



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # C-4 DATE 5/8/14

MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 5/8/14

Agenda Item #: C.4

Est. Start Time: 9:30 am

Date Submitted: 4/23/13

**Agenda Title:** BUDGET MODIFICATION: DCHS14-46 reclassifying a vacant full-time Program Specialist position to a Case Manager 1 in Aging & Disability Services.

*Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.*

<b>Requested Meeting Date:</b>	<u>Next Available</u>	<b>Time Needed:</b>	<u>N/A (Consent Agenda)</u>
<b>Department:</b>	<u>County Human Services</u>	<b>Division:</b>	<u>Aging &amp; Disability</u>
<b>Contact(s):</b>	<u>Dana Lloyd</u>		
<b>Phone:</b>	<u>(503) 988-4073</u>	<b>Ext.</b>	<u>84073</u>
<b>I/O Address:</b>	<u>167/1/510</u>		
<b>Presenter Name(s) &amp; Title(s):</b>	<u>N/A – Consent Agenda</u>		

## General Information

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

The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS14-46, authorizing the reclassification of a vacant full-time Program Specialist position to a Case Manager 1 in Aging & Disability Services (ADS) as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2435.

### 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 reflects an HR Class/Comp decision on a reclassification request initiated by management in Program Offer 25023A – ADS Long Term Care Program. ADS submitted the request as the result of current business needs for this vacant position. Changes in the Medicaid delivery system are resulting in added eligibility cases. To address workload demands, the Long Term Care Program has requested that an existing vacant Program Specialist position be reclassified to a Case Manager 1 position to be located at the North/Northeast ADS office. The focus of this position will be on determining eligibility to applicants for Medicaid, Oregon Health Plan, and SNAP benefits. This position

will gather information from applicants and compare it against program rules and regulations to determine eligibility for any and all available programs. This position will manage a high volume of work which may include screening, intake, and ongoing caseload activities with caseloads of 500 or more cases.

The Human Resources Class/Comp unit reviewed the responsibilities of this position and concluded that the duties, responsibilities and qualifications best fit the Case Manager 1 classification.

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

The current Program Specialist position in ADS LTC Mid-County branch was approved by a previous Board decision with an effective date of 12-01-13. The position has not yet been filled. Because the effective date of this reclassification is 03-16-14 and the pay scale for the Case Manager 1 position is substantially lower than that of a Program Specialist, the impact on the current fiscal year budget is a decrease in personnel costs of \$29,925. The net budget for Supplies in the ADS Long Term Care program offer will be increased by a like amount to offset the decreased personnel costs. Subsequent fiscal year personnel costs will decrease \$16,681 per annum plus any approved merit and COLA increases and will be absorbed within the division's budget.

Service reimbursement from the Federal/State fund to the Risk Management fund will decrease by \$5,449.

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

N/A

**5. Explain any citizen and/or other government participation that has or will take place.**

N/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).**

No revenue is being changed with this budget modification.

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

There is a neutral impact to the Aging & Disabilities Services budget as a result of this reclassification.

Service reimbursement from the Federal/State fund to the Risk Management fund will decrease by \$5,449.

- **What do the changes accomplish?**

This budget modification implements the decision from HR Class/Comp to reclassify a vacant full-time Program Specialist position to a Case Manager 1 in order to accurately reflect the intended functions and duties of the position involved.

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

Yes. The approval of this budget modification will result in reclassifying a full-time position in Aging & Disability Services from a Program Specialist to a Case Manager 1 as determined by the Class/Comp unit of Central Human Resources with an effective date of 03-16-14.

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

**NOTE:** Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

**Required Signatures**

<b>Elected Official or Dept Director:</b>	<u>Susan Myers /s/</u>	<b>Date:</b> <u>4/22/2014</u>
<b>Budget Analyst:</b>	<u>Jennifer Unruh /s/</u>	<b>Date:</b> <u>4/16/14</u>
<b>Department HR:</b>	<u>Chris Radzom /s/</u>	<b>Date:</b> <u>4/14/14</u>
<b>Countywide HR:</b>	<u>Olga Ward /s/</u>	<b>Date:</b> <u>04/14/2014</u>

*Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."*

DCHS14-46

**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: 2014**

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					Internal Order	Cost Center	WBS Element					
1	30-55	26090	25023A	0040			ADSDIVLTCMCXIX	60000	3,688,377	3,658,743	(29,634)	Permanent
2	30-55	26090	25023A	0040			ADSDIVLTCMCXIX	60130	1,263,631	1,253,807	(9,824)	Salary Related Expense
3	30-55	26090	25023A	0040			ADSDIVLTCMCXIX	60140	1,308,972	1,298,642	(10,330)	Insurance Benefits
4	30-55	26090	25023A	0040			ADSDIVLTCMCXIX	60240	40,336	90,124	49,788	Supplies
5												
6	30-55	26090	25023A	0040			ADSDIVLTCNNEDXIX	60000	2,037,100	2,048,352	11,252	Permanent
7	30-55	26090	25023A	0040			ADSDIVLTCNNEDXIX	60130	697,341	701,071	3,730	Salary Related Expense
8	30-55	26090	25023A	0040			ADSDIVLTCNNEDXIX	60140	727,546	732,427	4,881	Insurance Benefits
9	30-55	26090	25023A	0040			ADSDIVLTCNNEDXIX	60240	26,936	7,073	(19,863)	Supplies
10												
11	72-80	3500		0020		705210		50316		5,449	5,449	Svc Reimb Insurance
12	72-80	3500		0020		705210		60330		(5,449)	(5,449)	Claims Paid
13												
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27												
28												
29												
											0	Total - Page 1
											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	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
26090	6021	65452	ADSDIVLTCMCXIX	Program Specialist	716395	(1.00)	(50,801)	(16,841)	(17,708)	(85,350)
26090	6298	65178	ADSDIVLTCNNEDXIX	Case Manager 1	716395	1.00	38,899	12,895	16,875	68,669
TOTAL ANNUALIZED CHANGES						0.00	(11,902)	(3,946)	(833)	(16,681)

**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.

Effective Date: 03-16-14

							CURRENT YEAR			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
26090	6021	65452	ADSDIVLTCMCXIX	Program Specialist	716395	(0.58)	(29,634)	(9,824)	(10,330)	(49,788)
26090	6298	65178	ADSDIVLTCNNEDXIX	Case Manager 1	716395	0.29	11,252	3,730	4,881	19,863
TOTAL CURRENT FY CHANGES						(0.29)	(18,382)	(6,094)	(5,449)	(29,925)