



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-3 DATE 4-29-2010  
LYNDA GROW, BOARD CLERK

**Board Clerk Use Only**

<b>Meeting Date:</b>	<u>04/29/2010</u>
<b>Agenda Item #:</b>	<u>C-3</u>
<b>Est. Start Time:</b>	<u>9:30 am</u>
<b>Date Submitted:</b>	<u>4/15/2010</u>

**BUDGET MODIFICATION: HD-10-32**

**BUDGET MODIFICATION - HD-32 authorizing three position re-classifications within the various Divisions of the Health Department as determined by the Class/Comp Unit of Central Human Resources.**

*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>April 29, 2010</u>	<b>Amount of Time Needed:</b>	<u>N/A - Consent</u>
<b>Department:</b>	<u>Health Department</u>	<b>Division:</b>	<u>Multiple</u>
<b>Contact(s):</b>	<u>Lester A. Walker - Budget &amp; Finance Manager</u>		
<b>Phone:</b>	<u>(503) 988-3663</u>	<b>Ext.</b>	<u>26457</u>
<b>Presenter(s):</b>	<u>N/A (Consent Agenda)</u>		
<b>I/O Address:</b>	<u>167/2/210</u>		

**General Information**

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

Approval of staffing adjustment resulting from the re-classification of three positions. This change will not impact the Health Department's total FTE for FY2010.

**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 1.0 Office Assistant Senior to a 1.0 Administrative Specialist, position 706236, in the Integrated Clinical Services division of the Health Department. Class Comp approved reclassification effective on 05/18/2010 (reclass #1397). This position has authority to review the Medical Director's schedule and set, change or accept appointments on the director's behalf. The position independently prioritizes appointments based on knowledge of primary stakeholders, contacting the director as appropriate. This position will triage requests, understand who or what should be addressed based on business or political needs. Additionally, this position tracks,

coordinates and processes all facets of credentialing and re-credentialing of Health Department providers. The position tracks projects on behalf of the director, represents the director to internal and external customers, and manages information flow between the director and other Health Department senior leaders, staff, and external agencies. This change impacts program offers 40030 – Physician, Nurse Practitioner and Nursing Directors.

Reclassify a 1.0 Office Assistant Senior to a 1.0 Administrative Specialist, position 713004, in the Integrated Clinical Services division of the Health Department. Class Comp approved reclassification effective on 05/18/2010 (reclass #1398). This position provides support for provider level recruitments; and may coordinate or oversee the work of students, on-call or temporary staff. The position is the point person for budget information and makes budget recommendations to the Medical Director based on input from multiple parties. This position tracks, coordinates and processes all facets of credentialing and re-credentialing of Health Department providers. This change impacts program offers 40034 – Quality Assurance.

Reclassify a 1.0 Program Supervisor to a 1.0 Program Manager, position 714001, in the Community Health Services division of the Health Department. Class Comp approved reclassification effective on 05/01/2010 (reclass #1412). This position manages six service areas in three distinct locations that are supported by WIC public health nutrition program grants. The grants are designed to improve health outcomes and influence nutrition and health behaviors in a targeted at risk population. Staff for those six programs provides services to approximately 30,000 clients each year. This position provides direct supervision and coordination of Nutrition Supervisors assigned to program units. This change impacts program offer 40018 – Women, Infants, and Children (WIC).

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

There is no financial impact for FY10.

**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 change in revenues.

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

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

- Permanent personnel budget will increase by \$881.
- Salary related expense budget will increase by \$279.
- Insurance benefits budget will increase by \$66.
- Supplies budget will decrease by \$801.
- Medical Supplies budget will decrease by \$140.
- Food budget will decrease by \$285.

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

- **What do the changes accomplish?**

Change of classification of positions 706236, 713004 and 714001 to better fit the duties of those positions as determined by the Class/Comp Unit of the Central Human Resources.

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

1. Reclassify a 1.0 Office Assistant Senior to a 1.0 Administrative Specialist, position 706236, in the Integrated Clinical Services division of the Health Department. This change is already reflected in the FY11 submitted budget.
2. Reclassify a 1.0 Office Assistant Senior to a 1.0 Administrative Specialist, position 713004, in the Integrated Clinical Services division of the Health Department. This change is already reflected in the FY11 submitted budget.
3. Reclassify a 1.0 Program Supervisor to a 1.0 Program Manager, position 714001, in the Community Health Services division of the Health Department. This change will also be made in the FY11 budget through the budget amendment process.

- **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

---

## ATTACHMENT B

---

**BUDGET MODIFICATION: HD-10-32**

---

### Required Signatures

---

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

KaRin Johnson for

**04-13-10**

**Date:**

*Lillian Shirley*

---

**Budget Analyst:**

*Kiara Fuller*

---

**Date:** 4/1/10

---

**Department HR:**

---

**Date:**

---

**Countywide HR:**

---

**Date:**

---

Budget Modification ID: **HD-10-32**

**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: 2010

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	40-44	1000	40018	30				60000	45,783	45,578	205		Increase Permanent	
2	40-44	1000	40018	30				60130	15,958	15,893	65		Increase Salary Related Exps	
3	40-44	1000	40018	30				60140	13,119	13,104	15		Increase Insurance	
4	40-44	1000	40018	30				60250	7,353	7,638	(285)		Decrease Food	
5														
6	40-44	20580	40018	30				60000	555,226	554,921	305		Increase Permanent	
7	40-44	20580	40018	30				60130	168,363	168,266	97		Increase Salary Related Exps	
8	40-44	20580	40018	30				60140	202,793	202,770	23		Increase Insurance	
9	40-44	20580	40018	30				60240	32,367	32,792	(425)		Decrease Supplies	
10														
11	40-44	20580	40018	30				60000	421,209	420,938	271		Increase Permanent	
12	40-44	20580	40018	30				60130	125,987	125,902	85		Increase Salary Related Exps	
13	40-44	20580	40018	30				60140	154,309	154,289	20		Increase Insurance	
14	40-44	20580	40018	30				60240	3,665	4,041	(376)		Decrease Supplies	
15														
16	40-44	20580	40018	30				60000	309,271	309,171	100		Increase Permanent	
17	40-44	20580	40018	30				60130	90,387	90,355	32		Increase Salary Related Exps	
18	40-44	20580	40018	30				60140	119,982	119,974	8		Increase Insurance	
19	40-44	20580	40018	30				60246	863	1,003	(140)		Decrease Medical Supplies	
20														
21	72-10	3500		20			705210	50316	(52,805,970)	(52,805,912)	(58)		Insurance Revenue	
22	72-10	3500		20			705210	60330	870,366	870,308	58		Offsetting expenditure	
23														
24														
25														
26														
27														
28														
29														
											0	0	<b>Total - Page 1</b>	
											0	0	<b>GRAND TOTAL</b>	



FM Side			PS/CO Side			Cost Element/Commitment	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item	
<b>General Fund Contingency</b>							
19	1000	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
<b>Indirect</b>							
<i>Central</i>							
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
<i>Departmental</i>							
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
72-60	3503	0020		709525		50310	Budgets receipt of reimbursement
72-60	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
72-60	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
72-60	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
72-60	2508	0020		between 709201 & 709211		50310	Budgets receipt of PC Flat Fee
72-60	2508	0020		between 709201 & 709211		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</b>							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
72-55	3501	0020		904100		50310	Budgets receipt of Motor Pool 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.*