



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 12/1/11
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date:	12/1/11
Agenda Item #:	C.2
Est. Start Time:	9:30 am
Date Submitted:	11/8/11

BUDGET MODIFICATION: HD-12-04

BUDGET MODIFICATION - HD-12-04 authorizing three position re-classifications within 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.

Requested Meeting Date:	<u>12/01/2011</u>	Amount of Time Needed:	<u>N/A - Consent</u>
Department:	<u>Health Department</u>	Division:	<u>Community Health Services Integrated Clinical Services</u>
Contact(s):	<u>Lester A. Walker - Budget & Finance Manager</u>		
Phone:	<u>(503) 988-3663</u>	Ext.:	<u>26457</u>
Presenter(s):	<u>N/A (Consent Agenda)</u>		
I/O Address:	<u>167/2/210</u>		

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 FY2012.

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 Office Assistant 2 to a 1.00 Program Technician, position 705759, in the Community Health Services division of the Health Department. Class Comp approved reclassification effective on 01/22/2011 (reclassification #1762). This position researches the City of Portland's new businesses each month for the Environmental Health Inspections Program and verifies that each business providing food is licensed; reviews and monitors the intergovernmental agreement quotas for the Inspections program; performs the Food Handler Office's reconciliation for Accounts Receivable; updates Vital Records information on the Center for Disease Control site; and provides general administrative support for managers and office staff. This change impacts program offer 40007 – Health Inspections & Education.

Reclassify a 0.80 Physician Assistant to a 0.80 Nurse Practitioner, position 706127, in the Integrated Clinical Services division of the Health Department. Class Comp approved reclassification effective on 08/23/2011 (reclassification #1781). This position provides professional, comprehensive, and specialized nursing services in family-based healthcare with an emphasis on prevention of disease and promotion of health. This position establishes a therapeutic relationship with diverse patients, including refugees and low-income population groups. This change impacts program offer 40019 – North Portland Health Clinic

Reclassify a 0.60 Physician to a 0.60 Physician Assistant, position 715178, in the Integrated Clinical Services division of the Health Department. Class Comp approved reclassification effective on 10/05/2011 (reclassification #1812). This position will provide comprehensive medical care under the supervision of a licensed physician with emphasis on prevention of disease and promotion of health. Specifically, the position will diagnose and treat acute and chronic medical conditions. The position will establish need for specialty and rehabilitative services and make appropriate referrals and determine need and schedule for high-risk referrals. This change impacts program offer 40029 – Rockwood Health Clinic.

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

There is no financial impact for FY12.

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 decrease by \$15,084
- Salary related expense budget will decrease by \$4,390
- Insurance benefits budget will decrease by \$1,282
- Supplies will increase by \$20,756

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 for positions 705759, 706127, and 715178 to better fit the duties of these positions as determined by the Class/Comp Unit of the Central Human Resources.

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

- Reclassify a 1.00 Office Assistant 2 to a 1.00 Program Technician, position 705759, in the Community Health Services division of the Health Department. Class/comp request #1762.
- Reclassify a 0.80 Physician Assistant to a 0.80 Nurse Practitioner, position 706127, in the Integrated Clinical Services division of the Health Department. Class/com request #1781.
- Reclassify a 0.60 Physician to a 0.60 Physician Assistant, position 715178, in the Integrated Clinical Services division of the Health Department. Class/com request #1812.

- **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-12-04

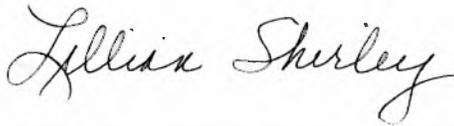
Required Signatures

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

KaRin Johnson for

11-3-11

Date:





11/8/11

Budget Analyst:

Shannon Busby

Date:

Department HR:

Kathleen Fuller Poe



Date: 11/03/2011

Budget Modification ID: **HD-12-04**

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	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
1	40-30	1000	40007	0030		403310		60000	1,361,799	1,363,795	1,996		Increase Permanent
2	40-30	1000	40007	0030		403310		60130	417,138	417,719	581		Increase Salary Related Expns
3	40-30	1000	40007	0030		403310		60140	447,424	447,594	170		Increase Insurance Benefits
4	40-30	1000	40007	0030		403310		60240	22,875	20,128	(2,747)		Decrease Supplies
5										0			
6	40-70	10010	40029	0030			47400-00-10010	60000	230,737	213,657	(17,080)		Decrease Permanent
7	40-70	10010	40029	0030			47400-00-10010	60130	67,144	62,173	(4,971)		Decrease Salary Related Expns
8	40-70	10010	40029	0030			47400-00-10010	60140	75,554	74,102	(1,452)		Decrease Insurance Benefits
9	40-70	10010	40029	0030			47400-00-10010	60240	0	23,503	23,503		Increase Supplies
10										0			
11	72-10	3500		0020		705210		50316	59,621,153	59,622,435	1,282		Insurance Revenue
12	72-10	3500		0020		705210		60330	3,880,750	3,879,468	(1,282)		Offsetting Expenditure
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										-	-	-	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		
General Fund Contingency							
19	1000	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
Indirect							
Central							
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
Departmental							
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
Telecommunications							
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
Data Processing							
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
PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
				between 709201 & 709211			
72-60	2508	0020		between 709201 & 709211		50310	Budgets receipt of PC Flat Fee
72-60	2508	0020		709201 & 709211		60240	Budgets offsetting expenditure
Electronic Service Reimbursement							
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
Motor Pool							
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
Building Management							
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
Insurance Service Reimbursement							
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
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
Mail & Distribution							
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
Records							
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
Stores							
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.