



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
CONTINGENCY REQUEST**

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-11 DATE 10/11/12
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only	
Meeting Date:	<u>10/11/12</u>
Agenda Item #:	<u>R.11</u>
Est. Start Time:	<u>11:30 am</u>
Date Submitted:	<u>9-25-12</u>

Agenda Title: **BUDGET MODIFICATION DCM-02 adding two new positions to the redesigned Wellness program.**

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date:	<u>October 11, 2012</u>	Time Needed:	<u>5 Minutes</u>
Department:	<u>County Management</u>	Division:	<u>Human Resources</u>
Contact(s):	<u>Julie Neburka</u>		
Phone:	<u>988-3312</u>	Ext.:	<u>27351</u>
		I/O Address:	<u>503/4</u>
Presenter Name(s) & Title(s):	<u>Travis Graves, HR Director</u>		

General Information

1. What action are you requesting from the Board?

The department is requesting board approval of budget modification DCM-02 adding two new positions to the redesigned Wellness program.

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.

At the request of the Chair's Office, a Wellness Initiative Committee was created in 2012 with representatives from Benefits and Wellness, the Health Department's Community Wellness & Prevention Program, Labor Relations, Finance and AFSCME Local 88. The Committee was charged to perform an assessment of the county's current employee wellness program and to assess and develop recommendations for an effective employee wellness program.

Central Human Resources is requesting to add additional staff:

- To support the work of this Committee and direct implementation of recommendations;

- To lead ongoing strategic planning for the redesigned Wellness program;
- To coordinate wellness liaisons and Countywide wellness communication strategy;
- To support Countywide policies to build a culture of wellness.

Program offer #72020 currently includes a 1.0 FTE Wellness Coordinator focused on the management of existing wellness resources. To effectively impact workplace culture, Central Human Resources recommends elevating the status of the Wellness program in the organization by adding a Wellness Manager. This new position will report directly to the Human Resources Director.

Central Human Resources also recommends the addition of a Wellness Assistant to support integration of the new Wellness program with existing Employee Benefits and Labor Relations priorities. The Assistant position enables capacity to operate effective systems to ensure return on investment in the new wellness program.

Wellness Council of America (WELCOA) recommends employers retain full-time staff to effectively conduct and oversee worksite wellness programs, suggesting one staff member per 600-800 employees. If two new staff are approved through this budget modification, Multnomah County's ratio will be approximately one staff member per 1,500 employees.

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

The Wellness Program is budgeted in the Risk Fund, and is paid for by a portion of the "Benefits Administration" rate charged against payroll. For FY 2013, that rate is 0.90%. This bud mod will increase FY 2013 personnel costs by \$99,738 and the "claims paid" line item decreases by a like amount.

The Benefits Administration rate currently generates enough to cover the cost of these positions, but the rate will be evaluated along with other Risk Fund rates as part of the FY 2014 budget planning process to ensure that ongoing costs are covered.

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

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

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

N/A

- **What do the changes accomplish?**

Adds additional staffing to the redesigned Wellness program.

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

Yes, adds two new positions to the Wellness Program, a Human Resources Manager 1 and a Human Resources Technician.

- **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

Required Signatures

**Elected Official
or Dept Director:**

Kayne Kieta

Date: 9-25-12

Budget Analyst:

Christy

Date: 9-21-12

Budget Modification ID: **DCM-02**

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: 2013

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	72-80	3500	72020	20		705500		60000	68,786	129,340	60,554		Permanent
2	72-80	3500	72020	20		705500		60130	21,117	38,738	17,621		Salary Related
3	72-80	3500	72020	20		705500		60140	19,999	41,562	21,563		Insurance
4													
5	72-80	3500	72020	20		705211		60330	17,000,000	16,900,262	(99,738)		Claims Paid
6													
7													
8	72-80	3500	72020	20		705210		50316		(21,563)	(21,563)		Svc reim Risk Fund
9	72-80	3500	72020	20		705210		60330		21,563	21,563		Claims Paid
10													
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