



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST (revised 09/22/08)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-12 DATE 01/07/2010
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only

Meeting Date: 01/07/2010
Agenda Item #: R-12
Est. Start Time: 10:45 AM
Date Submitted: 12/16/09

BUDGET MODIFICATION: HD-10-16

BUDGET MODIFICATION HD-10-16 Appropriating \$337,500 in Grant Revenue from the National Association of County and City Health Officials, Designating the Multnomah County Health Department an Advanced Practice Center for Public Health Emergency Preparedness

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date:	<u>January 7, 2010</u>	Amount of Time Needed:	<u>5 Minutes</u>
Department:	<u>Health Department</u>	Division:	<u>Director's Office</u>
Contact(s):	<u>Lester A. Walker, Finance and Budget Manager</u>		
Phone:	<u>(503) 988-3674</u>	Ext.	<u>26457</u>
	I/O Address:		<u>167/2/210</u>
Presenter(s):	<u>KaRin Johnson, Deputy Director; James Spitzer, Program Manager</u>		

General Information

1. What action are you requesting from the Board?

Approval of appropriation of \$337,500 in revenue from the National Association of County & City Health Officials (NACCHO).

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 Health Department (MCHD) has been awarded a grant under NACCHO's Excellence in Innovative Public Health Preparedness Solutions project. This grant designates MCHD as a NACCHO Advanced Practice Center (APC) for public health emergency preparedness. MCHD will focus its APC activities on developing products that address local health departments' needs for effective just-in-time training (JITT), and their needs for emergency mass prevention/treatment and disease investigation/epidemiology capacity.

The primary tasks under this grant will be to:

- Provide local health departments (LHDs) with a model that describes: a) how JITT philosophy and methods can address the behavioral, intellectual, and emotional needs of emergency responders, b) how generic JITT tools might be tailored to various emergency management processes and procedures, and c) how to effectively implement JITT in LHD plans and operations.
- Provide LHDs with methods to a) evaluate emergency public health circumstances that may require significant health and disease investigation and analysis as well as mass prevention or treatment operations, and b) guide effective allocation of scarce resources among investigation and prevention/treatment functions.
- Provide LHDs with “best practice” JITT tools (e.g., written curricula/training guides, videos, hands-on practice procedures) to train personnel called on to staff large scale prevention/treatment and epidemiological investigation operations. These tools are intended to train individuals who have little or no experience in these types of operations.

A Notice of Intent (NOI) authorizing the Health Department to apply for grant funding through NACCHO was approved by the Board on April 30, 2009.

This increase in funding affects Program Offer 40005 – Public Health and Regional Health Systems Emergency. The Emergency Preparedness program already includes the development and maintenance of emergency plans, an incident management team, and collaborative relationships with government, private and non-profit organizations. As part of this work, the Emergency Preparedness program has developed many plans, protocols, and video documentation that are best or promising practices within the field. This grant program will transform some of our existing products into JIT training for the County and for NACCHO’s APC Product Matrix.

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

Approval of this budget modification will increase the Health Department’s federal/state FY 2010 budget by \$337,500. The remaining grant award of \$112,500 will be included in the FY 2011 budget.

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.

The previous work that has been done in emergency preparedness in Multnomah County has provided the knowledge and expertise to act as an Advanced Practice Center in the area of public health preparedness. This project will build on those experiences and the relationships we have built with our emergency preparedness partners.

ATTACHMENT A

Budget Modification

If the request is a **Budget Modification**, please answer all of the following in detail:

- **What revenue is being changed and why?**

The Health Department's federal/state revenue budget will increase by \$337,500 in FY 2010 as a result of the work performed under this award.

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

As a result of this budget modification, the Health Department's budget will have the following changes:

- Permanent budget will increase by \$129,425
- Temporary budget will increase by \$13,251
- Salary Related Expenses budget will increase by \$40,729
- Non Base Fringe budget will increase by \$4,170
- Insurance Benefits budget will increase by \$35,147
- Non Base Insurance budget will increase by \$5,290
- Professional Services budget will increase by \$32,588
- Printing budget will increase by \$15,000
- Rentals budget will increase by \$563
- Supplies budget will increase by \$857
- Travel & Training budget will increase by \$3,600
- Local Travel/Mileage will increase by \$3,900
- Central indirect budget will increase by \$8,395
- Department indirect budget will increase by \$20,463
- Internal Services Telecommunications budget will increase by \$6,813
- Internal Services Data Processing budget will increase by \$7,794
- Internal Services Building Management budget will increase by \$8,777
- Internal Services Distribution/Postage budget will increase by \$738

- **What do the changes accomplish?**

The JIT training tools developed as a result of this grant will:

- Provide instructions tailored to roles and specific operations to assure that individuals assigned to operations achieve operational objectives;
- Decrease investment in general preparedness training sessions which are typically inadequate for the wide array of prospective emergency operations and include many individuals who will not be available when the actual event occurs;
- Reduce leadership angst about not being able to invest sufficient time in emergency preparedness given the pressures of other programs and budget restrictions; and
- Produce an APC product that can be used by other local health centers throughout the country and fashioned to answer a variety of different emergency situations.

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

Additional FTE will be added to the Health Department's FY 2010 budget as follows:

- 0.75 FTE Program Supervisor – Class/comp has reviewed and approved this position on 10/10/2009 (Class Comp Request #1300)
- 0.75 FTE Research Evaluation Analyst 2 – Class/comp has reviewed and approved this position on 10/12/2009 (Class/comp Request #1306)
- 0.75 FTE Program Development Specialist – Class/comp has reviewed and approved this position on 10/12/2009 (Class/comp Request #1305)
- **How will the county indirect, central finance and human resources and departmental overhead costs be covered?**
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 is a one-time only award.
- **If a grant, what period does the grant cover?**
October 1, 2009 – September 29, 2010
- **If a grant, when the grant expires, what are funding plans?**
When the grant expires, the project will be complete. However, funding for additional years may be provided by NACCHO or sought from other sources to continue JIT training work in other emergency preparedness areas if deemed necessary.

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>

ATTACHMENT B

BUDGET MODIFICATION: HD-10-16

Required Signatures

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

Jillian Shuley / w2

Date: 12/10/09

Budget Analyst:

/s/ Shannon Basby

Date: 12/16/09

Department HR:

*FOR KATHLEEN FULLER-POE
Lamy Brown, SR. HR A*

Date: 12/09/2009

Countywide HR:

Joi E. Dot

Date: 12/11/09

Budget Modification ID:

HD-10-16

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: 2010

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit Cost Center	WBS Element	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
1	40-00	32381	40005	0030			4CA134-1	50195	-	(337,500)	(337,500)		Increase IG-OP-Other
2	40-00	32381	40005	0030			4CA134-1	60000	-	129,425	129,425		Increase Permanent
3	40-00	32381	40005	0030			4CA134-1	60100	-	13,251	13,251		Increase Temporary
4	40-00	32381	40005	0030			4CA134-1	60130	-	40,729	40,729		Increase Salary Related Expenses
5	40-00	32381	40005	0030			4CA134-1	60135	-	4,170	4,170		Increase Non Base Fringe
6	40-00	32381	40005	0030			4CA134-1	60140	-	35,147	35,147		Increase Insurance Benefits
7	40-00	32381	40005	0030			4CA134-1	60145	-	5,290	5,290		Increase Non Base Insurance
8	40-00	32381	40005	0030			4CA134-1	60170	-	32,588	32,588		Increase Professional Services
9	40-00	32381	40005	0030			4CA134-1	60180	-	15,000	15,000		Increase Printing
10	40-00	32381	40005	0030			4CA134-1	60210	-	563	563		Increase Rentals
11	40-00	32381	40005	0030			4CA134-1	60240	-	857	857		Increase Supplies
12	40-00	32381	40005	0030			4CA134-1	60260	-	3,600	3,600		Increase Travel & Training
13	40-00	32381	40005	0030			4CA134-1	60270	-	3,900	3,900		Increase Local Travel/Mileage
14	40-00	32381	40005	0030			4CA134-1	60350	-	8,395	8,395		Increase Central Indirect
15	40-00	32381	40005	0030			4CA134-1	60355	-	20,463	20,463		Increase Department Indirect
16	40-00	32381	40005	0030			4CA134-1	60380	-	6,813	6,813		Increase Intl Svc Telephone
17	40-00	32381	40005	0030			4CA134-1	60380	-	7,794	7,794		Increase Intl Svc Data Proc
18	40-00	32381	40005	0030			4CA134-1	60430	-	8,777	8,777		Increase Intl Svc Bldg Mgmt
19	40-00	32381	40005	0030			4CA134-1	60460	-	738	738		Increase Intl Svc Dist/Postage
20										0			
21										0			
22	19	1000		0020		95000010000		50310	-	(8,395)	(8,395)		Indirect reimbursement revenue in GF
23	19	1000		0020		95000010000		60470	-	8,395	8,395		CGF Contingency expenditure
24										0			
25	40-90	1000	40040	0030		409050		50370	(5,001,186)	(5,021,649)	(20,463)		Indirect dept reimbursement rev in GF
26	40-90	1000	40040	0030		409001		60000	446,919	467,382	20,463		Off setting dept expenditure
27										0			
28	72-10	3500		0020		705210		50316	-	(40,437)	(40,437)		Insurance Revenue
29	72-10	3500		0020		705210		60330	-	40,437	40,437		Off setting transaction
												0	Total - Page 1
												0	GRAND TOTAL

Budget Modification ID:

HD-10-16

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: 2010

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Cost Center	Accounting Unit	WBS Element	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
30	72-60	3503		0020		709525			50310	-	(6,813)	(6,813)		Telecomm reimbursement revenue
31	72-60	3503		0020		709525			60200	-	6,813	6,813		Off setting transaction
32											0			
33	72-60	3503		0020		709000			50310	-	(7,794)	(7,794)		Data Processing reimbursement revenue
34	72-60	3503		0020		709000			60240	-	7,794	7,794		Off setting transaction
35											0			
36	72-50	3505		0020		902575			50310	-	(8,777)	(8,777)		Bldg Mgmt reimbursement revenue
37	72-50	3505		0020		902575			60170	-	8,777	8,777		Off setting transaction
38											0			
39	72-55	3504		0020		904400			50310	-	(738)	(738)		Dis/Postage reimbursement revenue
40	72-55	3504		0020		904400			60230	-	738	738		Off setting transaction
41											0			
42											0			
43											0			
44											0			
45											0			
46											0			
47											0			
48											0			
49											-			
50											-			
51											-			
52											-			
53											-			
54											-			
55											-			
56											-			
57											-			
58											-			
												0	0	Total - Page 2
												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
32381	9361	63402	4CA134-1	Program Supervisor	714351	1.00	67,706	21,307	16,384	105,397
32381	6086	63402	4CA134-1	Research Evaluation Analyst 2	714356	1.00	53,975	16,986	15,354	86,315
32381	6021	TBD	4CA134-1	Program Development Spec	TBD	1.00	50,885	16,014	15,122	82,021
										0
										0
										0
										0
										0
										0
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										0
										0
TOTAL ANNUALIZED CHANGES						3.00	172,566	54,307	46,860	273,733

1300

1306

1305

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
32381	9361	63402	4CA134-1	Program Supervisor	714351	0.75	50,780	15,980	12,289	79,049
32381	6086	63402	4CA134-1	Research Evaluation Analyst 2	714356	0.75	40,481	12,739	11,516	64,736
32381	6021	TBD	4CA134-1	Program Development Spec	TBD	0.75	38,164	12,010	11,342	61,516
										0
										0
										0
										0
										0
										0
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										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						2.25	129,425	40,729	35,147	205,301



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

To: Jim Spitzer, Program Mgr. 1 – Health Dept. Date: August 18, 2009

From: Joi Doi, Class/Comp Unit *Joi Doi*

Subject: Reclassification Request #1300 (Vacant new position)

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

Request Information:

Date Request Received: August 10, 2009	Position Number: TBD
Current Classification: NA	Requested Classification: Project Manager
Job Class Number: NA	Job Class Number: 9063 (exempt)
Pay Grade: NA	Pay Grade: 127

Request is: ☐ Approved as Requested Effective Date: August 18, 2009
☒ Approved - **Revised**

Allocated Classification: Program Supervisor	Job Class Number: 9361
Pay Range: \$49,696.23 - \$76,692.02 annually	Pay Grade: 124-126

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
☐ Filled & incumbent reclassified - see Employee Information Section
☐ Filled & incumbent not reclassified with position See New/Vacant Section

New/Vacant Position Information:

This is a new limited duration position that will lead, manage and evaluate grant activities that are primarily focused on developing and evaluating training protocols and tools for public health emergency preparedness. In this capacity, the LD position will develop, manage and evaluate project deliverables, assigned resources, and supervise a small team as well as contractors.

Reason for Classification Decision:

While this new position will oversee a variety of assignments and have an important project to manage, the focus is more general in nature and more administrative than what's required for the Project Manager job class. Absent the required project management rigor such as developing a Master Plan, Master Schedule, and requisite training/PMP (Project Management Professional) certification, either the Program Development Specialist series or Program Supervisor should be used to classify this new position. Because this new LD position will supervise a small team, Program Supervisor better fits the work assignments as described.

If you have any questions, please feel free to contact Joi Doi at 503-988-3241.

cc: Larry Brown, HD Human Resources
Joan Sears, HR Maintainer
Class Comp File Copy
Local 88 Representative, B. Lally



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

To: James D. Spitzer, Health Department, Office of Emergency Preparedness
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: September 1, 2009
Subject: Reclassification Request # 1305 (New)

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

Request Information:

Date Request Received: August 12, 2009
Current Classification: N/A

Position Number: TBD
Requested Classification:
Program Development Specialist
Job Class Number: 6021
Pay Grade: 25

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

Request is: ☒ Approved as Requested

Effective Date: September 1, 2009

Allocated Classification: Program Development Splst
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 the Department Human Resources Unit for assistance.

Reason for Classification Decision:

This limited duration one-year grant funded position is part of a team that will develop Just In Time Training (JITT) tools to train personnel called on to staff large scale prevention/treatment and epidemiological investigation operations. This position will utilize the data collected through research to assemble evaluated information into complete project deliverables that may include peer-reviewed draft papers, presentations, position descriptions, checklists, instructional or documentary video, training/briefing curricula and outlines. The incumbent will work with the project team/stakeholders to design and apply methods to improve draft products. The position will also work with the project team, stakeholders and others to set criteria, and research and select national best JITT practices within the project scope. Based on our analysis of these responsibilities the appropriate classification for this position is Program Development Specialist (6021).

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

cc: HR Manager

HR Maintainer

Local 88

Class Comp File Copy



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

To: James D. Spitzer, Health Department, Office of Emergency Preparedness
From: Candace Busby, Classification and Compensation Unit (503/4) *C. Busby*
Date: August 28, 2009
Subject: Reclassification Request # 1306 (New)

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

Request Information:

Date Request Received: August 12, 2009
Current Classification: N/A

Position Number: TBD
Requested Classification: Research/Evaluation
Analyst 2
Job Class Number: 6086
Pay Grade: 26

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

Request is: ☒ Approved as Requested

Effective Date: August 28, 2009

Allocated Classification: Research/Evaluation
Analyst 2

Job Class Number: 6086

Pay Range: \$49,715.28 to \$61,178.49 annually Pay Grade: 26

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 the Department Human Resources Unit for assistance.

Reason for Classification Decision:

This limited duration position is part of a team that will develop Just In Time Training (JITT) as required by a one year grant. This position provides a lead role in the identification, evaluation and analysis of JITT practices and adult learning models contributing to project deliverables. Typical functions are to develop, refine and apply criteria for identifying best practice methods and materials to support project objectives; research, collect, and organize information and materials on prospective JITT best practices related to project objectives; further evaluate, develop and refine candidate best practice methods and materials using well defined approaches that appropriately involve peer reviewers, prospective users, and other stakeholders to test and evaluate the training product. The incumbent's work will contribute to an article on the project that is a candidate for a major publication; contribute to proposals and presentations suitable for acceptance by and presentation at major conferences; and contribute to organizing project methods and deliverables to be accessed by local health department users. Based on our analysis of these responsibilities the appropriate classification for this position is Research/Evaluation Analyst 2 (6086).

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

cc: HR Manager HR Maintainer Local 88 Class Comp File Copy