



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.1 DATE 10-3-13  
LYNDA GROW, BOARD CLERK

## Board Clerk Use Only

Meeting Date: 10/3/13  
Agenda Item #: C.1  
Est. Start Time: 9:30 am  
Date Submitted: 9/13/13

Agenda Title: **BUDGET MODIFICATION # HD-14-04 authorizing two position re-classifications within various divisions of the Health Department.**

*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: October 3, 2013 Time Needed: N/A - Consent  
Integrated Clinical Services & Business Services

Department: Health Department Division:

Contact(s): Lester A. Walker - Budget & Finance Manager

Phone: (503) 988-3663 Ext. 26457 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 adjustments resulting from the reclassification of two positions. This change will not impact the Health Department's total FTE for FY2014.

### 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 1.00 FTE Manager 2 to a 1.00 FTE Quality Manager, position 715916, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 03/07/2013 (reclassification #2128). This new position will support all Integrated Clinical Services (ICS) programs (Dental, Primary Care, Corrections Health, Pharmacy, and Laboratory Services) and have primary responsibility for developing quality improvement plans and leading strategy execution. This position will oversee, refine, and implement a Quality Improvement Plan for ICS with an emphasis on increasing integration of client services and processes. Additionally, this position will manage and supervise staff, serve as mentor and role model to staff and the organization, and maintain working

relationships with accreditation organizations and quality-based organizations.  
This change impacts program offer 40034A—Quality Assurance.

Reclassify a 1.00 FTE Program Manager 1 to a 1.00 FTE Business Process Consultant, position 715985, in the Business Services Division of the Health Department. Class Comp approved the reclassification effective 07/01/2013 (reclassification #2213). This new position will be responsible for analyzing present and future business processes and procedures to ensure the information system is able to support the business need for data collection, tracking, reporting, and compliance. This position will strategically partner with department leaders, business process owners, and Information Technology (IT) to integrate information systems as a tool in driving and sustaining safety, financial accountability, service quality, and quality improvement in the Health Department.

This change impacts program offer 40040A—Business and Quality – Accounting and Financial 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 classification or other budgeted line items have been adjusted so that the changes are budget neutral.

The reclassification of position 715985 to a Business Process Consultant decreased budgeted personnel cost by \$27,674 because the step at which the Business Process Consultant is budgeted is lower than the step at which the Program Manager 1 is budgeted. The decrease in cost is offset by an increase in supplies 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) and step and merit pay increases in accordance with collective bargaining agreements and county personnel rules. Increased costs will 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.**

N/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).**

No change in revenues.

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

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

- Permanent personnel budget will decrease by \$19,675
- Salary related expense budget will decrease by \$6,523
- Insurance benefits budget will decrease by \$1,476

- Supplies budget will increase by \$27,674

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

• **What do the changes accomplish?**

Changes of classification for positions 715916 and 715985 better fit the duties of these positions as determined by the Class/Comp Unit of Central Human Resources.

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

- Reclassify a 1.00 FTE Manager 2 to a 1.00 FTE Quality Manager, position 715916, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2128.
- Reclassify a 1.00 FTE Program Manager 1 to a 1.00 FTE Business Process Consultant, position 715985, in the Business Services Division of the Health Department. Class Comp approved #2213.

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

N/A

• **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

• **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)?**

N/A

**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 Lillian Shirley/s/ **Date:** 09/10/13

**Budget Analyst:** Althea Gregory /s/ **Date:** 09/13/13

**Department HR:** Kathleen Fuller-Poe /s/ **Date:** 09/05/13

**Countywide HR:** Karie M. Miller /s/ **Date:** 9/11/13

*Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."*

Budget Modification ID: **HD-14-04****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	40-90	1000	40040A	0030		409001		60000	465,976	446,301	(19,675)		Decrease Permanent
2	40-90	1000	40040A	0030		409001		60130	233,998	227,475	(6,523)		Decrease Salary Related Expns
3	40-90	1000	40040A	0030		409001		60140	178,745	177,269	(1,476)		Decrease Insurance Benefits
4	40-90	1000	40040A	0030		409001		60240	16,709	44,383	27,674		Increase Supplies
5										0			
6	72-80	3500		0020		705210		50316	(62,153,409)	(62,151,933)	1,476		Insurance Revenue
7	72-80	3500		0020		705210		60330	263,525	262,049	(1,476)		Offsetting Expenditure
8										0			
9										0			
10										0			
11										0			
12										0			
13										0			
14										0			
15										0			
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24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
											0	0	Total - Page 1
											0	0	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/O	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	9364	66854	47010-GF	MANAGER 2	715916	(1.00)	(84,308)	(27,948)	(20,475)	(132,731)
1000	9366	66854	47010-GF	QUALITY MANAGER	715916	1.00	84,308	27,948	20,475	132,731
1000	9615	61211	409001	PROGRAM MANAGER 1	715985	(1.00)	(96,201)	(31,891)	(21,367)	(149,459)
1000	6501	61211	409001	BUSINESS PROCESS CONSULTANT	715985	1.00	76,526	25,368	19,891	121,785
TOTAL ANNUALIZED CHANGES						0.00	(19,675)	(6,523)	(1,476)	(27,674)

**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/O	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	9364	66854	47010-GF	MANAGER 2	715916	(1.00)	(84,308)	(27,948)	(20,475)	(132,731)
1000	9366	66854	47010-GF	QUALITY MANAGER	715916	1.00	84,308	27,948	20,475	132,731
1000	9615	61211	409001	PROGRAM MANAGER 1	715985	(1.00)	(96,201)	(31,891)	(21,367)	(149,459)
1000	6501	61211	409001	BUSINESS PROCESS CONSULTANT	715985	1.00	76,526	25,368	19,891	121,785
TOTAL CURRENT FY CHANGES						0.00	(19,675)	(6,523)	(1,476)	(27,674)

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				xxxxx	Increase Expenditure
xx-xx	xxxxx	0020		xxx	xxx		
<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	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
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		709599		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709599		60240	Budgets offsetting expenditures
<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: Use this cost center if you are adding funds for motor pool use.</b>							
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: Use this cost center if you are adding funds for dedicated program cars.</b>							
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	Departmental Insurance expenditure
72-80	3500	0020		705210		50316	Insurance Revenue
72-80	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

**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		
<b>Special Revenue Funds</b>		
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
<b>Capital Project Funds</b>		
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
<b>Enterprise Funds</b>		
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.*