



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 12/31/09)

<b>Board Clerk Use Only</b>	
<b>Meeting Date:</b>	<u>5/6/2010</u>
<b>Agenda Item #:</b>	<u>R-5</u>
<b>Est. Start Time:</b>	<u>10:20 AM</u>
<b>Date Submitted:</b>	<u>4/19/2010</u>

**BUDGET MODIFICATION: HD-10 - 35**

<b>Agenda Title:</b>	<b>BUDGET MODIFICATION HD-10-35 Request approval to appropriate \$11,000 in revenue from the Washington State Employment Security Department.</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>May 6, 2010</u>	<b>Amount of Time Needed:</b>	<u>5 Minutes</u>
<b>Department:</b>	<u>Health Department</u>	<b>Division:</b>	<u>Program Design &amp; Evaluation Services (PDES)</u>
<b>Contact(s):</b>	<u>Lester A. Walker, Budget and Finance Manager</u>		
<b>Phone:</b>	<u>503-988-3663</u>	<b>Ext.:</b>	<u>26457</u>
		<b>I/O Address:</b>	<u>167/2/210</u>
<b>Presenter(s):</b>	<u>Haiou He, PDES Program Manager; Julie Maher, PDES Director</u>		

**General Information**

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

Approval of appropriation of \$11,000 in revenue from the Washington State Employment Security Department.

**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 Washington State Employment Security Department (ESD) is a state agency that delivers unemployment benefits to displaced workers and provides retraining support and assistance to identifying new jobs. The current economic recession has resulted in an extremely heavy workload for ESD, with dramatic increases in hiring of new staff and workload for existing staff. ESD is investing in worksite wellness program activities to support existing and new staff to maintain their health and productivity in a highly stressful work environment.

The Health Department's Program Design and Evaluation Services (PDES) section has worked closely with Washington State's Department of Health-Tobacco Prevention and Control program for nearly 10 years to provide research, analysis, evaluation, and training services. Because of this expertise and experience, ESD has contracted with PDES to:

- Develop an evaluation plan for the Worksite Wellness program at ESD;
- Analyze data collected from ESD employee surveys; and
- Provide a summary of information, evaluated against related productivity measures, for ESD's senior management team.

This increase in funding affects Program Offer 40035: Health Assessment, Planning and Evaluation.

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

Approval of this budget modification will increase the Health Department's federal/state FY 2010 budget by \$11,000.

**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.**

N/A

# ATTACHMENT A

## Budget Modification

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 \$11,000 in FY 2010 as a result of this grant.

This is not federal revenue.

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

As a result of this budget modification, the Health Department's budget will have the following changes:

- Temporary budget will increase by \$6,274
- Non Base Fringe budget will increase by \$1,974
- Non Base Insurance budget will increase by \$1,601
- Local Travel/Mileage budget will increase by \$210
- Central Indirect budget will increase by \$274
- Department Indirect budget will increase by \$667

- **What do the changes accomplish?**

PDES will develop an evaluation plan for the Worksite Wellness program at ESD, analyze the data collected from employee surveys, and provide a summary report to ESD's senior management team.

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

No additional FTE will result from this budget modification. The internal services costs necessary to support any temp/on-call staff utilized on this grant are included in the current FY 2010 budget.

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

The revenue covers 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 revenue is one-time-only, and the function is not ongoing. When the grant expires, the project will have been completed.

- **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 period is March 1, 2010 – June 30, 2010.

There are no match requirements or non-standard reporting requirements.

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

**ATTACHMENT B**

**BUDGET MODIFICATION: HD-10 - 35**

**Required Signatures**

**Elected Official or  
Department/  
Agency Director:** KaRin Johnson for

**04-13-2010**

**Date:**

*Lillian Shurley*

**Budget Analyst:**

**Date:**

*FOR KATHLEEN FULLER-POE  
L. Brown, HR*

**Department HR:**

**Date: 4/7/2010**

**Countywide HR:**

**Date:**