



**Multnomah County
Agenda Placement Request
Budget Modification**
(FY 2018)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.5 DATE 4/5/18
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 4/5/18
Agenda Item #: C.5
Est. Start Time: 9:30 am
Date Submitted: 3/19/18

Agenda Title: BUDGET MODIFICATION # HD-34-18: Authorizing one position reclassification within the Health Department

Requested Meeting Date: 04/05/2018 Time Needed: N/A Consent
Department: 40 - Health Department Division: Integrated Clinical Services
Contact(s): Angel Landrón-González- Budget & Finance Manager
Phone: (503) 988-7438 Ext. 87438 I/O Address 167/2/210

Presenter Name(s) & Title(s): N/A (Consent Agenda)

General Information

1. What action are you requesting from the Board?

Approval of staffing adjustment resulting from the reclassification of one position. This change will not impact the Health Department's total FTE for FY 2018.

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.

Reclassify a 1.00 FTE Licensed Community Practical Nurse to a 1.00 FTE Medical Assistant, position 714509, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 2/21/18 (reclassification #3986). The primary purpose of the position is to provide clinical support to the patient care team and work closely with physicians, mid-level providers, and other team members to help ensure high quality patient care. This position will obtain vital signs and collect data from patients; prepare patients for exams and procedures, including equipment set-up and specimen collection; perform provider ordered examinations and procedures; order labs tests, draw blood, and administer immunizations and injections as directed; maintain clinical instruments and equipment; order materials and supplies; complete referral paperwork and assist clients with scheduling tests and appointments; provide patient education; and provide back-up support as needed.

This change impacts program offer 40029 – Rockwood Community Health Clinic.

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

This budget modification has no fiscal impact in the current year. Budgeted personnel costs are within the pay scales of the new classifications or other budgeted line items have been adjusted so that the changes are budget neutral.

The reclassification of position 714509 to a Medical Assistant decreased budgeted personnel cost by \$10,364, because the Medical Assistant is at a lower paygrade than the Licensed Community Practical Nurse. The decrease in cost is offset by an increase in Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA), step and merit pay increases in accordance with collective bargaining agreements and county personnel rules. Costs will be funded within the department's budget.

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

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).

No change in revenues.

7. What budgets are increased/decreased?

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

- Permanent personnel budget will decrease by \$7,454
- Salary related expense budget will decrease by \$2,381
- Insurance benefits budget will decrease by \$529
- Temporary budget will increase by \$7,454
- Non Base Fringe budget will increase by \$2,381
- Non Base Insurance budget will increase by \$529

These changes will have no financial impact on the budget and do not change the Health Department's total FTE.

8. What do the changes accomplish?

Change of classification for position 714509 better fits the duties of this position as determined by the Class/Comp Unit of Central Human Resources.

9. Do any personnel actions result from this budget modification?

Reclassify a 1.00 FTE Licensed Community Practical Nurse to a 1.00 FTE Medical Assistant, position 714509, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3986.

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

N/A

11. 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

12. 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 (e.g. cash match, in kind match, reporting requirements, etc)?

N/A

Required Signature

Elected Official or Dept. Director:	<u>Wendy Lear/s/</u>	Date:	<u>03/16/2018</u>
Budget Analyst:	<u>Trista Zugel-Bensel/s/</u>	Date:	<u>03/19/2018</u>
Department HR:	<u>Holly Calhoun/s/</u>	Date:	<u>03/12/2018</u>
Countywide HR:	<u>Travis Graves/s/</u>	Date:	<u>03/16/2018</u>

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-34-18

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	40029-18	10010	40-70	0030	47400-10-10010	60000 - Permanent	1,397,312	1,389,858	(7,454)	
2	40029-18	10010	40-70	0030	47400-10-10010	60100 - Temporary	57,704	65,158	7,454	
3	40029-18	10010	40-70	0030	47400-10-10010	60130 - Salary Related Expns	464,296	461,915	(2,381)	
4	40029-18	10010	40-70	0030	47400-10-10010	60135 - Non Base Fringe	19,434	21,815	2,381	
5	40029-18	10010	40-70	0030	47400-10-10010	60140 - Insurance Benefits	377,991	377,462	(529)	
6	40029-18	10010	40-70	0030	47400-10-10010	60145 - Non Base Insurance	4,097	4,626	529	
10010 Total										0
40-70 Total										0
Program Offer Number 40029-18 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-34-18

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
714509	6012	Clinic Medical Assistant	68355	10010	47400-10-10010	1.00	38,349	12,249	18,324	68,922
714509	6303	Licensed Comm Practical Nurse	68355	10010	47400-10-10010	(1.00)	(60,559)	(19,343)	(19,900)	(99,802)
Total Annualized Changes:						0.00	(\$22,210)	(\$7,094)	(\$1,576)	(\$30,880)

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
714509	6012	Clinic Medical Assistant	68355	10010	47400-10-10010	0.33	12,783	4,083	6,108	22,974
714509	6303	Licensed Comm Practical Nurse	68355	10010	47400-10-10010	(0.33)	(20,237)	(6,464)	(6,637)	(33,338)
Total Current FY Changes:						0.00	(\$7,454)	(\$2,381)	(\$529)	(\$10,364)