



**Multnomah County  
Agenda Placement Request  
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # C.1 DATE 6/15/17

MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 6/15/17

Agenda Item #: C.1

Est. Start Time: 9:30 am

Date Submitted: 5/31/17

**Agenda Title: BUDGET MODIFICATION # HD-49-17: Authorizing one position reclassification within the Health Department**

Requested Meeting Date: June 15, 2017 Time Needed: N/A - Consent

Department: 40 - Health Department Division: Health Officer

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 one position. This change will not impact the Health Department's total FTE for FY 2017.

**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 0.80 FTE Deputy Medical Director to a 0.80 FTE Nurse Practitioner Manager, position 708823, in the Health Officer Division of the Health Department. Class Comp approved the reclassification effective 5/16/17 (reclassification #3741). This position is responsible for directing the development and implementation of best clinical practices, including setting standards for clinical care; researching, reviewing, and revising clinical guidelines and standing orders for Nurse Practitioners; developing and directing provider in-service training; directing clinical quality improvement projects and tasks; participating in budget and strategic planning processes; hiring, directing, mentoring, training, developing, and disciplining staff; serving as the liaison between Nurse Practitioners and management; collaborating to manage clinic access and provider panel size; coordinating the Provider Leadership Team in conjunction with the Medical Director; providing medical services to patients, including the evaluation and management of acute and chronic conditions, delivery of preventative health services, coordination of specialty care, performing case management, and providing medical consultation to Nurse Practitioners and Community Health Nurses; ensuring compliance with legal and regulatory requirements; reviewing and evaluating

adverse events within assigned areas of practice, conducting root cause analysis, and monitoring trends; and compiling and editing reports and documentation. This change impacts program offer 40030 – Medical Directors (Physician, Nurse Practitioner and Nursing).

**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 708823 to a Nurse Practitioner Manager decreased budgeted personnel cost by \$11,740, because the step at which the Nurse Practitioner Manager is budgeted is lower than the step at which the Deputy Medical Director is budgeted. The decrease in cost is offset by an increase in 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

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**Budget Modification**

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**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 decrease by \$8,448
- Salary related expense budget will decrease by \$2,679
- Insurance benefits budget will decrease by \$613
- Temporary budget will increase by \$8,448
- Non Base Fringe budget will increase by \$2,679
- Non Base Insurance budget will increase by \$613

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?**

Change of classification for position 708823 better fits the duties of this position as determined by the Class/Comp Unit of Central Human Resources.

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

Reclassify a 0.80 FTE Deputy Medical Director to a 0.80 FTE Nurse Practitioner Manager, position 708823, in the Health Officer Division of the Health Department. Class Comp approved the #3741.

**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

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**Required Signature**

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**Elected Official or  
Dept. Director:** Joanne Fuller /s/

**Date:** May 31, 2017

**Budget Analyst:** Jeff Renfro /s/

**Date:** May 31, 2017

**Department HR:** Holly Calhoun /s/

**Date:** May 31, 2017

**Countywide HR:** Karie Miller /s/

**Date:** May 31, 2017

### Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-49-17

#### 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	40030-17	10020	40-80	0030	4CA117-1-34	60000 - Permanent	556,459	548,011	(8,448)	
2	40030-17	10020	40-80	0030	4CA117-1-34	60100 - Temporary	10,205	18,653	8,448	
3	40030-17	10020	40-80	0030	4CA117-1-34	60130 - Salary Related Expns	176,453	173,774	(2,679)	
4	40030-17	10020	40-80	0030	4CA117-1-34	60135 - Non Base Fringe	10,226	12,905	2,679	
5	40030-17	10020	40-80	0030	4CA117-1-34	60140 - Insurance Benefits	85,347	84,734	(613)	
6	40030-17	10020	40-80	0030	4CA117-1-34	60145 - Non Base Insurance	214	827	613	
<b>10020 Total</b>										<b>0</b>
<b>40-80 Total</b>										<b>0</b>
<b>Program Offer Number 40030-17 Total</b>										<b>0</b>

## Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-49-17

### 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
708823	9493	Nurse Practitioner Manager	67050	10020	4CA117-1-34	0.80	64,452	20,436	19,668	104,556
708823	9541	Deputy Medical Director	67050	10020	4CA117-1-34	(0.80)	(165,829)	(52,584)	(27,024)	(245,437)
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>(\$101,377)</b>	<b>(\$32,148)</b>	<b>(\$7,356)</b>	<b>(\$140,881)</b>

### 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
708823	9493	Nurse Practitioner Manager	67050	10020	4CA117-1-34	0.07	5,371	1,703	1,639	8,713
708823	9541	Deputy Medical Director	67050	10020	4CA117-1-34	(0.07)	(13,819)	(4,382)	(2,252)	(20,453)
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>(\$8,448)</b>	<b>(\$2,679)</b>	<b>(\$613)</b>	<b>(\$11,740)</b>