



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

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.2 DATE 9/6/18
MARINA BAKER, BOARD CLERK

Board Clerk Use Only

Meeting Date: 9/6/18
Agenda Item #: C.2
Est. Start Time: 9:30 a.m.
Date Submitted: 8/23/18

Agenda Title: BUDGET MODIFICATION # HD-02-19: Authorizing three position reclassifications within the Health Department

Requested Meeting Date: 9/6/2018 **Time Needed:** N/A Consent

Department: 40 - Health Department **Division:** Public Health, Mental Health & Addiction Services, Business Operations

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 three positions. This change will not impact the Health Department's total FTE for FY 2019.

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 Program Communications Specialist to a 1.00 FTE Creative Media Coordinator, position 719452, in the Business Operations Division of the Health Department. Class Comp approved the reclassification effective 7/11/18 (reclassification #4107). The position will be responsible for meeting with program leaders to discuss the purpose, scope, budget, and stages of design projects; organizing, scheduling, and prioritizing multiple projects of varying complexity; maintaining a calendar tracking system; archiving and maintaining artwork for future use; collecting printed pieces from multiple sources to use as a pool of reference materials; applying an equity lens during the design and production stages to ensure effective/appropriate engagement of diverse communities; coordinating appropriate editing, translation, proofreading, and/or approval of media materials; working with program leaders and team members to ensure appropriate translation and editing of materials; providing coaching to program leaders in the use of trans-created materials; determining design/production methods and vendors; developing a network of

graphic artists and designers for subcontracting; sharing knowledge and skill to ensure the development of a cohesive approach to communications; providing support to the projects of co-workers; coordinating software maintenance enhancements and troubleshooting for all design-related programs.

This change impacts program offer 40043 – Health Department Operations.

Reclassify a 1.00 FTE Program Specialist to a 1.00 FTE Program Supervisor, position 712330, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 8/1/18 (reclassification #4114). The position will be responsible for performing direct supervision of the Disease Intervention Specialist (DIS) team; interviewing and recommending hiring of new staff; recommending and initiating personnel actions such as promotions, transfers, and disciplinary actions; assigning duties and establishing work schedules; reviewing staff work performance; developing guidelines, procedures, performance standards, and evaluation standards; managing collaborative projects to increase data collection, sharing, quality, analysis, and use; managing quality, data, processes, and deliverables for various grants; developing and delegating tasks related to communicating initiatives and services to the public through the website, social media, and outreach activities; monitoring and evaluating STD morbidity, and identifying trends and changes for the purposes of responding to and preventing sexually transmitted infections and HIV transmission; ensuring quality, completeness, and policy compliance of case investigation and surveillance team activities and reports; investigating and developing new technologies to increase communication with clients and case investigation contacts; and providing technical assistance and training to other health departments, other programs, health care provider agencies, and community-based organizations.

This change impacts program offer 40011 – STD/HIV/Hep C Community Prevention Program.

Reclassify a 1.00 FTE Program Specialist Senior to a 1.00 FTE Program Specialist, position 717433, in the Mental Health and Addictions Services Division of the Health Department. Class Comp approved the reclassification effective 8/1/18 (reclassification #4119). The position will be responsible for serving as a liaison between Decision Support, DCS, and finance staff to design and implement a comprehensive billing process to export claims and import explanations of benefits; posting claims to Evolv and resubmitting pending/denied claims; ensuring all systems are set up correctly to capture program revenue; providing oversight and management of the system to ensure successful revenue capture; identifying claims that did not adjudicate correctly; following up to resolve issues and resubmitting claims/encounters; formulating recommendations to align and/or correct operations to meet contract and program goals; providing technical assistance and consultation to staff; preparing analytical healthcare claims revenue reports and communications; tracking National Provider Identifier (NPI) information in Evolv; sending updates to Third Party Administrators when information changes; advising managers and supervisors on policies and procedures; and developing DCS billing policies and procedures.

This change impacts program offer 40068 – Mental Health Quality Management & Protective Services.

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 719452 to a Creative Media Coordinator is budget neutral, because the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 712330 to a Program Supervisor increased budgeted personnel cost by \$4,401, because the Program Supervisor is a higher paygrade than the Program Specialist. The increase in cost is offset by a decrease in Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

The reclassification of position 717433 to a Program Specialist decreased budgeted personnel cost by \$35,777, because the Program Specialist is a lower paygrade than the Program Specialist Senior. 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 \$22,860
- Salary related expense budget will decrease by \$6,951
- Insurance benefits budget will decrease by \$1,565
- Temporary budget will increase by \$22,089
- Non Base Fringe budget will increase by \$7,639
- Non Base Insurance budget will increase by \$1,648

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

8. What do the changes accomplish?

Change of classification for positions 719452, 712330, and 717433 better fits the duties of these positions 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 Program Communications Specialist to a 1.00 FTE Creative Media Coordinator, position 719452, in the Business Operations Division of the Health Department. Class Comp approved #4107.

Reclassify a 1.00 FTE Program Specialist to a 1.00 FTE Program Supervisor, position 712330, in the Public Health Division of the Health Department. Class Comp approved #4114.

Reclassify a 1.00 FTE Program Specialist Senior to a 1.00 FTE Program Specialist, position 717433, in the Mental Health and Addictions Services Division of the Health Department. Class Comp approved #4119.

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:** Wendy Lear/s/

Date: August 14, 2018

Budget Analyst: Trista Zugel-Bensel/s/

Date: August 23, 2018

Department HR: Holly Calhoun/s/

Date: July 30, 2018

Countywide HR: Karie Miller/s/

Date: August 14, 2018

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-02-19

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	40011-19	32598	40-30	0030	4FA71-05-1	60000 - Permanent	92,899	93,782	883	
2	40011-19	32598	40-30	0030	4FA71-05-1	60100 - Temporary	6,760	5,877	(883)	
3	40011-19	32598	40-30	0030	4FA71-05-1	60130 - Salary Related Expns	30,471	30,935	464	
4	40011-19	32598	40-30	0030	4FA71-05-1	60135 - Non Base Fringe	2,672	2,208	(464)	
5	40011-19	32598	40-30	0030	4FA71-05-1	60140 - Insurance Benefits	32,779	32,840	61	
6	40011-19	32598	40-30	0030	4FA71-05-1	60145 - Non Base Insurance	108	47	(61)	
32598 Total										0
7	40011-19	32853	40-30	0030	4CA343-01-1	60000 - Permanent	812,491	814,368	1,877	
8	40011-19	32853	40-30	0030	4CA343-01-1	60100 - Temporary	12,882	10,234	(2,648)	
9	40011-19	32853	40-30	0030	4CA343-01-1	60130 - Salary Related Expns	276,551	277,539	988	
10	40011-19	32853	40-30	0030	4CA343-01-1	60135 - Non Base Fringe	2,322	2,022	(300)	
11	40011-19	32853	40-30	0030	4CA343-01-1	60140 - Insurance Benefits	294,952	295,080	128	
12	40011-19	32853	40-30	0030	4CA343-01-1	60145 - Non Base Insurance	206	161	(45)	
32853 Total										0
40-30 Total										0
Program Offer Number 40011-19 Total										0
13	40043-19	1000	40-90	0030	409001	60000 - Permanent	1,076,007	1,076,007	0	
14	40043-19	1000	40-90	0030	409001	60130 - Salary Related Expns	390,244	390,244	0	
15	40043-19	1000	40-90	0030	409001	60140 - Insurance Benefits	290,187	290,187	0	
1000 Total										0
40-90 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-02-19

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
Program Offer Number 40043-19 Total										0
16	40068-19	1000	40-10	0030	41405-GF	60000 - Permanent	245,820	225,323	(20,497)	
17	40068-19	1000	40-10	0030	41405-GF	60100 - Temporary	0	20,497	20,497	
18	40068-19	1000	40-10	0030	41405-GF	60130 - Salary Related Expns	85,391	78,668	(6,723)	
19	40068-19	1000	40-10	0030	41405-GF	60135 - Non Base Fringe	0	6,723	6,723	
20	40068-19	1000	40-10	0030	41405-GF	60140 - Insurance Benefits	71,571	70,168	(1,403)	
21	40068-19	1000	40-10	0030	41405-GF	60145 - Non Base Insurance	0	1,403	1,403	
1000 Total										0
22	40068-19	3002	40-10	0520	41405-00-3002	60000 - Permanent	917,993	912,870	(5,123)	
23	40068-19	3002	40-10	0520	41405-00-3002	60100 - Temporary	0	5,123	5,123	
24	40068-19	3002	40-10	0520	41405-00-3002	60130 - Salary Related Expns	324,033	322,353	(1,680)	
25	40068-19	3002	40-10	0520	41405-00-3002	60135 - Non Base Fringe	0	1,680	1,680	
26	40068-19	3002	40-10	0520	41405-00-3002	60140 - Insurance Benefits	291,681	291,330	(351)	
27	40068-19	3002	40-10	0520	41405-00-3002	60145 - Non Base Insurance	0	351	351	
3002 Total										0
40-10 Total										0
Program Offer Number 40068-19 Total										0
28	72020-19	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(86,623,249)	(86,623,332)	(83)	
29	72020-19	3500	72-80	0020	705210	60330 - Claims Paid	5,795,133	5,795,216	83	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-19 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-02-19

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
712330	6021	Program Specialist	64796	32853	4CA343-01-1	(0.68)	(38,558)	(12,647)	(13,939)	(65,144)
712330	6021	Program Specialist	64796	32598	4FA71-05-1	(0.32)	(18,145)	(5,952)	(6,559)	(30,656)
712330	9361	Program Supervisor	64796	32853	4CA343-01-1	0.68	40,606	13,725	14,079	68,410
712330	9361	Program Supervisor	64796	32598	4FA71-05-1	0.32	19,108	6,458	6,625	32,192
717433	6021	Program Specialist	63307	3002	41405-00-3002	0.20	11,341	3,720	4,100	19,161
717433	6021	Program Specialist	63307	1000	41405-GF	0.80	45,362	14,879	16,399	76,640
717433	6088	Program Specialist/Sr	63307	3002	41405-00-3002	(0.20)	(16,646)	(5,460)	(4,463)	(26,569)
717433	6088	Program Specialist/Sr	63307	1000	41405-GF	(0.80)	(66,586)	(21,840)	(17,852)	(106,278)
719452	6178	Program Communications Specialist	67276	1000	409001	(1.00)	(56,703)	(18,599)	(20,498)	(95,800)
719452	7232	Creative Media Coordinator	67276	1000	409001	1.00	56,703	18,599	20,498	95,800
Total Annualized Changes:						0.00	(\$23,518)	(\$7,117)	(\$1,610)	(\$32,245)

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
712330	6021	Program Specialist	64796	32853	4CA343-01-1	(0.62)	(35,345)	(11,593)	(12,778)	(59,716)
712330	6021	Program Specialist	64796	32598	4FA71-05-1	(0.29)	(16,633)	(5,456)	(6,012)	(28,101)
712330	9361	Program Supervisor	64796	32853	4CA343-01-1	0.62	37,222	12,581	12,906	62,709

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-02-19

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Current Year				Total
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	
712330	9361	Program Supervisor	64796	32598	4FA71-05-1	0.29	17,516	5,920	6,073	29,509
717433	6021	Program Specialist	63307	3002	41405-00-3002	0.18	10,396	3,410	3,758	17,564
717433	6021	Program Specialist	63307	1000	41405-GF	0.73	41,582	13,639	15,032	70,253
717433	6088	Program Specialist/Sr	63307	3002	41405-00-3002	(0.18)	(15,519)	(5,090)	(4,109)	(24,718)
717433	6088	Program Specialist/Sr	63307	1000	41405-GF	(0.73)	(62,079)	(20,362)	(16,435)	(98,876)
719452	6178	Program Communications Specialist	67276	1000	409001	(1.00)	(56,703)	(18,599)	(20,498)	(95,800)
719452	7232	Creative Media Coordinator	67276	1000	409001	1.00	56,703	18,599	20,498	95,800
Total Current FY Changes:						0.00	(\$22,860)	(\$6,951)	(\$1,565)	(\$31,376)