



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-10 DATE 02/04/2010  
LYNDA GROW, BOARD CLERK

## Board Clerk Use Only

Meeting Date:	02/04/2010
Agenda Item #:	R-10
Est. Start Time:	10:25 AM
Date Submitted:	01/27/2010

## BUDGET MODIFICATION: HD-10-20

<b>Agenda Title:</b>	<b>BUDGET MODIFICATION HD-10-20 Appropriating \$32,329 in Additional Revenue from the Department of Health and Human Services – Ryan White Part C Capacity Development and Planning Grants</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>February 4, 2010</u>	<b>Amount of Time Needed:</b>	<u>5 minutes</u>
<b>Department:</b>	<u>Health</u>	<b>Division:</b>	<u>Integrated Clinical Services</u>
<b>Contact(s):</b>	<u>Lester A. Walker, Finance and Budget Manager</u>		
<b>Phone:</b>	<u>(503) 988-3674</u>	<b>Ext.</b>	<u>26457</u>
	<b>I/O Address:</b>	<u>167/2/210</u>	
<b>Presenter(s):</b>	<u>Jo Ann Davich, Program Manager – HIV Clinical Services</u>		

## General Information

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

Approval of appropriation of \$32,329 in revenue from the Department of Health and Human Services Ryan White Part C Capacity Development and Planning Grants to support the Multnomah County Health Department's HIV Clinical Services.

### 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 Health Department's HIV Health Services Center (HIV Clinic) serves the Portland metropolitan area. The HIV Clinic provides comprehensive, specialized medical care and support services designed to address the chronic, complex needs of low income and uninsured persons living with HIV from early diagnosis to advanced illness (AIDS). The clinic is supported by an active Client Advisory Board and a well established network of HIV social services providers.

The Multnomah County Health Department began rolling out its Building Better Care (BCC) initiative in Spring 2007 in partnership with CareOregon. The goal of Building Better Care is to develop team-based care design, to achieve service delivery that is proactive, patient centered, service oriented, accessible and cost effective.

In September 2007, the HIV Clinic was asked to have one of its provider teams join the Building Better Care (BBC) collaborative. As a result of piloting BBC, the team has seen improvements in health maintenance goals such as annual cervical PAPs and depression screening. The team is also responding more effectively to walk in visits and telephone triage. Based on these positive findings, the HIV Clinic began the initial roll out of BBC with the other provider teams in fall 2008. Grant funds will be used to support training and administrative issues associated with implementing BCC throughout the clinic.

A Notice of Intent for this award was presented before the Board of County Commissioners and approved on March 12, 2009.

This action supports Program Offer 40012 – Services for Persons Living with HIV. The HIV Care Services Program (HCS) and HIV Health Services Center (HIV Clinic) provide community-based primary care and support services to highly vulnerable populations living with HIV. These services contribute to lower mortality from HIV, fewer disease complications, and reduced transmission of HIV in the community.

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

Approval of this budget modification will increase the Health Department's federal/state FY10 budget by \$32,329.

**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 \$32,329 in FY10 as a result of the work performed under this award. CFDA #93.918

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

As a result of these changes the Health Department's budget will have the following changes:

- Personnel budget will increase by \$20,120.
- Salary Related Expense budget will increase by \$6,332.
- Insurance Benefits budget will increase by \$5,877.

Additionally the Health Department's FTE budget will be increased by 0.40 FTE. Facilities costs will be covered by existing budgeted space.

- **What do the changes accomplish?**

This award for \$32,329 will allow the HIV Clinic to hire a limited duration Program Development Specialist. This position will work with the HIV Clinic management team to:

- Develop a HIV primary care team model which maximizes the contribution of each care team member and supports the relationship with the patient.
- Integrate behavioral health into primary care so that patients have access to behavioral health support at the time of the visit with the provider.
- Develop strategies for effective panel management so that care is proactive and planned with a focus on prevention and effective chronic disease management.
- Reduce barriers to care by improving and streamlining access to care.
- Implement client focused systems and processes which consider client/family preferences.
- Provide training and resources that will enhance team member's confidence and core competencies.
- Develop measurement systems for ongoing evaluation.
- Identify short and long term strategies that will enable individual primary care teams to sustain the gains and improvements achieved.

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

Add a 0.40 FTE Program Development Specialist, position number 714404. This position was reviewed by Class/Comp and approved on 11/30/2009 (request #1363).

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

Indirect costs are not allowable by this funding stream. Indirects will be covered within existing resources.

- **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?**

These funds are one time only for a limited duration project, there will be no ongoing funding.

- **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 covers budget period 9/1/09 – 8/31/10. This is a limited duration project that will be completed at the end of the grant period. There are no cash match or in kind match requirements for this grant. Additionally, there are no specific reporting requirements beyond the standard federal reporting requirement of an annual Financial Status Report (FSR).

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

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## ATTACHMENT B

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**BUDGET MODIFICATION: HD-10-20**

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### Required Signatures

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**Elected Official or  
Department/  
Agency Director:**

*Lillian Shirley*

**Date: 01-19-2010  
WL/lp**

**Budget Analyst:**

*[Signature]*

**Date: 01/27/2010**

**Department HR:**

*[Signature]*

**Date: 01/12/2010**

**Countywide HR:**

*[Signature]*

**Date: 01/19/2010**

**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
32358	6021	64810	4FA59-01-1	PROGRAM DEVELOPMENT SPEC	714404	0.80	40,240	12,664	11,909	64,813
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.80	40,240	12,664	11,909	64,813

**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
32358	6021	64810	4FA59-01-1	PROGRAM DEVELOPMENT SPEC	714404	0.40	20,120	6,332	5,877	32,329
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.40	20,120	6,332	5,877	32,329

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>				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
<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	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			
72-60	2508	0020		709201 &		50310	Budgets receipt of PC Flat Fee
				709211			
				between			
72-60	2508	0020		709201 &		60240	Budgets offsetting expenditure
				709211			
<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.*





Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Human Resources

Multnomah Building  
501 SE Hawthorne, Suite 400  
Portland, Oregon 97214  
(503) 988-5015 Phone  
(503) 988-3009 Fax

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To: Jodi Davich, ICS/HIV Clinic, Health Department  
From: Candace Busby, Classification and Compensation Unit (503/4)  
Date: December 17, 2009  
Subject: Reclassification Request # 1363 (Vacant)

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We have completed our review of your request and the decision is outlined below.

**Request Information:**

Date Request Received: November 24, 2009  
Current Classification: N/A

Job Class Number: N/A  
Pay Grade: N/A

Position Number: TBD  
Requested Classification:  
Program Development Specialist, SR  
Job Class Number: 6088  
Pay Grade: 31

Request is: ☒ Approved - Revised

Effective Date: December 17, 2009

Allocated Classification: Program Development Specialist  
Pay Range: \$48,358.08 to \$59,445.36 annually

Job Class Number: 6021  
Pay Grade: 25

**Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. This decision is considered preliminary until such approval is received.**

**Position Information:**

☒ Vacant - see New/Vacant Section

**New/Vacant Position Information:**

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment procedures. If position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with your Department Human Resources Unit for assistance.

**Reason for Classification Decision:**

This new grant funded position will focus on quality improvement activities within the HIV Clinic as specified in the 2009/2010 Ryan White Part C Expanding Capacity Grant. The position will receive and track quality improvement (QI) requests for assistance and provide technical assistance to HIV clinic staff utilizing performance improvement (PI) tools, documenting and evaluating quality/improvement projects and activities, and training staff regularly on QI and PI concepts and tools. The position will prepare and submit periodic grant reports and coordinate efforts and projects among the five Clinic Building Better Care teams. The scope of this work is consistent with the Program Development Specialist classification as its responsibilities focus on quality/performance improvement activities within the HIV Clinics, whereas the Program Development Specialist Senior classification is typically responsible for interdivisional and/or interagency strategic projects. This position requires a Bachelor's degree, with a Masters in Public health preferred; and 2 years of progressive leadership and experience in a public health or ambulatory care setting which included work with quality improvement processes; with 2 years of experience working in the HIV delivery system and experience with Building Better Care highly desired. The best fit for this position is the Program Development Specialist classification (6021)

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Kathleen Fuller-Poe, HR Manager  
Bryan Lally, Local 88

Joan Sears, HR Maintainer  
Class Comp File Copy

Budget Modification ID: **HD-10-20****EXPENDITURES & REVENUES****Budget/Fiscal Year: 2010**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

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	40-70	32358	40012	0030			4FA59-01-1	50170	0	(32,329)	(32,329)		Increase IG-OP-Other
2	40-70	32358	40012	0030			4FA59-01-1	60000	0	20,120	20,120		Increase Personnel
3	40-70	32358	40012	0030			4FA59-01-1	60130	0	6,332	6,332		Increase Fringe
4	40-70	32358	40012	0030			4FA59-01-1	60140	0	5,877	5,877		Increase Insurance
5													
6	72-10	3500	40012	0020		705210		50316	(52,067,858)	(52,073,735)	(5,877)		Insurance Revenue
7	72-10	3500	40012	0020		705210		60330	124,699	130,576	5,877		Offsetting Transaction
8													
9													
10													
11													
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											0	0	GRAND TOTAL