



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R.6 DATE 5/17/12  
LYNDA GROW, BOARD CLERK

**Board Clerk Use Only**

Meeting Date:	<u>5/17/12</u>
Agenda Item #:	<u>R.6</u>
Est. Start Time:	<u>11:50 am</u>
Date Submitted:	<u>5/10/12</u>

**BUDGET MODIFICATION: HD-12-23**

<b>BUDGET MODIFICATION – HD-12-23 - Request approval to appropriate</b>
<b>Agenda \$54,525 in revenue from the U.S. Department of Health &amp; Human Services, HIV</b>
<b>Title: Care &amp; Support Smoking Cessation grant.</b>

*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>May 24, 2012</u>	<b>Amount of Time Needed:</b>	<u>5 minutes</u>
<b>Department:</b>	<u>Health Department</u>	<b>Division:</b>	<u>Health and Social Justice</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>Haiou He, Program Manager 1</u>		

**General Information**

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

Approval of appropriation of \$54,525 in funding from the U.S. Department of Health and Human Services, HIV Care & Support Smoking Cessation 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.**

People living with HIV/AIDS (PLWH/A) have a high cigarette smoking prevalence that is well-documented in national studies and associated with many adverse health outcomes, but little is known about how to tailor cessation interventions for PLWH/A. In Oregon, the tobacco burden is high among clients in our AIDS Drug Assistance Program, known locally as CAREAssist. Survey results indicate that over two-thirds of CAREAssist current smokers were very interested in quitting, with 70% of them having a quit attempt in the past year. However, only 24% had used prescribed cessation medications, and only 12% had used the Quit Line. Clearly, there is a need for research to better understand the barriers to PLWH/A using free cessation pharmacotherapy and counseling services to develop interventions to help PLWH/A successfully quit smoking.

The overall goal of the project is to improve understanding of the barriers to CAREAssist clients using free cessation pharmacotherapy and counseling services in order to inform the development of

an intervention that would integrate additional cessation support into the HIV system of care. The aims of this formative study are to:

- describe current HIV medical provider and HIV case manager knowledge, attitude, and practices regarding tobacco cessation.; 2)
- describe client-level barriers to utilizing cessation services, taking pharmacotherapies, and successfully quitting smoking; and 3)
- describe HIV medical provider, HIV case manager, and system-level barriers to screening for smoking behaviors among PLWH/A, providing cessation counseling and referrals, prescribing cessation pharmacotherapies.

In-depth interviews will be conducted with 20 HIV case managers, 30 medical providers, and 45 CAREAssist clients to describe these barriers and inform the development of an intervention that would integrate additional cessation support into the HIV system of care.

This budget modification supports Program Offer 40035: Health Assessment, Planning and Evaluation.

**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 \$54,525.

**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.**

None

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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 \$54,525 in FY 2012 as a result of the work performed under this award.

The CFDA number is 93.121: National Institutes of Health, Oral Diseases and Disorders Research Grants.

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

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

- Temporary budget will increase by \$19,082
- Non Base Fringe budget will increase by \$5,859
- Non Base Insurance budget will increase by \$925
- Pass-Through & Program Support budget will increase by \$22,110
- Supplies budget will increase by \$1,585
- Local/Travel Mileage budget will increase by \$439
- Central indirect budget will increase by \$1,260
- Department indirect will increase by \$3,265

The internal services costs necessary to support any temporary personnel are included in the current FY 2012 budget.

• **What do the changes accomplish?**

The overall goal of the project is to improve understanding of the barriers to CAREAssist clients using free cessation pharmacotherapy and counseling services in order to inform the development of an intervention that would integrate additional cessation support into the HIV system of care.

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

None.

• **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, two year award totaling \$109,050. The project is not ongoing and when the grant expires, the project will be completed.

• **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 22, 2011 to July 31, 2013. This is a new revenue stream. 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-12-23

#### Required Signatures

Elected Official or  
Department/  
Agency Director:

*Lillian Shurley*

Date: 5/09/12

Budget Analyst:

Althea Gregory /s/

Date: 5/10/12

Department HR:

*Kathleen Fuller*

Date: 4/12/2012

HD-12-23

### 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)	Description
						Cost Center	WBS Element					
1	40-16	32483	40035	0030			4FA64-01-1	50170		(54,525)	(54,525)	IG-OP-Direct Fed
2	40-16	32483	40035	0030			4FA64-01-1	60100		19,082	19,082	Increase Temporary
3	40-16	32483	40035	0030			4FA64-01-1	60135		5,859	5,859	Increase Non Base Fringe
4	40-16	32483	40035	0030			4FA64-01-1	60145		925	925	Increase Non Base Insurance
5	40-16	32483	40035	0030			4FA64-01-1	60160		22,110	22,110	Increase Pass-Thru & Pgm Supt
6	40-16	32483	40035	0030			4FA64-01-1	60240		1,585	1,585	Increase Supplies
7	40-16	32483	40035	0030			4FA64-01-1	60270		439	439	Increase Local/Travel Mileage
8	40-16	32483	40035	0030			4FA64-01-1	60350		1,260	1,260	Increase Central Indirect
9	40-16	32483	40035	0030			4FA64-01-1	60355		3,265	3,265	Increase Department Indirect
10										0		
11	72-10	3500		0020		705210		50316	(59,880,411)	(59,881,336)	(925)	Insurance Revenue
12	72-10	3500		0020		705210		60330	4,083,466	4,084,391	925	Offsetting expenditure
13										0		
14	19	1000		0020		9500001000		50310	(6,771,625)	(6,772,885)	(1,260)	Indirect Reimb Rev in GF
15	19	1000		0020		9500001000		60470	10,676,671	10,677,931	1,260	CGF Contingency Expenditure
16										0		
17	40-90	1000	40040	0030		409050		50370	(6,035,974)	(6,039,239)	(3,265)	Dept Indirect Revenue
18	40-90	1000	40040	0030		409001		60100	149,292	152,557	3,265	Dept Indirect Offsetting Exp
19										0		
20										0		
21										0		
22										0		
23										0		
24										0		
25										0		
26										0		
27										0		
28										0		
29										0		
											0	Total - Page 1
											0	GRAND TOTAL



FM Side			PS/CQ 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	xxxxx	Increase Expenditure
<b>Indirect</b>							
<b>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	xxx	60355 Indirect Department Expenditure
	xx-xx	1000			xxx	xxx	50370 Indirect Dept reimbursement revenue in General Fund
	xx-xx	1000			xxx	xxx	Off setting Dept expenditure in General Fund
<b>Telecommunications</b>							
	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
<b>Data Processing</b>							
	xx-xx	xxxxx				xxx	60380 Departmental data processing expenditures
	78-70	3503	0020		709000	50310	Budgets receipt of Data Processing reimbursement
	78-70	3503	0020		709000	60240	Budgets offsetting expenditures
<b>PC Flat Fee</b> <i>(Flat Fee is no longer in effect for most Departments beginning in FY 2007)</i>							
	xx-xx	xxxxx				xxx	60390 Departmental PC Flat Fee expenditure
	78-70	3503	0020		709617	50310	Budgets receipt of PC Flat Fee
	78-70	3503	0020		709617	60240	Budgets offsetting expenditure
<b>Electronic Service Reimbursement</b>							
	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
<b>Motor Pool:</b> <i>Use this cost center if you are adding funds for motor pool use.</i>							
	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
<b>Fleet:</b> <i>Use this cost center if you are adding funds for dedicated program cars.</i>							
	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
<b>Building Management</b>							
	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
<b>Insurance Service Reimbursement</b>							
	xx-xx	xxxxx				60140 or 60145	60430 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
	78-20	3504	0020		904400	50310	Budgets receipt of service reimbursement
	78-20	3504	0020		904400	60230	Budgets offsetting expenditure
<b>Records</b>							
	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
<b>Stores</b>							
	xx-xx	xxxxx				xxx	60460 Stores expenditure
	78-20	3504	0020		904600	50310	Budgets receipt of service reimbursement
	78-20	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.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and 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
1509 – Willamette River Bridges Fund	Roads and Bridges	0080
1510 – Library Fund	Library	0070
1512 – Land Corner Preservation Fund	Roads and Bridges	0080
2504 – Building Project Fund	Community Services	0060
2507 – Capital Improvement Fund	Community Services	0060
2509 – Asset Preservation Fund	Community Services	0060
2511 – Sellwood Bridge Fund	Roads and Bridges	0080
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	0500
3001 – Mid County Service District #1 Fund	Mid County Service District #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-Departmental (10, except 10-50)	General Government	0020
Non-Departmental – CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety and Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 22, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety and Justice	0050
Sheriff's Office (60)	Public Safety and 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.*