



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(Revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-8 DATE 02/04/2010  
LYNDA GROW, BOARD CLERK

**Board Clerk Use Only**

<b>Meeting Date:</b>	<u>02/04/2010</u>
<b>Agenda Item #:</b>	<u>R-8</u>
<b>Est. Start Time:</b>	<u>10:15 AM</u>
<b>Date Submitted:</b>	<u>01/27/2010</u>

**BUDGET MODIFICATION: HD - 10 - 18**

<b>Agenda Title:</b>	<b>BUDGET MODIFICATION HD-10-18 Authorizing the Creation of One New Position within the Community Health Services Division of the Health Department</b>
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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.*

<b>Requested Meeting Date:</b>	<u>February 4, 2010</u>	<b>Amount of Time Needed:</b>	<u>5 minutes</u>
<b>Department:</b>	<u>Health Department</u>	<b>Division:</b>	<u>Community Health Services</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>I/O Address:</b>	<u>167/2/210</u>
<b>Presenter(s):</b>	<u>Kim Toevs – HIV / Hepatitis C Program Manager</u>		

**General Information**

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

Approval of the creation of one new position within the Community Health Services Division of the Health Department to better meet the reporting requirement needs of the Ryan White Part A federal grant. This action would increase the Health Department's FY10 budgeted FTE by 0.50 (Local 88 Represented).

**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.**

The HIV Care Services Program is funded primarily by a grant from the federal Ryan White Treatment Modernization Act to deliver a range of primary care and support services to over 2,500 low income persons living with HIV/AIDS. This grant has new reporting requirements that include data collection and submission of client level demographic, service, and outcomes data. The grant also requires implementation of an in-depth performance measurement system to assess the quality

of each of the services provided and to evaluate the impact of the services on the clients' health and ability to manage their HIV treatment. The addition of a Research/Evaluation Analyst 2 will help the program respond to these new requirements. This position will also assist in strengthening the design and implementation of data collection and reporting systems to evaluate HIV and STD prevention interventions delivered by our program, ensuring compliance with state and federal Centers for Disease Prevention and Control requirements. Coordinated data analysis across our three program areas – HIV Care Services, HIV Prevention, and STD clinical/prevention services – will inform program planning and offer opportunities to improve integration of prevention and care services. This new position was approved by Class Comp on November 11, 2009 (request #1347).

This action supports Program Offers 40011 – STD/HIV/Hep C Community Prevention Program and 40012 – Services for Persons Living with HIV. This action supports the Health Department's efforts to provide community based primary care and support services to highly vulnerable populations living with HIV.

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

This action has no impact on the Health Department's FY10 federal/state budget as increased personnel costs will be offset by decreases in professional services. This action will increase the department's FY10 FTE by 0.50.

**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

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# ATTACHMENT A

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## Budget Modification

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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?**

As a result of these changes the Health Department's budget will have the following changes:

- Personnel budget will increase by \$15,528.
- Temporary Personnel budget will decrease by \$15,056.
- Salary Related Expense budget will increase by \$4,887.
- Non Base Salary Related Expense budget will decrease by \$4,366.
- Insurance Benefits budget will increase by \$3,854.
- Non Base Insurance Benefits budget will decrease by \$640.
- Professional Services budget will decrease by \$4,058.
- Supplies budget will decrease by \$149.

Additionally the department's FY10 FTE will be increased by 0.50. No additional facilities costs will be incurred as existing budgeted space will be used.

- **What do the changes accomplish?**

The addition of the Research/Evaluation Analyst 2 position will primarily aid in accomplishing the following:

- Comply with new grant requirements for client-level demographic, service, and outcomes data collection and reporting for the HIV Care Services Program.
- Design and conduct needs assessment, quality assurance, and evaluation studies to inform the work of our HIV Services Planning Council, to guide primary care and support service delivery design, and to provide oversight of contract services.
- Coordinate data collection and reporting to meet federal/state grant requirements for STD and HIV Prevention services and service as liaison to State HIV/STD/TB evaluation unit.
- Conduct integrated analysis of STD, HIV, and Hepatitis C epidemiological, service, and demographic data to inform program planning and evaluation of services.

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

This action will increase the department's FY10 FTE by 0.50. One Research/Evaluation Analyst 2 position will be added as approved by Class Comp on request #1347.

- **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.*

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## ATTACHMENT B

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**BUDGET MODIFICATION: HD - 10 - 18**

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### Required Signatures

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

*Lillian Shirley*

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**Date: 01/19/2010  
WL/lp**

**Budget Analyst:**

*[Signature]*

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**Date: 01/27/2010**

**Department HR:**

*[Signature]*

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**Date: 01/13/2010**

**Countywide HR:**

*[Signature]*

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**Date: 01/19/2010**

**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)	Description
						Cost Center	WBS Element					
1	40-30	21700	40012	30			4FA14-15-1	60000	136,478	141,450	4,972	Increase Permanent
2	40-30	21700	40012	30			4FA14-15-1	60100	34,921	29,501	(5,420)	Decrease Temporary
3	40-30	21700	40012	30			4FA14-15-1	60130	40,038	41,603	1,565	Increase Salary Related Expons
4	40-30	21700	40012	30			4FA14-15-1	60135	4,026	2,454	(1,572)	Decrease Non Base Fringe
5	40-30	21700	40012	30			4FA14-15-1	60140	37,371	38,875	1,504	Increase Insurance Benefits
6	40-30	21700	40012	30			4FA14-15-1	60145	1,484	1,254	(230)	Decrease Non Base Insurance
7	40-30	21700	40012	30			4FA14-15-1	60170	14,300	10,242	(4,058)	Decrease Professional Svcs
8	40-30	21700	40012	30			4FA14-15-1	60350	8,716	8,635	(81)	Decrease Central Indirect
9	40-30	21700	40012	30			4FA14-15-1	60355	21,244	21,048	(196)	Decrease Dept Indirect
10												
11	40-30	21700	40012	30			4FA14-15-10	60000	78,971	88,914	9,943	Increase Permanent
12	40-30	21700	40012	30			4FA14-15-10	60100	9,636	0	(9,636)	Decrease Temporary
13	40-30	21700	40012	30			4FA14-15-10	60130	23,688	26,817	3,129	Increase Salary Related Expons
14	40-30	21700	40012	30			4FA14-15-10	60135	2,794	0	(2,794)	Decrease Non Base Fringe
15	40-30	21700	40012	30			4FA14-15-10	60140	20,620	23,627	3,007	Increase Insurance Benefits
16	40-30	21700	40012	30			4FA14-15-10	60145	410	0	(410)	Decrease Non Base Insurance
17	40-30	21700	40012	30			4FA14-15-10	60350	4,358	4,439	81	Increase Central Indirect
18	40-30	21700	40012	30			4FA14-15-10	60355	10,623	10,819	196	Increase Dept Indirect
19												
20	40-30	23840	40011	30			4SA14-1	60000	258,232	258,734	502	Increase Permanent
21	40-30	23840	40011	30			4SA14-1	60130	78,109	78,267	158	Increase Salary Related Expons
22	40-30	23840	40011	30			4SA14-1	60140	85,993	85,749	(244)	Decrease Insurance Benefits
23	40-30	23840	40011	30			4SA14-1	60240	12,908	12,492	(416)	Decrease Supplies
24												
25	40-30	1000	40011	30			43100-GF	60000	886,974	887,085	111	Increase Permanent
26	40-30	1000	40011	30			43100-GF	60130	263,475	263,510	35	Increase Salary Related Expons
27	40-30	1000	40011	30			43100-GF	60140	247,291	246,878	(413)	Decrease Insurance Benefits
28	40-30	1000	40011	30			43100-GF	60240	8,683	8,950	267	Increase Supplies
29												
												<b>Total - Page 1</b>
												<b>GRAND TOTAL</b>

**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)	Description
						Cost Center	WBS Element					
30	72-10	3500	40011	20		705210		50316	(52,809,210)	(52,812,424)	(3,214)	Insurance Revenue
31	72-10	3500	40011	20		705210		60330	836,055	839,269	3,214	Offsetting Transaction
32										0		
33										0		
34										0		
35										0		
36										0		
37										0		
38										0		
39										0		
40										0		
41										0		
42										0		
43										0		
44										0		
45										0		
46										0		
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48										0		
49										0		
50										0		
51										0		
52										0		
53										0		
54										0		
55										0		
56										0		
57										0		
58										0		
										0	0	Total - Page 2
										0	0	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		
<b>General Fund Contingency</b>				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
<b>Indirect Central</b>							
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
<b>Departmental</b>							
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
10-10	3503	0020		709525		50310	Budgets receipt of reimbursement
10-10	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
10-10	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
10-10	3503	0020		709000		60240	Budgets offsetting expenditures
<b>PC Flat Fee</b> (Flat Fee is no longer in effect for most Departments beginning in FY 2007)							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
10-10	3503	0020		709617		50310	Budgets receipt of PC Flat Fee
10-10	3503	0020		709617		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> Use this cost center if you are adding funds for motor pool use.							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
72-55	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
72-55	3501	0020		904150		60240	Budgets offsetting expenditure
<b>Fleet:</b> Use this cost center if you are adding funds for dedicated program cars.							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
72-55	3501	0020		904100		50310	Budgets receipt of Fleet 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.

<b>Functional Area Assignments ~ Based on Fund</b>		
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.

<b>Functional Area Assignments ~ Based on Department (Fund Center)</b>		
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.*



Department of County Management  
**MULTNOMAH COUNTY OREGON**

Human Resources  
Multnomah Building  
501 SE Hawthorne, Suite 400  
Portland, Oregon 97214  
(503) 988-5015 Phone  
(503) 988-3009 Fax

To: Margy Robinson, Program Supervisor – Health Dept.      Date: November 11, 2009  
From: Joi Doi, Class/Comp Unit *Joi E. Doi*  
Subject: Reclassification Request #1347

We have completed our review of your request and the decision is outlined below.

**Request Information:**

Date Request Received: October 23, 2009      Position Number: TBD  
Current Classification: NA      Requested Classification: Research/Eval. Analyst 2  
Job Class Number: NA      Job Class Number: 6086  
Pay Grade: NA      Pay Grade: 26

Request is:       Approved as Requested      Effective Date: November 11, 2009  
                   Approved - Revised

Allocated Classification: Research/Eval. Analyst 2      Job Class Number: 6086  
Pay Range: \$49,715.28 - \$61,178.40 annually      Pay Grade: 26

**Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. This decision is considered preliminary until such approval is received.**

**Position Information:**

- Vacant - see New/Vacant Section
- Filled & incumbent reclassified - see Employee Information Section
- Filled & incumbent not reclassified with position See New/Vacant Section

**New/Vacant Position Information:**

This is a new position in the STD/HIV/Hepatitis C program unit that will be responsible for the design of data collection tools and data reporting that will be used in program evaluation, needs assessments and analysis of current prevention services provided by this County Health Dept. program. This new position will independently conduct literature reviews, design/implement surveys, and research current public studies on HIV/STD/TB, and trends on effective interventions.

**Reason for Classification Decision:**

The position requires an in-depth knowledge of database design plus solid comprehension of and the ability to apply accepted research methodology, standards, and practices to work assignments such as conducting research studies, needs assessments, writing/presenting reports and the design of surveys. Such requirements and work assignments are consistent with the REA 2 job class.

If you have any questions, please feel free to contact Joi Doi at 503-988-3241.

cc: Larry Brown, HD Human Resources  
Joan Sears, HR Maintainer  
Class Comp File Copy  
Local 88 Representative, B. Lally