



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R.2 DATE 1-5-12
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date:	<u>1/5/12</u>
Agenda Item #:	<u>R.2</u>
Est. Start Time:	<u>9:35 am</u>
Date Submitted:	<u>12/28/11</u>

BUDGET MODIFICATION: HD-12-06

BUDGET MODIFICATION – HD-12-06 - Request approval to appropriate
Agenda \$210,569 in revenue from the National Association for City and County Health
Title: Officials (NACCHO) Advanced Practice Center grant.

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>January 5, 2012</u>	Amount of Time Needed:	<u>5 minutes</u>
Department:	<u>Health Department</u>	Division:	<u>Director's Office</u>
Contact(s):	<u>Lester A. Walker – Budget & Finance Manager</u>		
Phone:	<u>(503) 988-3663</u>	Ext.	<u>26457</u>
		I/O Address:	<u>167/2/210</u>
Presenter(s):	<u>Jim Spitzer, Emergency Preparedness Manager; KaRin Johnson, Deputy Director</u>		

General Information

1. What action are you requesting from the Board?

Approval of appropriation of \$210,569 in funding from the NACCHO Advanced Practice Center grant.

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 Advanced Practice Center (APC) program is funded by NACCHO, a national non-profit organization that advocates for and supports local public health departments across the US. The APC program is a component of NACCHO's emergency preparedness portfolio of programs supported in partnership with the Centers for Disease Control (CDC). MCHD received the APC award to develop tools and resources in the areas of public health emergency decision making and training resources for surge personnel supporting a public health emergency investigation, mass vaccination or antibiotic distribution. MCHD's grant has been renewed for a third year. The APC program will be continuing its mission to develop tools and resources to support the nation's local health departments more effectively respond to public health emergencies. This year's focal points are on policies and procedures to support emergency response, training for point of dispensing site

managers, pictogram usage to help citizens navigate point of dispensing operations, and maintenance of our existing portfolio including resources on just-in-time training of emergency responders.

This budget modification supports Program Offer 40005: Public Health and Regional Health Systems Emergency Preparedness.

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

Approval of this budget modification will increase the Health Department's federal/state FY 2012 budget by \$210,569.

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

None.

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

The APC program is committed to ensuring that its final products meet the needs of local health departments across the U.S. At MCHD, we have worked closely with experts in our own department and other health departments to provide subject matter expertise on the topics covered by this award.

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).**

The Health Department's federal/state revenue budget will increase by \$210,569 in FY 2012 as a result of the work performed under this award.

The CFDA number is 93.283, Centers for Disease Control and Prevention Investigations and Technical Assistance

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

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

- Permanent budget will increase by \$75,463
- Temporary budget will increase by \$28,229
- Salary related expense budget will increase by \$21,959
- Non base fringe budget will increase by \$5,511
- Insurance benefits budget will increase by \$24,561
- Non base insurance budget will increase by \$1,369
- Professional services budget will increase by \$5,000
- Printing budget will increase by \$2,153
- Supplies budget will increase by \$4,750
- Travel & training budget will increase by \$3,000
- Local travel/mileage budget will increase by \$540
- Software/License/Maintenance budget will increase by \$1,000

- Central indirect budget will increase by \$4,866
 - Department indirect will increase by \$12,609
 - Internal services-telephone budget will increase by \$4,976
 - Internal services-data processing budget will increase by \$6,000
 - Internal services-motor pool budget will increase by \$540
 - Internal services-building management budget will increase by \$6,588
 - Internal services-distribution/postage will increase by \$1,455
- **What do the changes accomplish?**

In year one, the MCHD APC program developed tools and resources for local health departments to increase local preparedness and support effective emergency operations. These toolkits included an online training, a decision making and staff allocation worksheet set, and 2 comprehensive curricula for local public health departments to use in the training of surge responders in an emergency.

In year two, the MCHD APC program assessed and enhanced the tools developed in year one, as well as developed a marketing campaign in collaboration with other Local Health Departments (LHDs) in order to expand the APC network.

The year three focal points will be on revising APC products that have been identified by NACCHO and conducting outreach and marketing activities to ensure the target audience is aware of the APC brand and its offerings.

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

This budget modification will increase two existing positions that are included in the FY2012 Adopted Budget pending the grant award:

 - Add 0.67 FTE to existing Program Supervisor, position number 714351.
 - Add 0.67 FTE to existing Program Specialist, position number 713879.

All positions are in the Bioterrorism Division of the Health Department.
- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

The revenue covers these costs.
- **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?**

The APC program has applied for non-competitive continuation funds from NACCHO. When the grant(s) expire, the project will be completed.
- **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)?**

The grant period is October 1, 2011 to September 30, 2012.

There are no match requirements or non-standard reporting requirements.

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

ATTACHMENT B

BUDGET MODIFICATION: HD-12-06

Required Signatures

Elected Official or Department/ Agency Director: KaRin Johnson for **Date:** 12-02-2011

Lillian Shurley

[Signature]

Budget Analyst: Shannon Busby **Date:** 12/28/11

Department HR: Kiara Fuller **Date:** 11/10/2011
12/5/2011

Countywide HR: Shannon Busby **Date:** _____

Budget Modification ID: **HD-12-06**

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	40-00	32381	40005	0030			4CA134-3	50195	-	(210,569)	(210,569)	Increase IG-OP-Fed Thru Other	
2	40-00	32381	40005	0030			4CA134-3	60000	-	75,463	75,463	Increase Permanent	
3	40-00	32381	40005	0030			4CA134-3	60100	-	28,229	28,229	Increase Temporary	
4	40-00	32381	40005	0030			4CA134-3	60130	-	21,959	21,959	Increase Salary Related Exps	
5	40-00	32381	40005	0030			4CA134-3	60135	-	5,511	5,511	Increase Non Base Fringe	
6	40-00	32381	40005	0030			4CA134-3	60140	-	24,561	24,561	Increase Insurance Benefits	
7	40-00	32381	40005	0030			4CA134-3	60145	-	1,369	1,369	Increase Non Base Insurance	
8	40-00	32381	40005	0030			4CA134-3	60170	-	5,000	5,000	Increase Professional Svcs	
9	40-00	32381	40005	0030			4CA134-3	60180	-	2,153	2,153	Increase Printing	
10	40-00	32381	40005	0030			4CA134-3	60240	-	4,750	4,750	Increase Supplies	
11	40-00	32381	40005	0030			4CA134-3	60260	-	3,000	3,000	Increase Travel & Training	
12	40-00	32381	40005	0030			4CA134-3	60270	-	540	540	Increase Local Travel/Mileage	
13	40-00	32381	40005	0030			4CA134-3	60290	-	1,000	1,000	Increase Software Lic/Maint	
14	40-00	32381	40005	0030			4CA134-3	60350	-	4,866	4,866	Increase Central Indirect	
15	40-00	32381	40005	0030			4CA134-3	60355	-	12,609	12,609	Increase Dept Indirect	
16	40-00	32381	40005	0030			4CA134-3	60370	-	4,976	4,976	Increase Intl Svc Telephone	
17	40-00	32381	40005	0030			4CA134-3	60380	-	6,000	6,000	Increase Intl Svc Data Proc	
18	40-00	32381	40005	0030			4CA134-3	60410	-	540	540	Increase Intl Svc Motor Pool	
19	40-00	32381	40005	0030			4CA134-3	60430	-	6,588	6,588	Increase Intl Svc Bldg Mgmt	
20	40-00	32381	40005	0030			4CA134-3	60430	-	1,455	1,455	Increase Intl Svc Dist/Postage	
21										-			
22	72-10	3500		0020		705210		50316	(59,711,256)	(59,737,186)	(25,930)	Insurance Revenue	
23	72-10	3500		0020		705210		60330	3,970,853	3,996,783	25,930	Offsetting Expenditure	
24										-			
25	19	1000		0020		9500001000		50310	(6,746,517)	(6,751,383)	(4,866)	Indirect Reimb Rev in GF	
26	19	1000		0020		9500001000		60470	11,288,844	11,293,710	4,866	CGF Contingency Expenditure	
27										-			
28	40-90	1000	40040	0030		409050		50370	(6,011,722)	(6,024,331)	(12,609)	Dept Indirect Revenue	
29	40-90	1000	40040	0030		409001		60100	88,545	101,154	12,609	Dept Indirect Offsetting Exp	
										-	-	Total - Page 1	
										-	-	GRAND TOTAL	

Budget Modification ID: HD-12-06

EXPENDITURES & REVENUES

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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						
30	10-10	3503		0020		709525		50310	(2,994,335)	(2,999,311)	(4,976)		Internal Services Offset - Telecom
31	10-10	3503		0020		709525		60200	1,558,021	1,562,997	4,976		Internal Services Offset - Telecom
32										-			
33	10-10	3503		0020		709000		50310	(2,116,514)	(2,122,514)	(6,000)		Internal Services Offset - Data Proc
34	10-10	3503		0020		709000		60240	9,700	15,700	6,000		Internal Services Offset - Data Proc
35										-			
36	72-55	3501		0020		904100		50310	(4,230,201)	(4,230,741)	(540)		Internal Services Offset - Motor Pool
37	72-55	3501		0020		904100		60240	2,198,348	2,198,888	540		Internal Services Offset - Motor Pool
38													
39	72-50	3505		0020		902575		50310	(22,324,323)	(22,330,911)	(6,588)		Internal Services Offset - Bldg Mgmt
40	72-50	3505		0020		902575		60170	6,311,695	6,318,283	6,588		Internal Services Offset - Bldg Mgmt
41										-			
42	72-55	3504		0020		904400		50310	(1,422,497)	(1,423,952)	(1,455)		Internal Services Offset - Distribution
43	72-55	3504		0020		904400		60230	1,019,934	1,021,389	1,455		Internal Services Offset - Distribution
44													
45													
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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
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
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.