



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(Revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-11 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-11</u>
<b>Est. Start Time:</b>	<u>10:30 AM</u>
<b>Date Submitted:</b>	<u>01/27/2010</u>

**BUDGET MODIFICATION: HD-10-21**

<b>Agenda Title:</b>	<b>BUDGET MODIFICATION HD-10-21 Appropriating \$300,000 in Additional Revenue from the Department of Health and Human Services – Ryan White Part D Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare Grant</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</u>	<b>Division:</b>	<u>Integrated Clinical Services</u>
<b>Contact(s):</b>	<u>Lester A. Walker, Finance and Budget Manager</u>		
<b>Phone:</b>	<u>(503) 988-3674</u>	<b>Ext.:</b>	<u>26457</u>
<b>Presenter(s):</b>	<u>Jo Ann Davich, Program Manager – HIV Clinical Services</u>		
<b>I/O Address:</b>	<u>167/2/210</u>		

**General Information**

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

Approval of appropriation of \$300,000 in revenue from the Department of Health and Human Services Ryan White Part D Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare Grant to support the Multnomah County Health Department’s HIV Clinical Services.

**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 Multnomah County Health Department (MCHD) has provided medical care to HIV infected individuals from the onset of HIV disease, through its primary care clinics.

The Multnomah County Health Department HIV Health Services Center (HHSC) plans to partner with Cascade AID Project (CAP), the largest HIV support services organization in the state, to

expand and enhance the continuum of care for women and youth within the Portland TGA and throughout Oregon. Despite the extensive network of HIV care service providers within the TGA, there are almost no services that are targeted to the special needs of women and youth. The limited resources available for services in the community have been directed to meet the needs of the majority of the effected population (white MSM), and as a result, the needs of women and youth have been left unmet.

To address these needs, the HHSC will provide a full array of primary medical care, medical case management and support services to Part D clients and their affected family members, and CAP will provide HIV testing/counseling, outreach, engagement into care, and support services such as support groups, classes, and summer camps for children. During year 1, the program expects to serve 200 women, 5 pregnant women, 40 youth aged 13-24, 8 children under age 12, and 145 affected family members, meeting the need for increased and specialized outreach, case management, education, support services, and participation in research opportunities. In addition to direct services, the project will employ the following strategies to systematically impact and improve the continuum of care for the target population: increase outreach to women and youth, particularly of racial/ethnic minority populations; create a youth team within the primary care environment of the HHSC; develop a stronger link to WIC, Multnomah County Health Department's Early Childhood Services Program, and other programs serving the target populations; and develop a network to increase the coordination of services for women, infants, children and youth within the Portland TGA and throughout the State.

Ryan White Part D grant be an ongoing source of revenue for up to five years, with the option of renewing the grant for a subsequent five year grant period.

This action supports Program Offer 40012 – Services for Persons Living with HIV. The HIV Care Services Program (HCS) and HIV Health Services Center (HIV Clinic) provide community-based primary care and support services to highly vulnerable populations living with HIV. Services target low income, uninsured, mentally ill, substance abusing, and other special needs populations. These services contribute to lower mortality from HIV, fewer disease complications, and reduced transmission of HIV in the community.

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

Approval of this budget modification will increase the Health Department's federal/state FY10 budget by \$300,000.

**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.**

The HHSC Client Advisory Board provides input into client operations and programming.

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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).**

The Health Department's federal/state revenue budget will increase by \$300,000 in FY10 as a result of the work performed under this award. – CFDA #93.153

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

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

- Permanent budget will increase by \$85,421
- Temporary budget will increase by \$21,584
- Salary Related Expense budget will increase by \$26,882
- Non Base Fringe budget will increase by \$4,391
- Insurance Benefits budget will increase by \$29,021
- Non Base Insurance budget will increase by \$2,778
- Professional Services budget will increase by \$70,000
- Supplies budget will increase by \$26,698
- Food budget will increase by \$2,000
- Travel & Training budget will increase by \$1,048
- Central Indirect budget will increase by \$7,489
- Dept Indirect budget will increase by \$18,188
- Intl Svc Telephone budget will increase by \$1,000
- Intl Svc Data Proc budget will increase by \$3,500

There is no increase in facilities costs as already budgeted vacant space will be used.

- **What do the changes accomplish?**

This grant program will allow the Multnomah County Health Department HIV Health Services Center to expand and enhance the continuum of care for women and youth within the Portland TGA and throughout Oregon.

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

1. Add a 1.0 FTE Social Worker, position number 714403. This position was reviewed by Class/Comp and approved on 11/30/2009 (request #1364).
2. Add a 1.0 FTE Program Supervisor, position number 714405. This position was reviewed by Class/Comp and approved on 11/30/2009 (request #1365).

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

The revenue covers 100% of 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?**

This is an ongoing source of revenue for up to five years, with the option of renewing the grant for a subsequent five year grant period.

- **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 covers budget period 9/1/09 – 7/31/10. This is an ongoing source of revenue for up to five years, with the option of renewing the grant for a subsequent five year grant period. There are no cash match or in kind match requirements for this grant. Additionally, there are no specific reporting requirements beyond the standard federal reporting requirement of an annual Financial Status Report (FSR).

*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-10-21**

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**Required Signatures**

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

*Lillian Shirley*

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**Date: 01-20-2010  
WL/lp**

**Budget Analyst:**

*[Signature]*

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**Date: 01/27/2010**

**Department HR:**

*[Signature]*

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**Date: 01/12/2010**

**Countywide HR:**

*[Signature]*

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**Date: 01/19/2010**



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				xxxxx	Increase Expenditure
xx-xx	xxxxx	0020		xxx	xxx		
<b>Indirect</b>							
<b>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
72-60	3503	0020		709525		50310	Budgets receipt of reimbursement
72-60	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
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
<b>PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)</b>							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
				between 709201 & 709211			
72-60	2508	0020		between 709201 & 709211		50310	Budgets receipt of PC Flat Fee
72-60	2508	0020		709201 & 709211		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>							
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
<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: Jodi Davich, Health Department, ICS/HIV Clinic  
 From: Candace Busby, Classification and Compensation Unit (5034)  
 Date: November 30, 2009  
 Subject: Reclassification Request # 1364 ( New)

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

**Request Information:**

Date Request Received: November 24, 2009	Position Number: TBA
Current Classification: N/A	Requested Classification: Social Worker
Job Class Number: N/A	Job Class Number: 6295
Pay Grade: N/A	Pay Grade: 28

Request is:  Approved as Requested      Effective Date: November 30, 2009  
 Approved - Revised  
 Denied

Allocated Classification: Social Worker	Job Class Number: 6295
Pay Range: \$52,805.52 - \$64,957.68 Annually	Pay Grade: 28

**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:**

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment procedures. If position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with the Department Human Resources Unit for assistance.

**Reason for Classification Decision:**

This new grant funded position will perform advanced, comprehensive social work involving assessment and analysis of complex psycho-social factors and coordination of specific case plans to meet medical case management and psycho-social needs of patients of the HIV Health Services Center. The position provides comprehensive team-based case management to an assigned panel of complex HIV+ clients; conducts psychological assessments and integrates a care plan regarding complex and difficult issues of clients with varying stages of HIV/AIDS disease. The position provides assessment and intervention to threatening and/or suicidal clients, develops action plans and follows up to track progress, assist and support in completing action plans. These responsibilities are consistent with the Social Worker (6295) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Kathleen Fuller-Poe, HR Manager  
 Joan Sears, HR Maintainer  
 Bryan Lally, Local 88  
 Class Comp File Copy



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: Jodi Davich, Health Department, ICS/HIV Clinic  
 From: Candace Busby, Classification and Compensation Unit (503/4)  
 Date: November 30, 2009  
 Subject: Reclassification Request # 1365 ( New)

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

**Request Information:**

Date Request Received: November 24, 2009	Position Number: TBA
Current Classification: N/A	Requested Classification: Program Supervisor
Job Class Number: N/A	Job Class Number: 9361
Pay Grade: N/A	Pay Grade: 124-126

Request is:	<input checked="" type="checkbox"/> Approved as Requested	Effective Date: November 30, 2009
	<input type="checkbox"/> Approved - Revised	
	<input type="checkbox"/> Denied	

Allocated Classification: Program Supervisor	Job Class Number: 9361
Pay Range: \$49,696.23 - \$76,692.02 Annually	Pay Grade: 124-126

**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:**

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment procedures. If position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with the Department Human Resources Unit for assistance.

**Reason for Classification Decision:**

This new grant funded position will oversee the implementation, ongoing supervision and management of the Ryan White Part D grant which funds services in support of clients with HIV/AIDS disease. Responsibilities include developing, implementing and maintaining plans for achieving program objectives and operational goals; developing and monitoring program budgets; interviewing, hiring, training, evaluating and supervising Part D program staff which includes 5 Social Workers, 2 Community Health Specialists, and unpaid peer mentors. These duties and responsibilities are consistent with the Program Supervisor (9361) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: HR Manager  
 HR Maintainer  
 Class Comp File Copy

Budget Modification ID: **HD-10-21**

### 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						
30	40-40	1000	40040	0030		409050		50370	(4,847,492)	(4,865,680)	(18,188)		Indirect dept reimbursement rev in GF
31	40-40	1000	40040	0030		409001		60000	293,225	311,413	18,188		Off setting dept expenditure in GF
32													
33	72-10	3500	40012	0020		705210		50316	(52,067,949)	(52,099,748)	(31,799)		Insurance Revenue
34	72-10	3500	40012	0020		705210		60330	124,790	156,589	31,799		Offsetting Transaction
35													
36	72-60	3503	40012	0020		709525		50310	(4,527,406)	(4,528,406)	(1,000)		Budgets receipt of reimbursement
37	72-60	3503	40012	0020		709525		60200	1,519,676	1,520,676	1,000		Budgets offsetting expenditure in telecom
38										-			
39	72-60	3503	40012	0020		709000		50310	5,709	2,209	(3,500)		Budgets receipt of Data Processing reimt
40	72-60	3503	40012	0020		709000		60240	416,027	419,527	3,500		Budgets offsetting expenditures
41										-			
42										-			
43										-			
44										-			
45										-			
46										-			
47										-			
48										-			
49										-			
50										-			
51										-			
52										-			
53										-			
54										-			
55										-			
56										-			
57										-			
58										-			
											0	0	<b>Total - Page 2</b>
											0	0	<b>GRAND TOTAL</b>