



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R.5 DATE 11-7-13  
LYNDA GROW, BOARD CLERK

## Board Clerk Use Only

Meeting Date: 11/7/13  
Agenda Item #: R.5  
Est. Start Time: 11:35 am  
Date Submitted: 10/2/13

**Agenda Title:** BUDGET MODIFICATION # HD-14-06 – Request approval to appropriate \$108,317 for the STD Surveillance Network grant from the CDC.

*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.*

**Requested Meeting Date:** November 7, 2013 **Time Needed:** 5 Minutes  
**Department:** Health Department **Division:** Community Health Services  
**Contact(s):** Lester A. Walker – Budget & Finance Manager  
**Phone:** (503) 988-3663 **Ext.** 26457 **I/O Address:** 167/2/210  
**Presenter Name(s) & Title(s):** Kim Toevs, Manager, STD/HIV/Hepatitis C & Adolescent Health Programs  
Loreen Nichols, Community Health Services Director

## General Information

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

Approval to appropriate \$108,317 in revenue from the Department of Health and Human Services (DHHS) – Centers for Disease Control and Prevention (CDC), Sexually Transmitted Disease (STD) Surveillance Network grant.

### 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.

Disease surveillance provides information necessary for preventing or limiting the harm to individuals and populations from disease and illness. A core set of patient demographics is required for national case reporting of STDs including sex, age, race, Hispanic ethnicity, and county of residence. Behavioral information is also important to understanding the changing epidemiology of STDs but these data are not routinely collected. The CDC's ability to interpret trends in reported cases, assess inequalities in the burden of disease by population characteristics, and to respond to issues such as co-morbidities and decreasing antibiotic susceptibility is therefore partly contingent on data supplied through supporting sentinel and enhanced surveillance activities.

The Multnomah County Health Department (MCHD) has been awarded funding for a five-year cooperative agreement as a site of the STD Surveillance Network (SSuN), a network of state, county, city, and tribal health department programs. As a part of this network, MCHD will implement enhanced and sentinel surveillance projects addressing STD surveillance problems of national, state, and local interest. MCHD will implement population and facility-based enhanced and sentinel STD surveillance strategies which constitute the core functions of the network. Disease Intervention Specialists will conduct disease investigations in clinical settings. Grant activities will also include enhanced case investigation of a random sample of STD cases in the local jurisdiction, and matching of case-based STD and HIV surveillance systems to identify interactions between these conditions.

This budget modification supports Program Offer 40011: STD/HIV/Hepatitis C Community Prevention Program.

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

Approval of this budget modification will increase the Health Department's federal/state FY 2014 budget by \$108,317. There is no impact to the County General Fund.

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

The project includes no legal or policy issues.

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

MCHD will receive the grant as a bona fide agent of the State of Oregon. The State has agreed to collaborate in this venture and will provide data to MCHD as necessary.

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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).**

The Health Department's federal/state revenue budget will increase by \$108,317 in FY 2014 as a result of the work performed under this award.

This is federal revenue, CFDA 93.977: Preventive Health Services Sexually transmitted Diseases Control Grants.

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

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

- Permanent budget will increase by \$6,796
- Temporary budget will increase by \$23,386
- Salary Related Expense budget will increase by \$2,370
- Non Base Fringe budget will increase by \$8,155
- Insurance Benefits budget will increase by \$2,633
- Non Base Insurance budget will increase by \$585
- Professional Services budget will increase by \$10,500
- Communications budget will increase by \$679
- Supplies budget will increase by \$38,289
- Travel & Training budget will increase by \$1,368

- Central Indirect budget will increase by \$2,143
- Department Indirect budget will increase by \$6,946
- Internal Service Data Processing budget will increase by \$4,257
- Internal Service Motor Pool budget will increase by \$210
- **What do the changes accomplish?**  
Staff funded by this grant will work with other funded sites to determine the focus of the expanded STD surveillance activities, develop and implement data collection protocols and reporting systems, analyze data, and prepare required reports for the CDC.
- **Do any personnel actions result from this budget modification? Explain.**  
This budget modification will effect two positions:
  - An existing 0.38 Research/Evaluation Analyst 2, position 714158, will be moved into this grant. This action will not increase FTE.
  - An existing Office Assistant Senior, position 708002, will be increased by 0.15 FTE.
 The internal services costs necessary to support any temporary/on-call staff utilized on this grant are included in the current FY 2014 budget.
- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**  
The revenue covers all central and department indirect 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 ongoing for the 5 year term of the grant. The STD program will benefit from quality improvements to our data collection system developed and implemented as a part of this grant. In addition, some of the surveillance activities supported by this grant may be integrated into routine surveillance conducted by the MCHD STD program based on their contribution to our understanding of STD epidemiology and disease burden in our community. The STD program will assess cost impact and work with MCHD leadership to identify resources if funding issues arise when the five year grant ends.
- **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 current grant period is September 30, 2013 to September 29, 2014.  
The full project period is September 30, 2013 to September 29, 2018.  
There are no match requirements or non-standard reporting requirements.

**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>KaRin Johnson for Lillian Shirley</u>	<b>Date:</b> <u>09-27-13</u>
<b>Budget Analyst:</b>	<u>Althea Gregory /s/</u>	<b>Date:</b> <u>9/28/2013</u>
<b>Department HR:</b>	<u>/s/ Kathleen Fuller-Poe</u>	<b>Date:</b> <u>9/25/2013</u>

Budget Modification ID: **HD-14-06****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)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	40-30	32598	40011	0030			4FA71-01-1	50170	-	(108,317)	(108,317)		Increase IG-OP-Direct Fed
2	40-30	32598	40011	0030			4FA71-01-1	60000	-	29,266	29,266		Increase Permanent
3	40-30	32598	40011	0030			4FA71-01-1	60100	-	23,386	23,386		Increase Temporary
4	40-30	32598	40011	0030			4FA71-01-1	60130	-	9,819	9,819		Increase Salary Related Exps
5	40-30	32598	40011	0030			4FA71-01-1	60135	-	8,155	8,155		Increase Non Base Fringe
6	40-30	32598	40011	0030			4FA71-01-1	60140	-	10,453	10,453		Increase Insurance Benefits
7	40-30	32598	40011	0030			4FA71-01-1	60145	-	585	585		Increase Non Base Insurance
8	40-30	32598	40011	0030			4FA71-01-1	60170	-	10,500	10,500		Increase Professional Svcs
9	40-30	32598	40011	0030			4FA71-01-1	60200	-	679	679		Increase Communications
10	40-30	32598	40011	0030			4FA71-01-1	60240	-	550	550		Increase Supplies
11	40-30	32598	40011	0030			4FA71-01-1	60260	-	1,368	1,368		Increase Travel & Training
12	40-30	32598	40011	0030			4FA71-01-1	60350	-	2,143	2,143		Increase Central Indirect
13	40-30	32598	40011	0030			4FA71-01-1	60355	-	6,946	6,946		Increase Dept Indirect
14	40-30	32598	40011	0030			4FA71-01-1	60380	-	4,257	4,257		Increase Intl Svc Data Proc
15	40-30	32598	40011	0030			4FA71-01-1	60410	-	210	210		Increase Intl Svc Motor Pool
16													
17													
18													
19	40-47	1000	40013A	0030			44701-GF	60000	655,788	633,318	(22,470)		Decrease Permanent
20	40-47	1000	40013A	0030			44701-GF	60130	222,979	215,530	(7,449)		Decrease Salary Related Exps
21	40-47	1000	40013A	0030			44701-GF	60140	208,791	200,971	(7,820)		Decrease Insurance Benefits
22	40-47	1000	40013A	0030			44701-GF	60240	2,511	40,250	37,739		Increase Supplies
23													
24													
25	40-90	1000	40040	0030		409001		50370	(6,411,374)	(6,418,320)	(6,946)		Dept Indirect Revenue
26	40-90	1000	40040	0030		409001		60100	77,335	84,281	6,946		Dept Indirect Offsetting Exp
27										-			
28	19	1000		0020		9500001000		50310	(6,562,172)	(6,564,315)	(2,143)		Indirect Reimb Rev in GF
29	19	1000		0020		9500001000		60470	10,270,946	10,273,089	2,143		CGF Contingency Exp
											0	0	<b>Total - Page 1</b>
											0	0	<b>GRAND TOTAL</b>
30	72-80	3500		0020		705210		50316	(62,171,664)	(62,174,882)	(3,218)		Insurance Revenue
31	72-80	3500		0020		705210		60330	281,780	284,998	3,218		Offsetting Expenditure

Budget Modification ID: **HD-14-06****EXPENDITURES & REVENUES**

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**Budget/Fiscal Year: 2014**

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
32										-			
33	78-70	3503		0020		709599		50310	(264,696)	(268,953)	(4,257)		Data Processing Internal Service
34	78-70	3503		0020		709599		60240	16,000	20,257	4,257		Data Processing Offsetting Exp
35										-			
36	78-30	3501		0020		904150		50310	(333,953)	(334,163)	(210)		Motor Pool Internal Service
37	78-30	3501		0020		904150		60240	5,000	5,210	210		Motor Pool Offsetting Exp
38													
39													
40													
41													
42													
43													
44										0			
45										0			
46										0			
47										0			
48										0			
49										0			
50										0			
51										0			
52										0			
53										0			
54										0			
55										0			
56										0			
57										0			
58										0			
											0	0	Total - Page 2
											0	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	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
32598	6086	64783	4FA71-01-1	Research/Evaluation Analyst 2	714158	0.50	29,566	9,801	10,290	49,657
1000	6086	64783	44701-GF	Research/Evaluation Analyst 2	714158	(0.50)	(29,566)	(9,801)	(10,290)	(49,657)
32598	6002	61177	4FA71-01-1	Office Assistant/Sr	708002	0.20	9,062	3,160	3,510	15,732
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.20	9,062	3,160	3,510	15,732

**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.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
32598	6086	64783	4FA71-01-1	Research/Evaluation Analyst 2	714158	0.38	22,470	7,449	7,820	37,739
1000	6086	64783	44701-GF	Research/Evaluation Analyst 2	714158	(0.38)	(22,470)	(7,449)	(7,820)	(37,739)
32598	6002	61177	4FA71-01-1	Office Assistant/Sr	708002	0.15	6,796	2,370	2,633	11,799
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.15	6,796	2,370	2,633	11,799

FM Side			PS/CO Side			Cost Element/Commitment	
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item	Notes
<b>General Fund Contingency</b>							
19	1000	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
<b>Indirect Central</b>							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
<b>Departmental</b>							
xxx	xxxxx			xxx	xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
<b>Telecommunications</b>							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
78-70	3503	0020		709599		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709599		60240	Budgets offsetting expenditures
<b>Electronic Service Reimbursement</b>							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
78-60	3501	0020		904200		50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240	Budgets offsetting expenditure
<b>Motor Pool; Use this cost center if you are adding funds for motor pool use.</b>							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240	Budgets offsetting expenditure
<b>Fleet; Use this cost center if you are adding funds for dedicated program cars.</b>							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
78-60	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240	Budgets offsetting expenditure
<b>Building Management</b>							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
<b>Insurance Service Reimbursement</b>							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-80	3500	0020		705210		50316	Insurance Revenue
72-80	3500	0020		705210		60330	Offsetting expenditure
<b>Lease Payments to Capital Lease Retirement Fund</b>							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure
							Contact your Budget Analyst to complete this.
<b>Mail &amp; Distribution</b>							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
<b>Records</b>							
xx-xx	xxxxx				xxx	60460	Records expenditure
78-20	3504	0020		904500		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500		60240	Budgets offsetting expenditure

### ***How are functional areas assigned to cost objects?***

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

<b>Functional Area Assignments ~ Based on Fund</b>		
<b><u>Special Revenue Funds</u></b>		
1501 - Road Fund	Road & Bridges	0080
1502 - Emergency Communications Fund	Community Services	0060
1503 - Bike Path Fund	Community Services	0060
1504 - Recreation Fund	Community Services	0060
1506 - County School Fund	Community Services	0060
1508 - Animal Control Fund	Community Services	0060
1509 - Willamette River Bridges Fund	Roads & Bridges	0080
1510 - Library Fund	Library	0070
1512 - Land Corner Preservation Fund	Roads & Bridges	0080
1518 - Oregon Historical Society Special Levy	Community Services	0060
1519 - Video Lottery	Community Services	0060
<b><u>Capital Project Funds</u></b>		
2504 - Building Project Fund	Community Services	0060
2507 - Capital Improvement Fund	Community Services	0060
2508 - Asset Acquisition Fund	Community Services	0060
2509 - Asset Preservation Fund	Community Services	0060
2511 - Sellwood Bridge Replacement	Roads & Bridges	0080
<b><u>Enterprise Funds</u></b>		
3000 - Dunthorpe-Riverdale Svc Dist #14 Fund	Dunthorpe-Riverdale Svc Dist #14	0500
3001 - Mid County Svc Dist #1 Fund	Mid County Svc Dist #1	0510
3002 - Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

<b>Functional Area Assignments ~ Based on Department (Fund Center)</b>		
Non-Dept (10, except 10-50)	General Government	0020
Non-Dept CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety & Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety & Justice	0050
Sheriff's Office (60)	Public Safety & Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

*If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138*