



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R.10 DATE 5/26/11
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date:	<u>5/26/11</u>
Agenda Item #:	<u>R.10</u>
Est. Start Time:	<u>11:05 am</u>
Date Submitted:	<u>5/5/11</u>

BUDGET MODIFICATION: HD-11-24

BUDGET MODIFICATION – HD-11-24 - Request approval to appropriate
Agenda \$15,000 in revenue from the State of Oregon – Department of Human Services –
Title: Emerging Infections 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>May 26, 2011</u>	Amount of Time Needed:	<u>5 minutes</u>
Department:	<u>Health Department</u>	Division:	<u>Community Health Services</u>
Contact(s):	<u>Lester A. Walker – Budget & Finance Manager</u>		
Phone:	<u>(503) 988-3663</u>	Ext.:	<u>26457</u>
Presenter(s):	<u>Amy Sullivan, Program Supervisor; Loreen Nichols, Division Director</u>		

General Information

1. What action are you requesting from the Board?

Approval of appropriation of \$15,000 in funding from the State of Oregon – Department of Human Services – Emerging Infections, Healthcare Associated Infections 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.

Healthcare-associated infections (HAI) are among the top ten leading causes of death in the US, accounting for an estimated 1.7 million infections among and 99,000 deaths in hospitals alone in 2002.

In collaboration with the Centers for Disease Control and Prevention (CDC) and Oregon Department of Human Services (DHS), Public Health Division, Multnomah County Health Department (MCHD) is participating in two HAI related projects: a point prevalence survey for HAIs in the Portland

metropolitan area will assess the one-day prevalence of HAIs in participating hospitals; and, a statewide project for validating the mandated reported rate of Central Line Associated Blood Stream Infections (CLABSI).

This budget modification supports Program Offer 40010: Communicable Disease Prevention & Control.

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

Approval of this budget modification will increase the Health Department's federal/state FY 2011 budget by \$15,000.

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.

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).**

The Health Department's federal/state revenue budget will increase by \$15,000 in FY 2011 as a result of the work performed under this award.

This is federal revenue, CFDA 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:

- Temporary budget will increase by \$9,139
- Non base fringe budget will increase by \$2,744
- Non base insurance budget will increase by \$297
- Supplies budget will increase by \$300
- Local Travel/Mileage budget will increase by \$800
- Central indirect budget will increase by \$236
- Department indirect budget will increase by \$892
- Internal service telecommunications budget will increase by \$592

• **What do the changes accomplish?**

MCHD will utilize this grant funding to:

- Improve surveillance for health-care associated infections (HAIs)
- Build the public health system's capacity for investigating outbreaks of HAIs
- Validate the use of the National Healthcare Safety Network (NHSN) in Oregon
- Work with healthcare facilities to improve the NHSN user experience

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

No additional FTE will result from this budget modification. The internal services costs necessary

to support any temp/on-call staff utilized on this grant are included in the current FY 2011 budget.

- **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 project funding is one-time-only, and the project is self-limiting. Project activities and expenditures will end when the grant expires.

- **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 July 1, 2010 to June 30, 2011.

There are no match requirements for this grant. There are additional reporting requirements since the grant funds are ARRA funds.

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-11-24

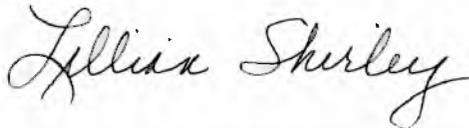
Required Signatures

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

KaRin Johnson for:

5-2-11

Date:



05/04/11

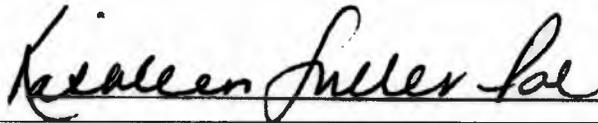
Budget Analyst:

Date:



Department HR:

Date: 04/26/2011



Budget Modification ID: **HD-11-24**

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: 2011

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	40-30	32434	40010	0030			4SA107-1	50190	0	(15,000)	(15,000)		Increase IG-OP-Fed Thru St
2	40-30	32434	40010	0030			4SA107-1	60100	0	9,139	9,139		Increase Temporary
3	40-30	32434	40010	0030			4SA107-1	60135	0	2,744	2,744		Increase Non Base Fringe
4	40-30	32434	40010	0030			4SA107-1	60145	0	297	297		Increase Non Base Insurance
5	40-30	32434	40010	0030			4SA107-1	60240	0	300	300		Increase Supplies
6	40-30	32434	40010	0030			4SA107-1	60270	0	800	800		Increase Local Travel/Mileage
7	40-30	32434	40010	0030			4SA107-1	60350	0	236	236		Increase Central Indirect
8	40-30	32434	40010	0030			4SA107-1	60355	0	892	892		Increase Dept Indirect
9	40-30	32434	40010	0030			4SA107-1	60370	0	592	592		Increase Intl Svc Telephone
10										0			
11	72-10	3500		0020		705210		50316	815,068	814,771	(297)		Insurance Revenue
12	72-10	3500		0020		705210		60330	798,575	798,872	297		Offsetting Expenditure
13										0			
14	19	1000		0020		9500001000		50310	(5,469,509)	(5,469,745)	(236)		Indirect Reimb Rev in GF
15	19	1000		0020		9500001000		60470	6,637,731	6,637,967	236		CGF Contingency Expenditure
16										0			
17	40-90	1000	40040	0030		409050		50370	(5,929,918)	(5,930,810)	(892)		Dept Indirect Revenue
18	40-90	1000	40040	0030		409001		60000	355,952	356,844	892		Dept Indirect Offsetting Exp
19										0			
20										0			
21										0			
22										0			
23										0			
24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
										0	0		Total - Page 1
										0	0		GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE

Change 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
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate 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
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0

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				9500001000		60470	Reduce available General Fund Contingency
	19	1000		xxx	xxx	xxxxx	Increase Expenditure
	xx-xx	xxxxx	0020				
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
	10-10	3503	0020	709525		50310	Budgets receipt of reimbursement
	10-10	3503	0020	709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
	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
PC Flat Fee <i>(Flat Fee is no longer in effect for most Departments beginning in FY 2007)</i>							
	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
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: <i>Use this cost center if you are adding funds for motor pool use.</i>							
	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
Fleet: <i>Use this cost center if you are adding funds for dedicated program cars.</i>							
	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
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.