsequent fiscal years, the reclassified positions will be subject to approved cost of living adjustments (COLA) and step and merit pay increases in accordance with collective bargaining agreements and county personnel rules. Increased costs will be funded within the department's budget.

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).

No change in revenues.

7. What budgets are increased/decreased?

The Health Department's budget will have the following changes:

- Permanent personnel budget will increase by \$2,057
- Salary related expense budget will increase by \$657
- Insurance benefits budget will increase by \$147
- Temporary budget will decrease by \$2,057
- Non Base Fringe budget will decrease by \$657
- Non Base Insurance budget will decrease by \$84
- supplies will decrease by \$63

These changes will have no financial impact on the budget and do not change the Health Department's total FTE.

8. What do the changes accomplish?

Changes of classification for positions 714331, 709860, and 702680 better fit the duties of these positions as determined by the Class/Comp Unit of Central Human Resources.

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

Reclassify a 1.00 FTE Manager 1 to a 1.00 FTE Manager Senior, position 709860, in the Health Officer Division of the Health Department. Class Comp approved #3784.

Reclassify a 1.00 FTE Finance Technician to a 1.00 FTE Finance Specialist 1, position 702680, in the Business Operations Division of the Health Department. Class Comp approved #3797.

Reclassify a 1.00 FTE Research Evaluation Analyst 2 to a 1.00 FTE Research Evaluation Analyst Senior, position 714331, in the Public Health Division of the Health Department. Class Comp approved #3800.

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

N/A

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:** Joanne Fuller/s/

Date: August 16, 2017

Budget Analyst: Mike Paruszkiewicz/s/

Date: August 16, 2017

Department HR: Holly Calhoun/s/

Date: August 16, 2017

Countywide HR: Karie Miller/s/

Date: August 16, 2017

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-03-18

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	40005-18	32283	40-00	0030	4SA77-07-1	60000 - Permanent	16,949	16,949	0	
2	40005-18	32283	40-00	0030	4SA77-07-1	60130 - Salary Related Expns	5,582	5,582	0	
3	40005-18	32283	40-00	0030	4SA77-07-1	60140 - Insurance Benefits	3,855	3,855	0	
32283 Total										0
4	40005-18	32344	40-00	0030	4SA92-1	60000 - Permanent	82,750	82,750	0	
5	40005-18	32344	40-00	0030	4SA92-1	60130 - Salary Related Expns	27,259	27,259	0	
6	40005-18	32344	40-00	0030	4SA92-1	60140 - Insurance Benefits	18,824	18,824	0	
32344 Total										0
40-00 Total										0
Program Offer Number 40005-18 Total										0
7	40011-18	1000	40-30	0030	43100-GF	60000 - Permanent	529,880	530,497	617	
8	40011-18	1000	40-30	0030	43100-GF	60100 - Temporary	5,337	4,720	(617)	
9	40011-18	1000	40-30	0030	43100-GF	60130 - Salary Related Expns	183,096	183,293	197	
10	40011-18	1000	40-30	0030	43100-GF	60135 - Non Base Fringe	2,059	1,862	(197)	
11	40011-18	1000	40-30	0030	43100-GF	60140 - Insurance Benefits	163,020	163,064	44	
12	40011-18	1000	40-30	0030	43100-GF	60145 - Non Base Insurance	99	55	(44)	
1000 Total										0
13	40011-18	32598	40-30	0030	4FA71-05-1	60000 - Permanent	103,270	104,278	1,008	
14	40011-18	32598	40-30	0030	4FA71-05-1	60100 - Temporary	1,155	147	(1,008)	
15	40011-18	32598	40-30	0030	4FA71-05-1	60130 - Salary Related Expns	33,401	33,723	322	
16	40011-18	32598	40-30	0030	4FA71-05-1	60135 - Non Base Fringe	455	133	(322)	
17	40011-18	32598	40-30	0030	4FA71-05-1	60140 - Insurance Benefits	37,362	37,434	72	

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-03-18

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
18	40011-18	32598	40-30	0030	4FA71-05-1	60145 - Non Base Insurance	21	12	(9)	
19	40011-18	32598	40-30	0030	4FA71-05-1	60240 - Supplies	99	36	(63)	
32598 Total										0
40-30 Total										0
Program Offer Number 40011-18 Total										0
20	40041-18	1000	40-90	0030	409200	60000 - Permanent	825,601	825,601	0	
21	40041-18	1000	40-90	0030	409200	60130 - Salary Related Expns	277,027	277,027	0	
22	40041-18	1000	40-90	0030	409200	60140 - Insurance Benefits	261,590	261,590	0	
1000 Total										0
40-90 Total										0
Program Offer Number 40041-18 Total										0
23	40061A-18	1000	40-30	0030	43500-GF	60000 - Permanent	191,593	191,922	329	
24	40061A-18	1000	40-30	0030	43500-GF	60100 - Temporary	10,076	9,747	(329)	
25	40061A-18	1000	40-30	0030	43500-GF	60130 - Salary Related Expns	67,185	67,290	105	
26	40061A-18	1000	40-30	0030	43500-GF	60135 - Non Base Fringe	2,697	2,592	(105)	
27	40061A-18	1000	40-30	0030	43500-GF	60140 - Insurance Benefits	59,090	59,113	23	
28	40061A-18	1000	40-30	0030	43500-GF	60145 - Non Base Insurance	186	163	(23)	
1000 Total										0
40-30 Total										0
Program Offer Number 40061A-18 Total										0
29	40061B-18	1000	40-30	0030	43500-GF2	60000 - Permanent	75,769	75,872	103	
30	40061B-18	1000	40-30	0030	43500-GF2	60100 - Temporary	1,170	1,067	(103)	
31	40061B-18	1000	40-30	0030	43500-GF2	60130 - Salary Related Expns	24,202	24,235	33	
32	40061B-18	1000	40-30	0030	43500-GF2	60135 - Non Base Fringe	450	417	(33)	

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-03-18

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
33	40061B-18	1000	40-30	0030	43500-GF2	60140 - Insurance Benefits	32,562	32,570	8	
34	40061B-18	1000	40-30	0030	43500-GF2	60145 - Non Base Insurance	22	14	(8)	
1000 Total										0
40-30 Total										0
Program Offer Number 40061B-18 Total										0
35	72020-18	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(79,965,970)	(79,966,033)	(63)	
36	72020-18	3500	72-80	0020	705210	60330 - Claims Paid	6,248,719	6,248,782	63	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-18 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-03-18

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				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
702680	6027	Finance Technician	67054	1000	409200	(1.00)	(48,657)	(15,541)	(19,055)	(83,253)
702680	6029	Finance Specialist 1	67054	1000	409200	1.00	48,657	15,541	19,055	83,253
709860	9365	Manager, Sr	63402	32283	4SA77-07-1	0.17	16,949	5,582	3,855	26,386
709860	9365	Manager, Sr	63402	32344	4SA92-1	0.83	82,750	27,258	18,823	128,831
709860	9615	Program Manager 1	63402	32283	4SA77-07-1	(0.17)	(16,949)	(5,582)	(3,855)	(26,386)
709860	9615	Program Manager 1	63402	32344	4SA92-1	(0.83)	(82,750)	(27,258)	(18,823)	(128,831)
714331	6086	Research/Evaluation Analyst 2	66802	1000	43100-GF	(0.30)	(20,809)	(6,646)	(6,157)	(33,612)
714331	6086	Research/Evaluation Analyst 2	66802	1000	43500-GF	(0.16)	(11,098)	(3,545)	(3,284)	(17,927)
714331	6086	Research/Evaluation Analyst 2	66802	1000	43500-GF2	(0.05)	(3,468)	(1,108)	(1,026)	(5,602)
714331	6086	Research/Evaluation Analyst 2	66802	32598	4FA71-05-1	(0.49)	(33,988)	(10,856)	(10,057)	(54,901)
714331	6087	Research/Evaluation Analyst/Sr	66802	1000	43100-GF	0.30	21,426	6,843	6,201	34,470
714331	6087	Research/Evaluation Analyst/Sr	66802	1000	43500-GF	0.16	11,427	3,650	3,307	18,384
714331	6087	Research/Evaluation Analyst/Sr	66802	1000	43500-GF2	0.05	3,571	1,141	1,034	5,746
714331	6087	Research/Evaluation Analyst/Sr	66802	32598	4FA71-05-1	0.49	34,996	11,178	10,129	56,303
Total Annualized Changes:						0.00	\$2,057	\$657	\$147	\$2,861

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-03-18

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				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
702680	6027	Finance Technician	67054	1000	409200	(1.00)	(48,657)	(15,541)	(19,055)	(83,253)
702680	6029	Finance Specialist 1	67054	1000	409200	1.00	48,657	15,541	19,055	83,253
709860	9365	Manager, Sr	63402	32283	4SA77-07-1	0.17	16,949	5,582	3,855	26,386
709860	9365	Manager, Sr	63402	32344	4SA92-1	0.83	82,750	27,258	18,823	128,831
709860	9615	Program Manager 1	63402	32283	4SA77-07-1	(0.17)	(16,949)	(5,582)	(3,855)	(26,386)
709860	9615	Program Manager 1	63402	32344	4SA92-1	(0.83)	(82,750)	(27,258)	(18,823)	(128,831)
714331	6086	Research/Evaluation Analyst 2	66802	1000	43100-GF	(0.30)	(20,809)	(6,646)	(6,157)	(33,612)
714331	6086	Research/Evaluation Analyst 2	66802	1000	43500-GF	(0.16)	(11,098)	(3,545)	(3,284)	(17,927)
714331	6086	Research/Evaluation Analyst 2	66802	1000	43500-GF2	(0.05)	(3,468)	(1,108)	(1,026)	(5,602)
714331	6086	Research/Evaluation Analyst 2	66802	32598	4FA71-05-1	(0.49)	(33,988)	(10,856)	(10,057)	(54,901)
714331	6087	Research/Evaluation Analyst/Sr	66802	1000	43100-GF	0.30	21,426	6,843	6,201	34,470
714331	6087	Research/Evaluation Analyst/Sr	66802	1000	43500-GF	0.16	11,427	3,650	3,307	18,384
714331	6087	Research/Evaluation Analyst/Sr	66802	1000	43500-GF2	0.05	3,571	1,141	1,034	5,746
714331	6087	Research/Evaluation Analyst/Sr	66802	32598	4FA71-05-1	0.49	34,996	11,178	10,129	56,303
Total Current FY Changes:						0.00	\$2,057	\$657	\$147	\$2,861