



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # R-10 DATE 1/16/14
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 1/16/14
Agenda Item #: R.10
Est. Start Time: 11:05 am
Date Submitted: 12/26/13

Agenda Title: BUDGET MODIFICATION # HD-14-10—Request to appropriate \$59,161 in grant revenue from the State of Oregon WIC Program.

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: January 16, 2014 **Time Needed:** 5 Minutes
Department: Health Department **Division:** Community Health Services
Contact(s): Robert Stoll - Budget & Finance Manager
Phone: (503) 988-8445 **Ext.** 88445 **I/O Address:** 167/2/210
Presenter Name(s) & Title(s): David Brown - WIC Program Manager

General Information

1. What action are you requesting from the Board?

Approval to appropriate \$59,161 in grant revenue from the State of Oregon Women, Infants and Children (WIC) Program.

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 Multnomah County WIC Program's Breastfeeding Peer Counseling Services was allocated \$59,161 in one-time only funds from the State of Oregon WIC Program, which needed to be spent by September 30, 2013.

The purpose of Breastfeeding Peer Counseling Services is to increase breastfeeding duration and exclusivity rates by providing basic breastfeeding information, encouragement, and appropriate referral primarily during non-traditional work hours at specific intervals to pregnant and breastfeeding women who are participants through a Peer Counselor from the local community.

Because the funds were allocated by the State to support Breastfeeding Peer Counseling

Service, the funds could not be used to backfill the federal funds that were eliminated by sequestration as they were for the federal fiscal year starting October 1, 2013. On November 7, 2013, the Board approved \$133,748 in one-time only general funds to backfill the WIC sequestration cuts.

This budget modification supports Program Offer: 40018—Women, Infants and Children (WIC)

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 \$59,161. Since the funds are one-time-only, expenditures in subsequent fiscal years would need to be funded within the department's budget.

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.

The Portland Area Breastfeeding Coalition was convened to engage participants from breastfeeding organizations and support networks to seek to improve the access to breastfeeding support through a collective impact.

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).**

WIC is a federal revenue source, CFDA 10.557 Special Supplemental Nutrition Program for Women, Infants, and Children.

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

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

- Temporary personnel budget will increase by \$20,498
- Non base salary related expense budget will increase by \$7,148
- Non base insurance benefits budget will increase by \$524
- Professional services budget will increase by \$7,000
- Supplies budget will increase by \$19,026
- Central Indirect budget will increase by \$1,171
- Department Indirect budget will increase by \$3,974

- **What do the changes accomplish?**

The special year end funds were used to buy supportive supplies for the Breastfeeding Peer Counseling Program to help enhance the education of clients. This included breast pumps, books, 'how to' materials, educational booklets, nursing stools, and privacy screens for nursing mothers. It was also used to improve the breastfeeding education of the peer counselors as well as pay for additional staffing needs to manage the over 700 prenatal clients on the program.

The Portland Area Breastfeeding Coalition (PABC) invited participants to engage with each other to think beyond their specific focus area to reach for a global view of how a strong PABC can interact with Breastfeeding Coalition of Oregon (BCO) and local coalitions

throughout the state. PABC meeting sought to map the "ecosystem" of breastfeeding support in the Portland Metro Area, identify key stakeholders to be asked to join PABC, build consensus about how participants want to work together as an organized group, brainstorm a way forward through initial goal setting, action planning and identification of key strategies for PABC, seek sustainability through funding opportunities to support the work of the coalition, and identify next steps including attending the BCO Local Coalitions Collective Impact Summit, Sept 25-26, 2013.

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

There are no personnel actions as a result of this budget modification. The internal services costs necessary to support temporary employees 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 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?**

WIC is a continuous grant and the function and revenue stream will be ongoing. This budget modification is a one-time only increase to revenue that funds the Breastfeeding Peer Counseling Services.

- **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 award period is July 1, 2013 to September 30, 2013.

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

Required Signatures

Elected Official or Dept Director: KaRin Johnson for Joanne Fuller **Date:** 12/23/2013

Budget Analyst: Shannon Gutierrez /s/ **Date:** 12/26/2013

Department HR: Kathleen Fuller-Poe /s/ **Date:** 12/17/2013

Budget Modification ID: **HD-14-10****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	40-44	20580	40018	0030			4SA76-04-1	50190	(221,799)	(280,960)	(59,161)		Increase IG-OP-Fed Thru St
2	40-44	20580	40018	0030			4SA76-04-1	60100	-	20,498	20,498		Increase Temporary
3	40-44	20580	40018	0030			4SA76-04-1	60135	-	7,148	7,148		Increase Non Base Fringe
4	40-44	20580	40018	0030			4SA76-04-1	60145	-	524	524		Increase Non Base Insurance
5	40-44	20580	40018	0030			4SA76-04-1	60170	-	7,000	7,000		Increase Professional Services
6	40-44	20580	40018	0030			4SA76-04-1	60240	2,191	21,217	19,026		Increase Supplies
7	40-44	20580	40018	0030			4SA76-04-1	60350	4,389	5,560	1,171		Increase Central Indirect
8	40-44	20580	40018	0030			4SA76-04-1	60355	14,223	18,017	3,794		Increase Dept Indirect
9										-			
10	19	1000		0020		9500001000		50310		(1,171)	(1,171)		Indirect Reimb Rev in GF
11	19	1000		0020		9500001000		60470		1,171	1,171		CGF Contingency Exp
12										-			
13	40-90	1000	40040	0030		409001		50370	(6,409,860)	(6,413,654)	(3,794)		Dept Indirect Revenue
14	40-90	1000	40040	0030		409001		60100	75,821	79,615	3,794		Dept Indirect Offsetting Exp
15										-			
16	72-80	3500		0020		705210		50316		(524)	(524)		Insurance Revenue
17	72-80	3500		0020		705210		60330		524	524		Offsetting Expenditure
18										-			
19										-			
20										-			
21										-			
22										-			
23										-			
24										-			
25										-			
26										-			
27										-			
28										-			
29										-			
											0	0	Total - Page 1
											0	0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGEChange 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
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate 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
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0

FM Side			PS/CO Side			Cost Element/Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
General Fund Contingency				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
Indirect Central							
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
Departmental							
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
Telecommunications							
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
Data Processing							
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
Electronic Service Reimbursement							
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
Motor Pool: Use this cost center if you are adding funds for motor pool use.							
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
Fleet: Use this cost center if you are adding funds for dedicated program cars.							
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
Building Management							
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
Insurance Service Reimbursement							
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
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure
							Contact your Budget Analyst to complete this.
Mail & Distribution							
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
Records							
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.

Functional Area Assignments ~ Based on Fund		
<u>Special Revenue Funds</u>		
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
<u>Capital Project Funds</u>		
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
<u>Enterprise Funds</u>		
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.

Functional Area Assignments ~ Based on Department (Fund Center)		
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.