



**Multnomah County
Agenda Placement Request
Budget Modification**
(FY 2018)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.4 DATE 10/11/18
MARINA BAKER, BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/11/18
Agenda Item #: C.4
Est. Start Time: 9:30 a.m.
Date Submitted: 9/28/18

Agenda Title: BUDGET MODIFICATION # HD-06-19: Authorizing three position reclassifications within the Health Department

Requested Meeting Date: 10/11/18 Time Needed: N/A Consent
Department: 40 - Health Department Division: Integrated Clinical Services, Corrections Health, Mental Health & Addiction Services

Contact(s): Angel Landrón-González- Budget & Finance Manager

Phone: (503) 988-7438 Ext. 87438 I/O Address 167/2/210

Presenter Name(s) & Title(s): N/A (Consent Agenda)

General Information

1. What action are you requesting from the Board?

Approval of staffing adjustment resulting from the reclassification of three positions. This change will not impact the Health Department's total FTE for FY 2019.

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.

Reclassify a 0.80 FTE Community Health Nurse to a 0.80 FTE Community Health Specialist 2, position 716679, in the Corrections Health Division of the Health Department. Class Comp approved the reclassification effective 9/12/18 (reclassification #4159). This position will be responsible for working with the Health Assessment Team, part of the Department of Community Justice (HAT), as well as participants, to identify primary care, mental health, and substance abuse needs; developing goals and treatment plans as part of client transition plans; making referrals to other resources within the county and community; assisting in the coordination of treatment and care of clients post-release, including making appointments; conducting outreach to groups or organizations that work with or support those going in or coming out of correctional facilities; partnering with family and support members to provide a team approach for supporting clients; maintaining written documentation of all activities; assisting in the development of educational materials for outreach and presentations; building relationships with community partners; and

participating in regular meetings with the HAT program members for client progress, networking activities, case-specific questions, and relaying of community feedback and perspectives. This change impacts program offer 40050A – Corrections Health Multnomah County Detention Center (MCDC).

Reclassify a 0.80 FTE Physician to a 0.80 FTE Nurse Practitioner, position 716766, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 9/19/18 (reclassification #4168). This position will be responsible for assessing clients and their health histories; conducting physical exams; ordering and interpreting diagnostic tests; devising a course of treatment, determining alternative treatments, and discussing risks and benefits of treatment; prescribing and monitoring medications; counseling patients and reassessing patients at appropriate intervals; prioritizing and directing proactive care for patients, including preventive health screening and chronic disease management; establishing needs for specialty and rehabilitative services, and making referrals; determining needs and scheduling for high risk referrals; seeking clinical consultation from physician as needed; providing consultation to nurses and support staff; prioritizing and direct activities of care team; coordinating with behavioral health providers to integrate care; providing coverage for clinical colleagues in their absence; and completing patient documentation and managing electronic in-basket. This change impacts program offer 40019 – North Portland Health Clinic.

Reclassify a 0.90 FTE Data Analyst to a 0.90 FTE Data Analyst Sr, position 713143, in the Mental Health and Addictions Services Division of the Health Department. Class Comp approved the reclassification effective 9/19/18 (reclassification #4169). This position will be responsible for building complex reports for critical business functions and compliance with funding requirements; designing and developing complex reports containing advanced formulas and mathematical modeling; developing, reviewing, and updating the analysis of data collection work flows and redesigning processes; developing reporting processes/workflows that integrate data from current spreadsheet processes into more efficient processes; examining business processes and making recommendations to senior management for reporting output; designing, developing, testing, and implementing data processes and reports using CIM data, SQL Queries, and SQL Server Reporting Services; extracting complex information and data from multiple systems and providing ad hoc reports and data analysis; working as a liaison between several teams in the development, implementation, and maintenance of complex data systems, data extracts, and reports; assisting in converting existing data processes into more dependable systems and processes; identifying opportunities for workflow and process improvements to enhance and maximize functionality of reporting; providing training and team leadership for provider data entry and billing staff; providing technical assistance for providers; assisting program staff in data system development and data analysis; developing staff and provider training materials; providing data to support the annual budget process; and providing assistance with ad hoc data analysis functions. This change impacts program offer 40068 – Mental Health Quality Management & Protective Services.

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

This budget modification has no fiscal impact in the current year. Budgeted personnel costs are within the pay scales of the new classifications or other budgeted line items have been adjusted so that the changes are budget neutral.

The reclassification of position 716679 to a Community Health Specialist 2 decreased budgeted personnel cost by \$26,849, because the Community Health Specialist 2 is a lower paygrade than the Community Health Nurse. The decrease in cost is offset by an increase in Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

The reclassification of position 716766 to a Nurse Practitioner decreased budgeted personnel cost by \$62,199, because the Nurse Practitioner is a lower paygrade than the Physician. The decrease

in cost is offset by an increase in Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

The reclassification of position 713143 to a Data Analyst Sr decreased budgeted personnel cost by \$10,423, because the Data Analyst Sr is budgeted at lower step than the Data Analyst. The decrease in cost is offset by an increase in Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

In subsequent fiscal years, the reclassified positions will be subject to approved cost of living adjustments (COLA), step and merit pay increases in accordance with collective bargaining agreements and county personnel rules. Costs will be funded within the department's budget.

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

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

6. 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 change in revenues.

7. What budgets are increased/decreased?

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

- Permanent personnel budget will decrease by \$67,375
- Salary related expense budget will decrease by \$27,481
- Insurance benefits budget will decrease by \$4,615
- Temporary budget will increase by \$67,375
- Non Base Fringe budget will increase by \$27,481
- Non Base Insurance budget will increase by \$4,615

These changes will have no financial impact on the budget and do not change the Health Department's total FTE.

8. What do the changes accomplish?

Change of classification for positions 716679, 716766, and 713143 better fits the duties of these positions as determined by the Class/Comp Unit of Central Human Resources.

9. Do any personnel actions result from this budget modification?

Reclassify a 0.80 FTE Community Health Nurse to a 0.80 FTE Community Health Specialist 2, position 716679, in the Corrections Health Division of the Health Department. Class Comp approved #4159.

Reclassify a 0.80 FTE Physician to a 0.80 FTE Nurse Practitioner, position 716766, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #4168.

Reclassify a 0.90 FTE Data Analyst to a 0.90 FTE Data Analyst Sr, position 713143, in the Mental Health and Addictions Services Division of the Health Department. Class Comp approved #4169.

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

N/A

11. 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

12. 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 (e.g. cash match, in kind match, reporting requirements, etc)?

N/A

Required Signature

Elected Official or Dept. Director:	<u>Wendy Lear/s/</u>	Date: <u>9/27/2018</u>
Budget Analyst:	<u>Trista Zugel-Bensel/s/</u>	Date: <u>9/28/2018</u>
Department HR:	<u>Holly Calhoun/s/</u>	Date: <u>9/27/2018</u>
Countywide HR:	<u>Karie Miller/s/</u>	Date: <u>9/19/2018</u>

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-06-19

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	40019-19	10010	40-70	0030	47600-10-10010	60000 - Permanent	1,328,712	1,284,920	(43,792)	
2	40019-19	10010	40-70	0030	47600-10-10010	60100 - Temporary	0	43,792	43,792	
3	40019-19	10010	40-70	0030	47600-10-10010	60130 - Salary Related Expns	465,768	450,360	(15,408)	
4	40019-19	10010	40-70	0030	47600-10-10010	60135 - Non Base Fringe	0	15,408	15,408	
5	40019-19	10010	40-70	0030	47600-10-10010	60140 - Insurance Benefits	317,625	314,626	(2,999)	
6	40019-19	10010	40-70	0030	47600-10-10010	60145 - Non Base Insurance	0	2,999	2,999	
10010 Total										0
40-70 Total										0
Program Offer Number 40019-19 Total										0
7	40050A-19	1000	40-50	0030	405500	60000 - Permanent	3,256,772	3,237,546	(19,226)	
8	40050A-19	1000	40-50	0030	405500	60100 - Temporary	33,197	52,423	19,226	
9	40050A-19	1000	40-50	0030	405500	60130 - Salary Related Expns	1,222,836	1,216,530	(6,306)	
10	40050A-19	1000	40-50	0030	405500	60135 - Non Base Fringe	8,599	14,905	6,306	
11	40050A-19	1000	40-50	0030	405500	60140 - Insurance Benefits	1,079,150	1,077,833	(1,317)	
12	40050A-19	1000	40-50	0030	405500	60145 - Non Base Insurance	531	1,848	1,317	
1000 Total										0
40-50 Total										0
Program Offer Number 40050A-19 Total										0
13	40068-19	1000	40-10	0030	41405-GF	60000 - Permanent	225,323	223,387	(1,936)	
14	40068-19	1000	40-10	0030	41405-GF	60100 - Temporary	20,497	22,433	1,936	
15	40068-19	1000	40-10	0030	41405-GF	60130 - Salary Related Expns	78,668	76,105	(2,563)	
16	40068-19	1000	40-10	0030	41405-GF	60135 - Non Base Fringe	6,723	9,286	2,563	

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-06-19

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
17	40068-19	1000	40-10	0030	41405-GF	60140 - Insurance Benefits	70,168	70,035	(133)	
18	40068-19	1000	40-10	0030	41405-GF	60145 - Non Base Insurance	1,403	1,536	133	
1000 Total										0
19	40068-19	3002	40-10	0520	41405-00-3002	60000 - Permanent	912,870	910,449	(2,421)	
20	40068-19	3002	40-10	0520	41405-00-3002	60100 - Temporary	5,123	7,544	2,421	
21	40068-19	3002	40-10	0520	41405-00-3002	60130 - Salary Related Expns	322,353	319,149	(3,204)	
22	40068-19	3002	40-10	0030	41405-00-3002	60135 - Non Base Fringe	1,680	4,884	3,204	
23	40068-19	3002	40-10	0520	41405-00-3002	60140 - Insurance Benefits	291,330	291,164	(166)	
24	40068-19	3002	40-10	0030	41405-00-3002	60145 - Non Base Insurance	351	517	166	
3002 Total										0
40-10 Total										0
Program Offer Number 40068-19 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-06-19

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
713143	6073	Data Analyst	68808	3002	41405-00-3002	(0.50)	(35,866)	(14,174)	(11,688)	(61,728)
713143	6073	Data Analyst	68808	1000	41405-GF	(0.40)	(28,687)	(11,337)	(9,348)	(49,372)
713143	6456	Data Analyst/Sr	68808	3002	41405-00-3002	0.50	34,875	11,439	11,620	57,933
713143	6456	Data Analyst/Sr	68808	1000	41405-GF	0.40	27,895	9,149	9,293	46,337
716679	6047	Community Health Specialist 2	68532	1000	405500	0.80	34,727	11,390	18,992	65,110
716679	6315	Community Health Nurse	68532	1000	405500	(0.80)	(57,798)	(18,958)	(20,573)	(97,329)
716766	6314	Nurse Practitioner	65191	10010	47600-10-10010	0.80	80,893	26,533	22,156	129,583
716766	6317	Physician	65191	10010	47600-10-10010	(0.80)	(139,282)	(47,077)	(26,155)	(212,514)
Total Annualized Changes:						0.00	(\$83,244)	(\$33,034)	(\$5,702)	(\$121,980)

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
713143	6073	Data Analyst	68808	3002	41405-00-3002	(0.38)	(28,577)	(11,783)	(8,881)	(49,241)
713143	6073	Data Analyst	68808	1000	41405-GF	(0.30)	(22,857)	(9,425)	(7,103)	(39,385)
713143	6456	Data Analyst/Sr	68808	3002	41405-00-3002	0.38	26,156	8,579	8,715	43,450
713143	6456	Data Analyst/Sr	68808	1000	41405-GF	0.30	20,921	6,862	6,970	34,753
716679	6047	Community Health Specialist 2	68532	1000	405500	0.67	28,939	9,492	15,827	54,258

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-06-19

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
716679	6315	Community Health Nurse	68532	1000	405500	(0.67)	(48,165)	(15,798)	(17,144)	(81,107)
716766	6314	Nurse Practitioner	65191	10010	47600-10-10010	0.60	60,670	19,900	16,617	97,187
716766	6317	Physician	65191	10010	47600-10-10010	(0.60)	(104,462)	(35,308)	(19,616)	(159,386)
Total Current FY Changes:						0.00	(\$67,375)	(\$27,481)	(\$4,615)	(\$99,471)