



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-6 DATE 02/18/2010
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 02/18/2010
Agenda Item #: R-6
Est. Start Time: 10:50 AM
Date Submitted: 02/10/2010

BUDGET MODIFICATION: DCHS – 29

Agenda Title : **Budget Modification DCHS-29 Eliminating 1.00 FTE Vacant Position and Adding 4.00 FTE New Positions to Better Meet Workload Demands in the Aging and Disability Services Division's Long Term Care, Adult Protective Services and Access & Early Intervention Services Programs.**

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date: 02/18/2010 **Amount of Time Needed:** 5 minutes
Department: County Human Services **Division:** Aging and Disability Services
Contact(s): Kathy Tinkle
Phone: (503) 988-3691 **Ext.** 26858 **I/O Address:** 164/1/240
Presenter(s): Mary Shortall

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) recommends approval of budget modification DCHS-29. This budget modification eliminates 1.00 FTE vacant position, and adds 4.00 FTE new positions mid-year (8.00 FTE annualized) which will more closely align staff and resources with current workloads and operational needs in Aging and Disability Services Division (ADSD). This budget modification is budget neutral, affecting Long Term Care (LTC), Adult Protective Services and Access and Early Intervention Services programs.

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 purpose of this action is to utilize and deploy staff in accordance with caseload growth and changes in current work activity. These changes were prompted by a growing demand for services; Medicaid intake workload and eligibility caseloads are increasing in the Long Term Care (LTC) program and the Helpline is experiencing a significant increase in calls for information, assistance, and referral. Recent workload studies, state caseload projections and internal caseload tracking all support this trend and the need for staffing increases and adjustments.

ADSD has reviewed staffing, workload standards and supervisory spans and is adding positions to meet the increasing demand for services for senior and people with disabilities. ADSD is adding Service Intake Case Managers and Case Management support to the Long Term Care program and expanding its Helpline capacity to support this growing demand. In addition, ADSD is increasing its supervisor capacity in Long Term Care and Adult Protective Services, where staff to supervisor ratios exceeded 1:19, in order to reduce span of supervision in these areas.

Eliminating COLA and Merit increases from the Fiscal Year 2010 Adopted budget resulted in significant Title XIX Medicaid savings for ADSD. However, only a portion of this savings was used to buy back positions in the Adopted budget. The resultant on-going savings are available to add several needed positions.

These changes impact the following Program Offers:

25023A – Long Term Care, which will add 3.00 FTE (6.00 FTE annualized) positions and eliminate 1.00 FTE (1.00 FTE annualized) position.

25024 – Adult Protective Services, which will add a .50 FTE (1.00 FTE annualized) position.

25020A – Access & Early Intervention, which will add .50 FTE (1.00 FTE annualized) positions.

In addition, ADSD will contract with a consultant to facilitate the process for designing a new service delivery model and developing an implementation plan for improving access to services to all seniors and people with disabilities, thus moving ADS toward an Aging and Disability Resource Center model. This is consistent with the State and will serve to prepare ADSD to meet the growing need for services as the baby boomer generation ages. ADSD will purchase services via a Talent and Development contract to conduct Compassionate Communications workshops for staff. ADSD will also contract with a consultant to assist with the development of an upcoming RFP which will emphasize community involvement and cultural attributes.

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

The following vacant position will be eliminated, resulting in a decrease in permanent personnel costs of \$77,292:

- 1.00 FTE Program Coordinator -- 1.00 FTE annualized

The following new positions will be created, resulting in an increase in permanent personnel costs of \$283,371 and 4.00 FTE (8.00 FTE annualized):

- Two .50 FTE Program Supervisor positions -- 2.00 FTE annualized
- Three .50 FTE Case Manager Senior positions --3.00 FTE annualized
- Two .50 FTE Case Management Assistant positions --2.00 FTE annualized

- One .35 FTE and one .15 FTE Community Information Spec --1.00 FTE annualized

The total net effect of eliminating a current vacant position and creating new positions results in the changes listed below to the ADSD budget. The total net effect for ADSD is expense and revenue budget neutral. ADSD budgets a smaller share of its biennial allocation of Title XIX during the first year of the biennium and a larger share in the second year to account for annual cost increases, such as personnel and service reimbursement from the Federal/State fund. Title XIX allocation for the current biennium is 48.1% in FY 2010 and 51.9% in FY 2011. Therefore, all the new personnel in this budget modification will be fully funded in FY 2011. This budget modification reallocates existing appropriated funding.

Permanent Personnel budget – increase of \$206,079

Materials & Services budget – increase of \$7,950

Professional Services budget – increase of \$65,733

Personnel Premium budget – decrease of \$279,762

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).

N/A – this budget modification is budget neutral.

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

There is no net change to the Aging & Disability Services Division budget.

The Risk management fund is increased by \$41,734.

Internal Service provider's budgets increase by \$8,193.

- **What do the changes accomplish?**

These changes facilitate the alignment of staff and resources with the workload and operational needs of the Aging and Disability Services Long Term Care, Adult Protective Services, and Access and Early Intervention Services programs.

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

Yes. This budget modification reflects the following position changes in ADSD:

- Eliminates a vacant 1.00 FTE Program Coordinator position - 2.00 FTE annualized
- Creates two new .50 FTE Program Supervisor positions - 2.00 FTE annualized
- Creates three new .50 FTE Case Manager Senior positions – 3.00 FTE annualized
- Creates two new .50 FTE Case Management Assistant positions – 2.00 FTE annualized
- Creates one new .35 FTE and one new .15 FTE Community Information Specialist positions – 1.00 FTE annualized

- **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?**

ADSD budgets a smaller share of its biennial allocation of Title XIX during the first year of the biennium and a larger share in the second year to account for annual cost increases, such as personnel and service reimbursement from the Federal/State fund. Title XIX allocation for the current biennium is 48.1% in FY 2010 and 51.9% in FY 2011. Therefore, all the new personnel in this budget modification will be fully funded in FY 2011.

- **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

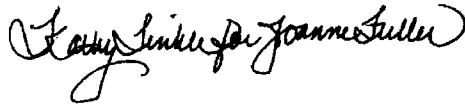
<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>

ATTACHMENT B

BUDGET MODIFICATION: DCHS - 29

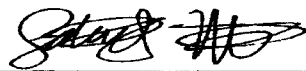
Required Signatures

Elected Official or
Department/
Agency Director:



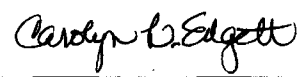
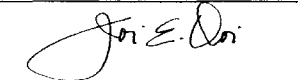
Date: 02/08/10

Budget Analyst:



Date: 2/8/2010

Department HR:

Date: 02/08/10

Feb. 8, 2010

Countywide HR:

Date:

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	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	30-55	26090	25023A	40			ADSDIVLTCEDLMXIX	60120	8,772	87,390	78,618		Premium
2	30-55	26090	25023A	40			ADSDIVLTCEDLMXIX	60000	46,661	0	(46,661)		Permanent (713676)
3	30-55	26090	25023A	40			ADSDIVLTCEDLMXIX	60130	15,099	1	(15,098)		Salary Related
4	30-55	26090	25023A	40			ADSDIVLTCEDLMXIX	60140	15,533	0	(15,533)		Insurance
5	30-55	26090	25023A	40			ADSDIVLTCEDLMXIX	60270	3,399	2,073	(1,326)		Local Travel & Mileage
6													
7													
8													
9	30-80	26090	25024	40			ADSDIVAPSXIX	60120	138,857	97,470	(41,387)		Premium
10	30-80	26090	25024	40			ADSDIVAPSXIX	60000	1,790,614	1,815,462	24,848		Permanent (713676 / New)
11	30-80	26090	25024	40			ADSDIVAPSXIX	60130	519,897	527,717	7,820		Salary Related
12	30-80	26090	25024	40			ADSDIVAPSXIX	60140	483,066	490,459	7,393		Insurance
13	30-80	26090	25024	40			ADSDIVAPSXIX	60270	18,912	19,067	155		Local Travel & Mileage
14	30-80	26090	25024	40			ADSDIVAPSXIX	60370	30,029	30,751	722		Telephone Services
15	30-80	26090	25024	40			ADSDIVAPSXIX	60410	20,494	20,662	168		Motor Pool Services
16	30-80	26090	25024	40			ADSDIVAPSXIX	60460	3,509	3,790	281		Mail & Distribution
17													
18													
19	30-55	26090	25023A	40			ADSDIVLTCSEDXIX	60120	121,317	10,750	(110,567)		Premium
20	30-55	26090	25023A	40			ADSDIVLTCSEDXIX	60000	1,630,374	1,695,103	64,729		Permanent (3 New Pos)
21	30-55	26090	25023A	40			ADSDIVLTCSEDXIX	60130	480,168	500,539	20,371		Salary Related
22	30-55	26090	25023A	40			ADSDIVLTCSEDXIX	60140	505,665	527,157	21,492		Insurance
23	30-55	26090	25023A	40			ADSDIVLTCSEDXIX	60270	12,051	12,515	464		Local Travel & Mileage
24	30-55	26090	25023A	40			ADSDIVLTCSEDXIX	60370	33,336	35,501	2,165		Telephone Services
25	30-55	26090	25023A	40			ADSDIVLTCSEDXIX	60410	11,321	11,825	504		Motor Pool Services
26	30-55	26090	25023A	40			ADSDIVLTCSEDXIX	60460	22,410	23,252	842		Mail & Distribution
27													
28													
29													
30													

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	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
31	30-55	26090	25023A	40			ADSDIVLTCWDXIX	60120	107,720	38,540	(69,180)		Premium
32	30-55	26090	25023A	40			ADSDIVLTCWDXIX	60000	1,385,829	1,425,710	39,881		Permanent (2 New)
33	30-55	26090	25023A	40			ADSDIVLTCWDXIX	60130	412,569	425,120	12,551		Salary Related
34	30-55	26090	25023A	40			ADSDIVLTCWDXIX	60140	425,996	440,095	14,099		Insurance
35	30-55	26090	25023A	40			ADSDIVLTCWDXIX	60270	8,652	8,961	309		Local Travel & Mileage
36	30-55	26090	25023A	40			ADSDIVLTCWDXIX	60370	29,160	30,603	1,443		Telephone Services
37	30-55	26090	25023A	40			ADSDIVLTCWDXIX	60410	9,866	10,202	336		Motor Pool Services
38	30-55	26090	25023A	40			ADSDIVLTCWDXIX	60460	19,551	20,112	561		Mail & Distribution
39													
40													
41	30-55	26090	25023A	40			ADSDIVLTCMCXIX	60120	232,568	193,120	(39,448)		Premium
42	30-55	26090	25023A	40			ADSDIVLTCMCXIX	60000	2,730,867	2,754,315	23,448		Permanent (New)
43	30-55	26090	25023A	40			ADSDIVLTCMCXIX	60130	798,607	805,986	7,379		Salary Related
44	30-55	26090	25023A	40			ADSDIVLTCMCXIX	60140	839,100	846,395	7,295		Insurance
45	30-55	26090	25023A	40			ADSDIVLTCMCXIX	60270	36,534	36,689	155		Local Travel & Mileage
46	30-55	26090	25023A	40			ADSDIVLTCMCXIX	60370	44,005	44,727	722		Telephone Services
47	30-55	26090	25023A	40			ADSDIVLTCMCXIX	60410	11,688	11,856	168		Motor Pool Services
48	30-55	26090	25023A	40			ADSDIVLTCMCXIX	60460	37,854	38,135	281		Mail & Distribution
49													
50													
71	30-55	26090	25023A	40			ADSDIVLTCMCXIX	60120	193,120	185,200	(7,920)		Premium
72	30-45	26090	25020A	40			ADSDIVCS201XIX	60120	14,526	0	(14,526)		Premium
73	30-45	26090	25020A	40			ADSDIVCS201XIX	60000	185,913	199,265	13,352		Permanent (New)
74	30-45	26090	25020A	40			ADSDIVCS201XIX	60130	56,341	60,543	4,202		Salary Related
75	30-45	26090	25020A	40			ADSDIVCS201XIX	60140	55,864	60,756	4,892		Insurance
76													
77	30-55	26090	25023A	40			ADSDIVLTCMCXIX	60120	185,200	180,758	(4,442)		Premium
78	30-45	26090	25020A	40			ADSDIVCS201LMXIX	60120	5,177	0	(5,177)		Premium
79	30-45	26090	25020A	40			ADSDIVCS201LMXIX	60000	65,208	70,930	5,722		Permanent (New)
80	30-45	26090	25020A	40			ADSDIVCS201LMXIX	60130	19,758	21,559	1,801		Salary Related
81	30-45	26090	25020A	40			ADSDIVCS201LMXIX	60140	19,486	21,582	2,096		Insurance

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	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
82													
83													
86	30-55	26090	25023A	40			ADSDIVLTCMCXIX	60120	180,758	144,868	(35,890)		Premium
87	30-01	26090	25027	40			ADSDIVADM201XIX	60120	29,843	0	(29,843)		Premium
88	30-01	26090	25027	40			ADSDIVADM201XIX	60170	76,132	141,865	65,733		Professional Services
94													
95													
96													
97		3500		20		705210		50316		(41,734)	(41,734)		Svc Reim F/S to Risk
98		3500		20		705210		60330		41,734	41,734		Claims Paid
99													
100		3501		20		904100		50310		(1,176)	(1,176)		Motor Pool Svc Reimb
101		3501		20		904100		60240		1,176	1,176		Motor Pool Svc Expense
102													
103		3503		20		709525		50310		(5,052)	(5,052)		Telecom Reimb
104		3503		20		709525		60200		5,052	5,052		Telecom Fund
105													
106		3504		20		904400		50310		(1,965)	(1,965)		Dist/Post Svc Reimb
107		3504		20		904400		60230		1,965	1,965		Dist/Post Svc Exp
108													
109													
110													
111													
120													
121													
122													
123													
124													
125													
126													
128											0		GRAND TOTAL

ANNUALIZED PERSONNEL CHANGEChange on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
26090	6022	62961	ADSDIVLTCEDLMXIX	Prog Coordinator	713676	(1.00)	(46,661)	(15,098)	(15,533)	(77,292)
26090	9361	62964	ADSDIVAPSXIX	Prog Supervisor	New	1.00	49,696	15,639	14,785	80,120
26090	9361	62963	ADSDIVLTCSEDXIX	Prog Supervisor	New	1.00	49,696	15,639	14,785	80,120
26090	6296	62963	ADSDIVLTCSEDXIX	Case Mgr Sr	New	1.00	46,896	14,758	14,589	76,243
26090	6296	62960	ADSDIVLTCWDXIX	Case Mgr Sr	New	1.00	46,896	14,758	14,589	76,243
26090	6296	62958	ADSDIVLTCMCXIX	Case Mgr Sr	New	1.00	46,896	14,758	14,589	76,243
26090	6299	62963	ADSDIVLTCSEDXIX	Case Mgmt Asst	New	1.00	32,865	10,343	13,607	56,815
26090	6299	62960	ADSDIVLTCWDXIX	Case Mgmt Asst	New	1.00	32,865	10,343	13,607	56,815
26090	6013	62953	ADSDIVCS201XIX	Comm Info Spec	New	0.70	26,704	8,404	9,783	44,891
26090	6013	62953	ADSDIVCS201LMXIX	Comm Info Spec	New	0.30	11,444	3,602	4,193	19,239
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						7.00	297,297	93,146	98,994	489,437

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
26090	6022	62961	ADSDIVLTCEDLMXIX	Prog Coordinator	713676	(1.00)	(46,661)	(15,098)	(15,533)	(77,292)
26090	9361	62964	ADSDIVAPSXIX	Prog Supervisor	New	0.50	24,848	7,820	7,393	40,061
26090	9361	62963	ADSDIVLTCSEDXIX	Prog Supervisor	New	0.50	24,848	7,820	7,393	40,061
26090	6296	62963	ADSDIVLTCSEDXIX	Case Mgr Sr	New	0.50	23,448	7,379	7,295	38,122
26090	6296	62960	ADSDIVLTCWDXIX	Case Mgr Sr	New	0.50	23,448	7,379	7,295	38,122
26090	6296	62958	ADSDIVLTCMCXIX	Case Mgr Sr	New	0.50	23,448	7,379	7,295	38,122
26090	6299	62963	ADSDIVLTCSEDXIX	Case Mgmt Asst	New	0.50	16,433	5,172	6,804	28,409
26090	6299	62960	ADSDIVLTCWDXIX	Case Mgmt Asst	New	0.50	16,433	5,172	6,804	28,409
26090	6013	62953	ADSDIVCS201XIX	Comm Info Spec	New	0.35	13,352	4,202	4,892	22,446
26090	6013	62953	ADSDIVCS201LMXIX	Comm Info Spec	New	0.15	5,722	1,801	2,096	9,619
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						3.00	125,319	39,026	41,734	206,079