



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-7 DATE 12/1/11
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date:	12.1.11
Agenda Item #:	C.7
Est. Start Time:	9:30 am
Date Submitted:	11/18/11

BUDGET MODIFICATION: DCHS12 - 15

Agenda Title:	BUDGET MODIFICATION #DCHS12-15, reclassifying a current full-time Program Supervisor position to a Program Specialist position in the Mental Health and Addictions Services division, as determined by the Class/Comp unit of Central Human Resources.
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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.

Requested Meeting Date:	<u>Next Available</u>	Amount of Time Needed:	<u></u>
Department:	<u>DCHS</u>	Division:	<u>Mental Health and Addiction Services</u>
Contact(s):	<u>Dana Lloyd</u>		
Phone:	<u>988-3691</u>	Ext.	<u>22377</u>
I/O Address:	<u>167/240</u>		
Presenter Name(s) & Title(s):	<u>Consent agenda</u>		

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) recommends approval of budget modification DCHS12-15, reclassifying a full-time Program Supervisor position to a Program Specialist position in Mental Health and Addiction Services Division (MHASD), as approved by the Class/Comp unit of Central Human Resources.

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 regarding reclassifying a Program Supervisor position to a Program Specialist in Program Offer 25069 - Children's Mental Health Wraparound Administrative Services Organization (ASO). The position after being reviewed by HR Class/Comp has been reclassified to a Program Specialist per reclassification request #1791.

**Budget Modification APR
Submit to Board Clerk**

This new position (working title of Direct Clinical Services Program Specialist) will provide administrative and clinical program support to Direct Clinical Services Programs. Responsibilities will include: policy analysis, program planning and monitoring, contract oversight, grant development, research for "best practices" and additional funding sources, process improvement, technical assistance/consultation/training for Direct Clinical Services Program staff, service providers and partner agencies.

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

The pay scale for a Program Supervisor is higher than that of a Program Specialist. As a result, this reclassification request will reduce current fiscal year personnel costs by \$16,410. The budget for supplies in Mental Health and Addiction Services will be increased by this amount to offset the decrease in personnel costs.

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

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).**

N/A

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

The overall budget impact for Mental Health and Addiction Services is neutral.

Program Offer #25069 - Children's Mental Health Wraparound ASO, is reduced by \$16,410 in personnel charges and increased by \$16,410 in supplies.

- **What do the changes accomplish?**

This budget modification will formally approve for FY12 the classification decision #1791 from Central Human Resources Class/Comp which allows for a classification that better reflects the change in the work assignment 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 Mental Health and Addiction Services from Program Supervisor to Program Specialist, as determined by the Class/Comp unit of Central Human Resources.

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

**Budget Modification APR
Submit to Board Clerk**

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

BUDGET MODIFICATION: DCHS12-15

Required Signatures

Elected
Official or
Department/
Agency
Director:

Dana C. Lloyd for Kathy Tinkle

Date: 10/12/11

Kathy Tinkle

Budget
Analyst:

Patrick Heath

Date: 11/18/2011

Patrick Heath

Department
HR:

Urmila Jhattu

Date: 10/13/2011

Urmila Jhattu

Countywide
HR:

John Kaneski

Date: 10/17/11

John Kaneski

Budget Modification APR
Submit to Board Clerk

Budget Modification ID: **DCHS12-15****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: 2012

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	20-80	3002	25069	520			MA WR ASO 1 XIX	60000	166,456	154,487	(11,969)		Permanent
2	20-80	3002	25069	520			MA WR ASO 1 XIX	60130	48,439	44,956	(3,483)		Salary Related
3	20-80	3002	25069	520			MA WR ASO 1 XIX	60140	60,713	59,755	(958)		Insurance Benefits
4	20-80	3002	25069	520			MA WR ASO 1 XIX	60240	0	16,410	16,410		Supplies
5													
6	72-10	3500		0020		705210		50316		958	958		Svc Reim F/S to Risk Fund
7	72-10	3500		0020		705210		60330		(958)	(958)		Claims Paid
8													
9										0			
10										0			
11										0			
12										0			
13										0			
14										0			
15										0			
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27										0			
28										0			
29										0			
											0	0	Total - Page 1
											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).

[illegible]

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
3002	9361	66130	MA WR ASO 1 XIX	Program Supervisor	714929	(0.68)	(48,076)	(13,990)	(13,055)	(75,121)
										0
3002	6021	66130	MA WR ASO 1 XIX	Program Specialist	714929	0.68	36,107	10,507	12,097	58,711
										0
										0
										0
										0
										0
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										0
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										0
				TOTAL CURRENT FY CHANGES		0.00	(11,969)	(3,483)	(958)	(16,410)