



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # R-5 DATE 3/29/12  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 3/29/12

Agenda Item #: R.5.

Est. Start Time: 9:50 am

Date Submitted: 3/12/12

**BUDGET MODIFICATION: HD-12-10**

<b>Agenda Title:</b>	<b>BUDGET MODIFICATION – HD-12-10 - Request approval to appropriate \$100,000 in revenue from the Department of Health and Human Services Administration for Children and Families, Oregon Refugee Preventive Health Program grant.</b>
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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.*

<b>Requested Meeting Date:</b>	<u>March 29, 2012</u>	<b>Amount of Time Needed:</b>	<u>5 minutes</u>
<b>Department:</b>	<u>Health Department</u>	<b>Division:</b>	<u>Community Health Services</u>
<b>Contact(s):</b>	<u>Lester A. Walker – Budget &amp; Finance Manager</u>		
<b>Phone:</b>	<u>(503) 988-3663</u>	<b>Ext.</b>	<u>26457</u>
	<b>I/O Address:</b>		<u>167/2/210</u>
<b>Presenter(s):</b>	<u>Amy Sullivan, Program Supervisor; Loreen Nichols, Division Director</u>		

**General Information**

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

Approval of appropriation of \$100,000 in funding from the Department of Health and Human Services Administration for Children and Families, Oregon Refugee Preventive Health Program 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.**

Many refugees come from countries or situations where tuberculosis is endemic. Health screenings both in the country of origin and upon arrival are valuable for identifying persons with active TB disease. Assuring treatment of active TB disease is the primary responsibility of the Health Department's TB Program. However, the refugee screening process also identifies people who are infected with TB but do not have active TB disease (i.e., latent TB infection, or LTBI). A subset of

refugees with latent TB infection has a higher than average likelihood of developing active TB disease in the first five years after their arrival in the U.S. This grant helps the TB program identify these higher risk persons and encourage them to accept and complete treatment for LTBI. The grant specifically covers outreach to get people in for LTBI assessment and to support adherence to treatment regimens that can involve anywhere from three to nine months of daily medication. Additional outreach and health education services related to other topics important to refugee health are also provided to refugees and refugee agencies through this grant. While the focus is on treatment for latent tuberculosis infection, adult immunizations and barriers to healthcare access will also be addressed.

This budget modification supports Program Offer 40010: Communicable Disease Prevention & Control.

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

Approval of this budget modification will increase the Health Department's federal/state FY 2012 budget by \$100,000.

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

None.

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

This grant helps support positions that organize and engage the Refugee Preventive Health Committee, a stakeholder group that includes refugee placement and training agencies as well as state refugee program and county health department representatives.

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## ATTACHMENT A

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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 \$100,000 in FY 2012 as a result of the work performed under this award.

The CFDA number is 93.576: Refugee and Entrant Assistance Discretionary Grants.

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

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

- Permanent budget will increase by \$58,282
- Premium budget will increase by \$734
- Salary related expense budget will increase by \$18,119
- Insurance benefits budget will increase by \$15,100
- Supplies budget will decrease by \$534
- Central indirect budget will increase by \$2,311
- Department indirect will increase by \$5,988

- **What do the changes accomplish?**

The primary accomplishment of this grant will be to treat latent TB infection to prevent the development of potentially infectious TB disease in our community, as well as supporting persons new to our healthcare system in navigating the system.

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

This budget modification will adjust several existing positions that are included in the FY2012 Adopted Budget:

- Add 0.10 FTE to existing Data Analyst/Senior, position number 703392.
- Add 0.25 FTE to existing Community Health Nurse, position number 703153.
- Add 0.20 FTE to existing Community Health Specialist 2, position number 701087.
- Add 0.20 FTE to existing Community Health Specialist 2, position number 701681
- Reduce 0.10 FTE from existing Office Assistance/Senior, position number 709863.
- Add 0.50 FTE to existing Office Assistant 2, position number 702456.

The internal services costs necessary to support these positions are included in the current FY2012 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?**

This grant is a one-time-only award, and is expected to be renewed annually for three years. When

the grant expires, the project will be completed and specific outreach activities and the treatment of LTBI for high risk refugees would end.

- **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 period is August 15, 2011 to August 14, 2012, to be renewed annually for three years.

There are no match requirements or non-standard reporting requirements.

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

## ATTACHMENT B

### BUDGET MODIFICATION: HD-12-10

#### Required Signatures

Elected Official or  
Department/  
Agency Director:

KaRin Johnson for

03-01-2012

Date:

*Lillian Shirley*

Budget Analyst:

Date: 03/12/12

*[Signature]*

Department HR:

Date: 2/24/2012

*Kiaraen Fuller*

Countywide HR:

Date:

Budget Modification ID: **HD-12-10****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: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
1	40-30	32214	40010	0030			4FA43-02	50170	-	(100,000)	(100,000)		Increase IG-OP-Direct Fed
2	40-30	32214	40010	0030			4FA43-02	60000		49,857	49,857		Increase Permanent
3	40-30	32214	40010	0030			4FA43-02	60120		734	734		Increase Premium
4	40-30	32214	40010	0030			4FA43-02	60130		15,532	15,532		Increase Salary Related Expns
5	40-30	32214	40010	0030			4FA43-02	60140		20,554	20,554		Increase Insurance Benefits
6	40-30	32214	40010	0030			4FA43-02	60170		5,024	5,024		Increase Professional Svcs
7	40-30	32214	40010	0030			4FA43-02	60350		2,311	2,311		Increase Central Indirect
8	40-30	32214	40010	0030			4FA43-02	60355		5,988	5,988		Increase Dept Indirect
9										-			
10	40-30	1000	40010	0030			43600-GF	60000		4,428	4,428		Increase Permanent
11	40-30	1000	40010	0030			43600-GF	60130		1,360	1,360		Increase Salary Related Expns
12	40-30	1000	40010	0030			43600-GF	60140		(5,788)	(5,788)		Increase Insurance Benefits
13													
14													
15	40-30	21420	40010	0030			4SA33-13	60000		3,230	3,230		Increase Permanent
16	40-30	21420	40010	0030			4SA33-13	60130		992	992		Increase Salary Related Expns
17	40-30	21420	40010	0030			4SA33-13	60140		952	952		Increase Insurance Benefits
18	40-30	21420	40010	0030			4SA33-13	60155		384	384		Increase Direct Client Asst.
19	40-30	21420	40010	0030			4SA33-13	60170		(5,024)	(5,024)		Decrease Professional Svcs
20	40-30	21420	40010	0030			4SA33-13	60240		(534)	(534)		Decrease Supplies
21													
22	40-30	21420	40010	0030			4SA33-9	60000		767	767		Increase Permanent
23	40-30	21420	40010	0030			4SA33-9	60130		235	235		Increase Salary Related Expns
24	40-30	21420	40010	0030			4SA33-9	60140		(618)	(618)		Decrease Insurance Benefits
25	40-30	21420	40010	0030			4SA33-9	60155		(384)	(384)		Decrease Direct Client Asst.
26													
27													
28													
29													
										-	-		<b>Total - Page 1</b>
										-	-		<b>GRAND TOTAL</b>

Budget Modification ID: **HD-12-10****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: 2012**

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
30	72-10	3500		0020		705210		50316	59,712,769	59,697,669	(15,100)		Insurance Revenue
31	72-10	3500		0020		705210		60330	(3,972,366)	(3,957,266)	15,100		Offsetting Expenditure
32										-			
33	19	1000		0020		9500001000		50310	(6,746,517)	(6,748,828)	(2,311)		Indirect Reimb Rev in GF
34	19	1000		0020		9500001000		60470	11,288,844	11,291,155	2,311		CGF Contingency Expenditure
35										-			
36	40-90	1000	40040	0030		409050		50370	(6,011,722)	(6,017,710)	(5,988)		Dept Indirect Revenue
37	40-90	1000	40040	0030		409001		60100	88,545	94,533	5,988		Dept Indirect Offsetting Exp
38													
39													
40													
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											-	-	Total - Page 2
											-	-	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
1000	6456		43600-GF	Data Analyst Sr.	703392	0.05	3,230	992	(267)	3,955
21420	6456		4SA33-13	Data Analyst Sr.	703392	0.05	3,230	992	952	5,174
1000	6315		43600-GF	Community Health Nurse	703153	0.25	18,776	5,764	5,727	30,267
1000	6047		43600-GF	Community Health Specialist 2	701087	0.20	9,162	2,813	779	12,754
1000	6047		43600-GF	Community Health Specialist 2	701681	0.00	0	0	(2,708)	(2,708)
32214	6047		4FA43-02	Community Health Specialist 2	701681	0.20	9,162	2,813	3,487	15,462
1000	6294		43600-GF	Health Assistant 2	705252	(0.40)	(16,278)	(4,997)	(6,801)	(28,076)
32214	6294		4FA43-02	Health Assistant 2	705252	0.40	16,278	4,997	6,801	28,076
1000	6294		43600-GF	Health Assistant 2	703658	(0.60)	(24,417)	(7,496)	(10,200)	(42,113)
32214	6294		4FA43-02	Health Assistant 2	703658	0.60	24,417	7,496	10,200	42,113
1000	6002		43600-GF	Office Assistant/Senior	709863	(0.10)	(4,446)	(1,365)	(378)	(6,189)
21420	6001		4SA33-9	Office Assistant 2	702456	0.02	767	235	(618)	384
1000	6001		43600-GF	Office Assistant 2	702456	0.48	18,401	5,649	8,064	32,114
										0
										0
TOTAL ANNUALIZED CHANGES						1.15	58,282	17,893	15,038	91,213

**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
1000	6456		43600-GF	Data Analyst Sr.	703392	0.05	3,230	992	(267)	3,955
21420	6456		4SA33-13	Data Analyst Sr.	703392	0.05	3,230	992	952	5,174
1000	6315		43600-GF	Community Health Nurse	703153	0.25	18,776	5,764	5,727	30,267
1000	6047		43600-GF	Community Health Specialist 2	701087	0.20	9,162	2,813	779	12,754
1000	6047		43600-GF	Community Health Specialist 2	701681	0.00	0	0	(2,708)	(2,708)
32214	6047		4FA43-02	Community Health Specialist 2	701681	0.20	9,162	2,813	3,487	15,462
1000	6294		43600-GF	Health Assistant 2	705252	(0.40)	(16,278)	(4,997)	(6,801)	(28,076)
32214	6294		4FA43-02	Health Assistant 2	705252	0.40	16,278	4,997	6,801	28,076
1000	6294		43600-GF	Health Assistant 2	703658	(0.60)	(24,417)	(7,496)	(10,200)	(42,113)
32214	6294		4FA43-02	Health Assistant 2	703658	0.60	24,417	7,496	10,200	42,113
1000	6002		43600-GF	Office Assistant/Senior	709863	(0.10)	(4,446)	(1,365)	(378)	(6,189)
21420	6001		4SA33-9	Office Assistant 2	702456	0.02	767	235	(618)	384
1000	6001		43600-GF	Office Assistant 2	702456	0.48	18,401	5,649	8,064	32,114
										0
										0
TOTAL ANNUALIZED CHANGES						1.15	58,282	17,893	15,038	91,213

FM Side			PS/CO Side			Cost Element/Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
<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	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
72-60	3503	0020		709525		50310	Budgets receipt of reimbursement
72-60	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
72-60	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
72-60	3503	0020		709000		60240	Budgets offsetting expenditures
<b>PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)</b>							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
				between 709201 & 709211			
72-60	2508	0020		709211		50310	Budgets receipt of PC Flat Fee
				between 709201 & 709211			
72-60	2508	0020		709211		60240	Budgets offsetting expenditure
<b>Electronic Service Reimbursement</b>							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
72-55	3501	0020		904200		50310	Receipt of Electronics service reimbursement
72-55	3501	0020		904200		60240	Budgets offsetting expenditure
<b>Motor Pool</b>							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
72-55	3501	0020		904100		50310	Budgets receipt of Motor Pool service reimbursement
72-55	3501	0020		904100		60240	Budgets offsetting expenditure
<b>Building Management</b>							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
72-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
72-50	3505	0020		902575		60170	Budgets offsetting expenditure
<b>Insurance Service Reimbursement</b>							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-10	3500	0020		705210		50316	Insurance Revenue
72-10	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
72-55	3504	0020		904400		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904400		60230	Budgets offsetting expenditure
<b>Records</b>							
xx-xx	xxxxx				xxx	60460	Records expenditure
72-55	3504	0020		904500		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904500		60240	Budgets offsetting expenditure
<b>Stores</b>							
xx-xx	xxxxx				xxx	60460	Stores expenditure
72-55	3504	0020		904600		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904600		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>		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

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-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

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