



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-4 DATE 4/3/14
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 4/3/14
Agenda Item #: R.4
Est. Start Time: 10:05 am
Date Submitted: 3/21/14

Agenda Title: BUDGET MODIFICATION: DCHS14-39 Increasing Aging and Disability Services Division Federal/State fund appropriation by \$276,448.

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: Next Available **Time Needed:** 5 minutes
Department: County Human Services **Division:** Aging & Disability
Contact(s): Lee Girard
Phone: 503-988-3770 **Ext.** 84073 **I/O Address:** 167/240
Presenter Name(s) & Title(s): Lee Girard, Manager Senior

General Information

- 1. What action are you requesting from the Board?**
The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS14-39 which will appropriate additional funding of \$276,448 in the Aging & Disability Services Division (ADSD) for FY 2014. The funding was received from the State of Oregon Department of Human Services to be used to expand the Gatekeepers program in Multnomah County, to support and enhance the capacity of existing Options Counseling services at the Aging & Disability Resource Connections Metro sites and to provide training and technical assistance to new and existing Gatekeepers programs.
- 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 Oregon Legislature has approved State funding for Aging and Disability Resource Connections (ADRC) Options Counseling and Gatekeepers services for the FY13-15 biennium. ADRC's provide access to public and private long term services, including Options Counseling. The Gatekeepers program is designed to build partnerships with and to train

local gatekeepers to identify at-risk older adults and adults with disabilities and refer them for services offered through ADRC.

The ADRC Metro has been awarded \$1,099,790 for the biennium, \$276,448 of which is for fiscal year 2014. The ADRC Metro serves Clackamas, Columbia, Multnomah and Washington Counties, with Multnomah County ADSD acting as the fiscal lead for the group. Gatekeeper training will be provided to community organizations to help them identify and report to the ADRC older adults and people with disabilities who are isolated and at-risk for self neglect or abuse. The five ADRC partners will provide Options Counseling to older adults, people with disabilities, and veterans to help them access and plan for their long-term services and support needs. \$171,780 of the funding will be passed through, via contract, to four of the regional lead partners. Multnomah County ADS will retain \$104,668. Of that amount, \$23,446 will pay for a permanent full-time (equivalent of a 0.33 FTE for FY14) Community Information Specialist, who will perform a variety of information referral, assessment and outreach functions. The remainder will be used for services to be provided in Multnomah County. ADSD is proposing to expand the availability of Options Counseling services targeted to individuals who are transitioning from acute hospitalization to home or community care.

Included in the \$276,448 FY14 appropriation is \$6,000, which is part of an additional \$18,000 one-time-only award from the State to provide state-wide technical assistance and training for the implementation of the Gatekeepers program by other ADRCs. This funding is part of a separate grant award, and will expire on 06-30-15. The other funding is part of an ongoing funding stream from the State.

The additional funding will be part of Aging & Disability Services' Program Offer 25020A – Access & Early Intervention Services.

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

Approval of this budget modification will increase the total ADSD budget for FY 2014 by \$276,448. The additional funding will increase personnel costs for the last four months of the fiscal year by \$23,446 to allow for the addition of a full-time (equivalent of 0.33 FTE for FY14) Community Information Specialist. Material & Services expenses will increase by \$28,550. Contracted costs for Pass Through and Professional Services will increase by \$171,780 and \$52,672, respectively. Service reimbursement to the risk management fund will increase by \$5,653.

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

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).**
ADSD Access & Early Intervention Services, Federal/State funding for FY2014 will increase by \$276,448. There is no federal CFDA number associated with these funds.

- **What budgets are increased/decreased?**
The FY2014 budget for ADSD Access & Early Services, Program Offer 25020A, will increase by \$276,448.
The service reimbursement to the risk management fund will increase by \$5,653.

- **What do the changes accomplish?**
The funding provides the necessary support to expand ADRC Options Counseling services and to enhance the Gatekeepers program.

- **Do any personnel actions result from this budget modification? Explain.**
Yes. Permanent personnel costs will increase by \$23,446 to fund a full-time Community Information Specialist position for four months of the 2014 fiscal year.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**
No. This grant does not pay indirect charges.

- **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 represents two separate Intergovernmental Agreements with the State of Oregon beginning January 2, 2014 and ending June 30, 2015:
The grant totaling \$1,081,790 for expanding ADRC Option Counseling services and enhancing the Gatekeepers program is ongoing.
The \$18,000 grant to provide technical assistance and training for state-wide ADRC Gatekeepers programs is one-time-only and will end June 30, 2015.

- **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)?**
This grant covers the period from January 2, 2014 through June 30, 2015.
There are no County cash match or in kind match requirements.

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

Required Signatures

Elected Official or Dept Director: Susan Myers /s/ **Date:** 3/20/14

Budget Analyst: Jennifer Unruh /s/ **Date:** 3/19/2014

Department HR: Chris Radzom /s/ **Date:** 3/19/2014

Countywide HR: Olga Ward /s/ **Date:** 3/19/2014

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.

DCHS14-39

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	30-45	32623	25020A	0040			ADSDIVGKTTASF	50180	0	(6,000)	(6,000)	IG-OP- Direct State
2	30-45	32623	25020A	0040			ADSDIVGKTTASF	60170	0	6,000	6,000	Professional Services
3												
4												
5	30-45	32629	25020A	0040			ADSDIVADRCGKSF	50180	0	(146,835)	(146,835)	IG-OP- Direct State
6	30-45	32629	25020A	0040			ADSDIVADRCGKSF	60000	0	13,363	13,363	Permanent
7	30-45	32629	25020A	0040			ADSDIVADRCGKSF	60130	0	4,430	4,430	Salary Related
8	30-45	32629	25020A	0040			ADSDIVADRCGKSF	60140	0	5,653	5,653	Insurance
9	30-45	32629	25020A	0040			ADSDIVADRCGKSF	60160	0	87,271	87,271	Pass-Through & Program Sup
10	30-45	32629	25020A	0040			ADSDIVADRCGKSF	60170	0	21,843	21,843	Professional Services
11	30-45	32629	25020A	0040			ADSDIVADRCGKSF	60180	0	1,347	1,347	Printing
12	30-45	32629	25020A	0040			ADSDIVADRCGKSF	60240	0	5,290	5,290	Supplies
13	30-45	32629	25020A	0040			ADSDIVADRCGKSF	60260	0	4,297	4,297	Travel & Training
14	30-45	32629	25020A	0040			ADSDIVADRCGKSF	60270	0	3,341	3,341	Local Travel & Mileage
15												
16												
17	72-80	3500		0020		705210		50316		(5,653)	(5,653)	Svc Reimb Insurance
18	72-80	3500		0020		705210		60330		5,653	5,653	Claim Paid
19												
20												
21	30-45	32629	25020A	0040			ADSDIVADRCOC36SF	50180	0	(123,613)	(123,613)	IG-OP- Direct State
22	30-45	32629	25020A	0040			ADSDIVADRCOC36SF	60160	0	84,509	84,509	Pass-Through & Program Sup
23	30-45	32629	25020A	0040			ADSDIVADRCOC36SF	60170	0	24,829	24,829	Professional Services
24	30-45	32629	25020A	0040			ADSDIVADRCOC36SF	60180	0	1,347	1,347	Printing
25	30-45	32629	25020A	0040			ADSDIVADRCOC36SF	60240	0	5,290	5,290	Supplies
26	30-45	32629	25020A	0040			ADSDIVADRCOC36SF	60260	0	4,297	4,297	Travel & Training
27	30-45	32629	25020A	0040			ADSDIVADRCOC36SF	60270	0	3,341	3,341	Local Travel & Mileage
28												
29												
											0	Total - Page 1
											0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE										
Change on a <u>full year basis</u> 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	Fringe	Insurance	TOTAL
32567	6013	65183	ADSDIVGKTTASF	Community Information Spec	New	1.00	40,090	13,290	16,958	70,338
TOTAL ANNUALIZED CHANGES						1.00	40,090	13,290	16,958	70,338

CURRENT YEAR PERSONNEL DOLLAR CHANGE										
Calculate costs/savings that will take place <u>in this FY</u> ; these should explain the actual dollar amounts being changed by this Bud Mod.										
Effective Date: 03-01-14							CURRENT YEAR			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	Base	Fringe	Insurance	TOTAL
32567	6013	65183	ADSDIVGKTTASF	Community Information Spec	New	0.33	13,363	4,430	5,653	23,446
TOTAL CURRENT FY CHANGES						0.33	13,363	4,430	5,653	23,446