



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 12/8/11
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date:	<u>12/8/11</u>
Agenda Item #:	<u>C.2</u>
Est. Start Time:	<u>9:30 am</u>
Date Submitted:	<u>11/30/11</u>

BUDGET MODIFICATION: DCHS12-20

<p>Agenda Title:</p>	<p>BUDGET MODIFICATION DCHS12-20, Reclassifying four full-time vacant positions: Office Assistant 2, Case Manager Senior, and two Eligibility Specialists to Case Manager 1 positions in the Department of County Human Services, Aging and Disability Services Division, as determined by the Class/Comp unit of Central Human Resources.</p>
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Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	<u>Next Available</u>	Amount of Time Needed:	<u></u>
Department:	<u>County of Human Services</u>	Division:	<u>Aging & Disability Services</u>
Contact(s):	<u>Dana Lloyd</u>		
Phone:	<u>503-988-3691</u>	Ext.:	<u>26858</u>
		I/O Address:	<u>167/620</u>
Presenter Name(s) & Title(s):	<u>Consent Agenda</u>		

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) recommends approval of budget modification DCHS12-20, reclassifying four full-time positions: Office Assistant 2, Case Manager Senior, and two Eligibility Specialists to Case Manager 1 positions in the Aging and Disability Services Division (ADSD), as approved by the Class/Comp unit of Central Human Resources.

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.

This budget modification reflects an HR Class/Comp decision on a reclassification request initiated by ADSD management in Program Offer 25023A, 25023B and 25023C – ADS Long Term Care. The Case Manager 1 positions will be needed to better meet workload demands for growing

eligibility caseloads. These positions will be responsible for providing eligibility determination, case management and information to individuals or their representatives concerning financial, medical, and service programs. HR Class/Comp has decided that these duties, along with the other responsibilities of these positions, are within the scope and concept and best match the Case Manager 1 classification.

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

The pay scale for a Case Manager Senior is higher than that of a Case Manager 1; the pay scale for an Eligibility Specialist is the same as that of a Case Manager 1; and the pay scale for an Office Assistant 2 is lower than that of a Case Manager 1. As a result, these reclassifications, which are effective November 2, 2011, will result in a current fiscal year budget decrease in personnel costs of \$7,128. The budget for Supplies costs in ADSD will be increased by a like amount to offset the lower personnel costs. This reclassification request results in an annual personnel cost decrease of \$10,691.

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

N/A

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

N/A

ATTACHMENT A

Budget Modification

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).**

No revenue is being changed.

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

The overall budget impact for Aging & Disability Services is neutral. Service reimbursement from the Federal/State fund to the Risk management fund will decrease by \$510.

- **What do the changes accomplish?**

This budget modification will formally approve the classification decision from Central Human Resources Class/Comp which allows for a classification that better reflects the change in the work assignment and duties of the positions involved.

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

Yes. The approval of this budget modification will result in the reclassification of four full-time vacant positions in the Aging and Disability Services Division from Case Manager Senior (1.00 FTE), Eligibility Specialist (2.00 FTE) and Office Assistant 2 (1.00 FTE) to four full-time Case Manager 1 positions, as determined by the Class/Comp unit of Central Human Resources.

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

N/A

- **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

- **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)?**

N/A

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Budget Modification ID: DCHS12-20

EXPENDITURES & REVENUES

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

Budget/Fiscal Year: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	30-55	26090	25023C	0040			ADSDIVLTCMCXIX	60000	3,223,341	3,216,436	(6,905)		Permanent
2	30-55	26090	25023C	0040			ADSDIVLTCMCXIX	60130	980,824	979,223	(1,601)		Salary Related
3	30-55	26090	25023C	0040			ADSDIVLTCMCXIX	60140	1,124,555	1,124,003	(552)		Insurance Benefits
4	30-55	26090	25023C	0040			ADSDIVLTCMCXIX	60240	24,426	33,484	9,058		Supplies
5													
6	30-55	26090	25023A	0040			ADSDIVLTCNEDXIX	60000	1,910,475	1,913,751	3,276		Permanent
7	30-55	26090	25023A	0040			ADSDIVLTCNEDXIX	60130	576,978	578,340	1,362		Salary Related
8	30-55	26090	25023A	0040			ADSDIVLTCNEDXIX	60140	694,519	694,782	263		Insurance Benefits
9	30-55	26090	25023A	0040			ADSDIVLTCNEDXIX	60240	19,197	14,296	(4,901)		Supplies
10													
11	30-55	26090	25023A/B	0040			ADSDIVLTCSEDXIX	60000	1,795,672	1,792,994	(2,678)		Permanent
12	30-55	26090	25023A/B	0040			ADSDIVLTCSEDXIX	60130	542,392	542,020	(372)		Salary Related
13	30-55	26090	25023A/B	0040			ADSDIVLTCSEDXIX	60140	647,145	646,931	(214)		Insurance Benefits
14	30-55	26090	25023A/B	0040			ADSDIVLTCSEDXIX	60240	24,453	27,717	3,264		Supplies
15													
16	30-55	26090	25023C	0040			ADSDIVLTCWDXIX	60000	1,504,408	1,504,324	(84)		Permanent
17	30-55	26090	25023C	0040			ADSDIVLTCWDXIX	60130	453,646	454,030	384		Salary Related
18	30-55	26090	25023C	0040			ADSDIVLTCWDXIX	60140	532,570	532,563	(7)		Insurance Benefits
19	30-55	26090	25023C	0040			ADSDIVLTCWDXIX	60240	11,392	11,099	(293)		Supplies
20													
21	72-10	3500		0020		705210		50316		510	510		Svc Reim F/S to Risk Fund
22	72-10	3500		0020		705210		60330		(510)	(510)		Claims Paid
23													
24													
25													
26													
27													
28													
29													
											0	0	Total - Page 1
											0	0	GRAND TOTAL