



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCHS-02-16: Adding Two New Permanent Positions in the Department of County Human Services

Requested Meeting Date: 8/27/15

Time Needed: 5 minutes

Department: 25 - County Human Services

Division: Aging, Disabilities & Veterans Services (ADVSD)

Contact(s): Lee Girard

Phone: 503-988-3620

Ext. 83768

I/O Address 167/1/510

Presenter Name(s) & Title(s): Lee Girard, Senior Manager - ADVSD Community Services

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS-02-16 which adds two new full-time permanent positions to the Aging, Disabilities & Veterans Services budget.

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.

This budget modification adds two new permanent positions to the Aging, Disabilities & Veterans Services Division. There are no additional funds being appropriated. Funding from the Oregon Project Independence program for one-time-only pilot funding, which included two Case Manager 2 Limited Duration positions, was approved in FY15 and is already in the FY16 Adopted budget. Funding for this pilot program will be extended and is currently an on-going funding stream.

This budget modification utilizes the temporary personnel funding in the FY16 budget to create a permanent full-time Case Manager 2 position and a permanent full-time Office Assistant 2 position. The previous two Limited Duration positions will be eliminated. The Case Manager 2 will conduct eligibility assessments, care planning and service authorization duties while the Office Assistant 2 will provide support.

The two new positions will be part of Program Offer 25020A-16 – Access & Early Intervention

Services.

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

The current year fiscal impact to ADVSD will be budget neutral. Temporary personnel costs will decrease by \$143,653 while Permanent personnel cost will increase by a like amount.

Internal service reimbursement to the Risk Management fund (Insurance) will increase by \$34,052.

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).

There will no change to revenue with this budget modification.

7. What budgets are increased/decreased?

The total fiscal budget for the Department of County Human Services will not change. Two full-time positions will be added.

Internal service reimbursement to the Risk Management fund (Insurance) will increase by \$34,052.

8. What do the changes accomplish?

The addition of two permanent personnel will allow ADVSD to continue participating in the Northwest Senior & Disability Services pilot project, which will provide service coordination and direct client services for adults with functional limitations, allowing them to remain in their homes.

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

Yes. ADVSD will add a new full-time permanent Case Manager 2 position and a new full-time permanent Office Assistant 2 position.

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:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____