



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # R.8 DATE 4/19/12  
LYNDA GROW, BOARD CLERK

## Board Clerk Use Only

Meeting Date: 4/19/12

Agenda Item #: R.8

Est. Start Time: 10:44 am

Date Submitted: 4/11/12

## BUDGET MODIFICATION: HD-12-15

**Agenda Title:** BUDGET MODIFICATION - HD-12-15 – Request approval to appropriate \$615,089 in revenue from patient fee revenue and Primary Care 330 grant.

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

**Requested Meeting Date:** 4/19/12 **Amount of Time Needed:** 5 minutes

**Department:** Health Department **Division:** Integrated Clinical Services

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

**Phone:** (503) 988-3663 **Ext.** 26457 **I/O Address:** 167/2/210

**Presenter(s):** Vanetta Abdellatif, Health Centers Operations Director

## General Information

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

Approval of appropriation of \$615,089 from patient fee revenue and Primary Care 330 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.

The East County Health Center has experienced a growth of 1,500 medical users and 4,000 visits in the past two years. At the current time, there is very limited access for Medicaid and uninsured patients in this community. This proposal aims to add a Family Practice team creating capacity to add approximately 1,250 new patients and 4,150 visits. This increase in capacity to serve the community will result in increased medical fee reimbursement for the services we provide. Fee revenue plus a small increase in the Primary Care 330 grant is sufficient to fund the related increase in staff and medical supplies.

The East County Health Center provides comprehensive primary care and behavioral health services to the diverse, poor, underserved residents of East Multnomah County. Primary care services are designed to be a patient centered medical home. This includes reducing barriers to access, integrations of behavioral health services, providing continuity and coordination of service and collaboration with community partners. Culturally competent primary care services are provided which include treatment of acute and chronic illnesses, behavioral health, family planning, prenatal and preventive services.

This budget modification supports Program Offer 40023: East County Health Clinic.

**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 \$615,089.

**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.**

The Community Health Council, which is the FQHC governing body, has supported this expansion of access in the East County area.

---

## **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? 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 \$615,089 in FY 2012 as a result of this budget modification.

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

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

- Permanent personnel budget will increase by \$161,829
- Premium budget will increase by \$3,205
- Salary related expense budget will increase by \$48,077
- Temporary budget will increase by \$3,277
- Non Base Fringe budget will increase by \$640
- Insurance benefits budget will increase by \$57,362
- Non Base Insurance budget will increase by \$159
- Supplies budget will increase by \$56,990
- Drugs budget will increase by \$4,667
- Internal Services Building Management budget will increase by \$211,000
- Professional Services budget will increase by \$12,000
- Internal Services Telephone budget will increase by \$3,500
- Printing budget will increase by \$737
- Internal Services Motor Pool budget will increase by \$100
- Travel & Training budget will increase by \$500
- Central indirect budget will increase by \$14,214
- Department indirect budget will increase by \$36,832

• **What do the changes accomplish?**

These changes will increase access to healthcare for families in East County.

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

- Add 0.50 FTE Office Assistant 2, position number 715280. This position was reviewed by Class/Comp and approved on 09/12/2011 (request #1795).

- Add 0.50 FTE Office Assistant 2, position number 715279. This position was reviewed by Class/Comp and approved on 09/15/2011 (request #1794).
  - Add 0.50 FTE Clinic Medical Assistant, position number 715277. This position was reviewed by Class/Comp and approved on 09/15/2011 (request #1792).
  - Add 0.50 FTE Clinic Medical Assistant, position number 715278. This position was reviewed by Class/Comp and approved on 09/15/2011 (request #1792).
  - Add 0.50 FTE Clinic Medical Assistant, position number 715323. This position was reviewed by Class/Comp and approved on 10/31/2011 (request #1793).
  - Add 0.20 FTE Nurse Practitioner, position number 715261. This position was reviewed by Class/Comp and approved on 09/09/2011 (request #1801).
  - Add 0.40 Physician, position number 714681. This position was reviewed by Class/Comp and approved on 08/19/2010 (request #1591).
- **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 revenue stream will be ongoing.
  - **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

## ATTACHMENT B

### BUDGET MODIFICATION: HD-12-15

#### Required Signatures

Elected Official or  
Department/  
Agency Director:

KJ for

*Lillian Shirley*

04-05-12

Date:

Budget Analyst:

*[Signature]*

Date: 04/11/12

Department HR:

*Kiara Miller*

Date: 03/14/2012

Budget Modification ID: **HD-12-15****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	40-70	10010	40023	0030			47500-00-10010	50236	(4,156,415)	(4,372,898)	(216,483)		Increase IG-Charges for Svcs
2	40-70	10010	40023	0030			47500-00-10010	60000	2,359,680	2,466,293	106,613		Increase Permanent
3	40-70	10010	40023	0030			47500-00-10010	60100	0	3,277	3,277		Increase Temporary
4	40-70	10010	40023	0030			47500-00-10010	60120	0	3,205	3,205		Increase Premium
5	40-70	10010	40023	0030			47500-00-10010	60130	705,523	737,532	32,009		Increase Salary Related Expns
6	40-70	10010	40023	0030			47500-00-10010	60135	0	640	640		Increase Non Base Fringe
7	40-70	10010	40023	0030			47500-00-10010	60140	732,531	778,429	45,898		Increase Insurance Benefits
8	40-70	10010	40023	0030			47500-00-10010	60145	0	159	159		Increase Non Base Insurance
9	40-70	10010	40023	0030			47500-00-10010	60170	0	6,721	6,721		Increase Professional Svcs
10	40-70	10010	40023	0030			47500-00-10010	60350	96,577	101,577	5,000		Increase Indirect-Central Admin
11	40-70	10010	40023	0030			47500-00-10010	60355	248,342	261,303	12,961		Increase Indirect-Department Admin
12									0				
13	40-70	40140	40023	0030			47500-00-40140	50235	(23,124)	(25,233)	(2,109)		Increase Charges for Svcs
14	40-70	40140	40023	0030			47500-00-40140	60310	21,204	23,139	1,935		Increase Drugs
15	40-70	40140	40023	0030			47500-00-40140	60350	535	583	48		Increase Indirect-Central Admin
16	40-70	40140	40023	0030			47500-00-40140	60355	1,385	1,511	126		Increase Indirect-Department Admin
17									0				
18	40-70	40160	40023	0030			47500-00-40160	50235	(208,080)	(221,960)	(13,880)		Increase Charges for Svcs
19	40-70	40160	40023	0030			47500-00-40160	60240	0	6,284	6,284		Increase Supplies
20	40-70	40160	40023	0030			47500-00-40160	60260	0	500	500		Increase Travel & Training
21	40-70	40160	40023	0030			47500-00-40160	60310	0	2,732	2,732		Increase Drugs
22	40-70	40160	40023	0030			47500-00-40160	60370	0	3,210	3,210		Increase Intl Svc Telephone
23	40-70	40160	40023	0030			47500-00-40160	60350	4,808	5,129	321		Increase Indirect-Central Admin
24	40-70	40160	40023	0030			47500-00-40160	60355	12,460	13,293	833		Increase Indirect-Department Admin
25									0				
26	40-70	26080	40023	0030			47500-00-26080	50236	(490,497)	(514,970)	(24,473)		Increase IG-Charges for Svcs
27	40-70	26080	40023	0030			47500-00-26080	60240	0	22,441	22,441		Increase Supplies
28	40-70	26080	40023	0030			47500-00-26080	60350	11,392	11,958	566		Increase Indirect-Central Admin
29	40-70	26080	40023	0030			47500-00-26080	60355	29,292	30,758	1,466		Increase Indirect-Department Admin
											0	0	Total - Page 1
											0	0	GRAND TOTAL

Budget Modification ID: **HD-12-15****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	40-70	26130	40023	0030			47500-00-26130	50236	(6,860)	(7,286)	(426)		Increase IG-Charges for Svcs
31	40-70	26130	40023	0030			47500-00-26130	60370	0	290	290		Increase Intl Svc Telephone
32	40-70	26130	40023	0030			47500-00-26130	60410	0	100	100		Increase Intl Svc Motor Pool
33	40-70	26130	40023	0030			47500-00-26130	60350	159	169	10		Increase Indirect-Central Admin
34	40-70	26130	40023	0030			47500-00-26130	60355	412	438	26		Increase Indirect-Department Admin
35									0				
36	40-70	26030	40023	0030			47500-00-26030	50236	(1,514,473)	(1,603,614)	(89,141)		Increase IG-Charges for Svcs
37	40-70	26030	40023	0030			47500-00-26030	60430	0	81,744	81,744		Increase Intl Svc Bldg Mgmt
38	40-70	26030	40023	0030			47500-00-26030	60350	35,190	37,250	2,060		Increase Indirect-Central Admin
39	40-70	26030	40023	0030			47500-00-26030	60355	90,488	95,825	5,337		Increase Indirect-Department Admin
40									0				
41	40-70	26020	40023	0030			47500-00-26020	50236	(1,628,178)	(1,676,806)	(48,628)		Increase IG-Charges for Svcs
42	40-70	26020	40023	0030			47500-00-26020	60430	610,107	654,697	44,590		Increase Intl Svc Bldg Mgmt
43	40-70	26020	40023	0030			47500-00-26020	60350	37,626	38,751	1,125		Increase Indirect-Central Admin
44	40-70	26020	40023	0030			47500-00-26020	60355	97,499	100,412	2,913		Increase Indirect-Department Admin
45									0				
46	40-70	20500	40023	0030			4FA52-10-1	50170	(71,646)	(291,595)	(219,949)		Increase IG-OP-Direct Fed
47	40-70	20500	40023	0030			4FA52-10-1	60000	0	55,216	55,216		Increase Permanent
48	40-70	20500	40023	0030			4FA52-10-1	60130	0	16,068	16,068		Increase Salary Related Expns
49	40-70	20500	40023	0030			4FA52-10-1	60140	0	11,464	11,464		Increase Insurance Benefits
50	40-70	20500	40023	0030			4FA52-10-1	60170	0	5,279	5,279		Increase Professional Svcs
51	40-70	20500	40023	0030			4FA52-10-1	60180	0	737	737		Increase Printing
52	40-70	20500	40023	0030			4FA52-10-1	60240	0	28,265	28,265		Increase Supplies
53	40-70	20500	40023	0030			4FA52-10-1	60430	0	84,666	84,666		Increase Intl Svc Bldg Mgmt
54	40-70	20500	40023	0030			4FA52-10-1	60350	1,656	6,740	5,084		Increase Indirect-Central Admin
55	40-70	20500	40023	0030			4FA52-10-1	60355	4,291	17,461	13,170		Increase Indirect-Department Admin
56									0				
57									0				
58									0				
											0	0	Total - Page 2
											0	0	GRAND TOTAL

Budget Modification ID: **HD-12-15****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						
59	19	1000		0020		9500001000		50310	(6,782,381)	(6,796,595)	(14,214)		Indirect Reimb Rev in GF
60	19	1000		0020		9500001000		60470	10,688,280	10,702,494	14,214		CGF Contingency Expenditure
61										0			
62	40-90	1000	40040	0030		409050		50370	(6,035,974)	(6,072,806)	(36,832)		Dept Indirect Revenue
63	40-90	1000	40040	0030		409001		60100	149,292	186,124	36,832		Dept Indirect Offsetting Exp
64										0			
65	78-70	3503		0020		709525		50310	(3,001,716)	(3,005,216)	(3,500)		Internal Services Offset - Telecom
66	78-70	3503		0020		709525		60200	1,565,402	1,568,902	3,500		Internal Services Offset - Telecom
67										0			
68	78-30	3501		0020		904150		50310	540,775	540,675	(100)		Internal Services Offset - Motor Pool
69	78-30	3501		0020		904150		60240	208,670	208,770	100		Internal Services Offset - Motor Pool
70										0			
71	78-50	3505		0020		902575		50310	22,433,543	22,222,543	(211,000)		Internal Services Offset - Bldg Mgmt
72	78-50	3505		0020		902575		60170	6,351,915	6,562,915	211,000		Internal Services Offset - Bldg Mgmt
73										0			
74	72-10	3500		0020		705210		50316	(60,130,693)	(60,188,214)	(57,521)		Insurance Revenue
75	72-10	3500		0020		705210		60330	4,333,748	4,391,269	57,521		Offsetting Expenditure
76										0			
77										0			
78										0			
79										0			
80										0			
81										0			
82										0			
83										0			
84										0			
85										0			
86										0			
87										0			
										0		0	Total - Page 3
										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).

[illegible]

**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.

[illegible]

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		9500001000		60470	Reduce available General Fund Contingency
	xx-xx	xxxxx		xxx	xxx	xxxxx	Increase Expenditure
<b>Indirect</b>							
<b>Central</b>							
	xx-xx	xxxxx			xxx	60350	Indirect Expenditure
	19	1000		9500001000		50310	Indirect reimbursement revenue in General Fund
	19	1000		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		709525		50310	Budgets receipt of reimbursement
	78-70	3503		709525		60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
	xx-xx	xxxxx			xxx	60380	Departmental data processing expenditures
	78-70	3503		709000		50310	Budgets receipt of Data Processing reimbursement
	78-70	3503		709000		60240	Budgets offsetting expenditures
<b>PC Flat Fee</b> (Flat Fee is no longer in effect for most Departments beginning in FY 2007)							
	xx-xx	xxxxx			xxx	60390	Departmental PC Flat Fee expenditure
	78-70	3503		709617		50310	Budgets receipt of PC Flat Fee
	78-70	3503		709617		60240	Budgets offsetting expenditure
<b>Electronic Service Reimbursement</b>							
	xx-xx	xxxxx				60420	Departmental Electronics expenditure
	78-60	3501		904200		50310	Receipt of Electronics service reimbursement
	78-60	3501		904200		60240	Budgets offsetting expenditure
<b>Motor Pool:</b> Use this cost center if you are adding funds for motor pool use.							
	xx-xx	xxxxx			xxx	60410	Departmental Motor Pool expenditure
	78-30	3501		904150		50310	Budgets receipt of Motor Pool service reimbursement
	78-30	3501		904150		60240	Budgets offsetting expenditure
<b>Fleet:</b> Use this cost center if you are adding funds for dedicated program cars.							
	xx-xx	xxxxx			xxx	60410	Departmental Fleet expenditure
	78-60	3501		904100		50310	Budgets receipt of Fleet service reimbursement
	78-60	3501		904100		60240	Budgets offsetting expenditure
<b>Building Management</b>							
	xx-xx	xxxxx			xxx	60430	Departmental Building Management expenditure
	78-50	3505		902575		50310	Budgets receipt of Building Management service reimbursement
	78-50	3505		902575		60170	Budgets offsetting expenditure
<b>Insurance Service Reimbursement</b>							
	xx-xx	xxxxx				60140 or 60145	Departmental Insurance expenditure
	72-10	3500		705210		50316	Insurance Revenue
	72-10	3500		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		904400		50310	Budgets receipt of service reimbursement
	78-20	3504		904400		60230	Budgets offsetting expenditure
<b>Records</b>							
	xx-xx	xxxxx			xxx	60460	Records expenditure
	78-20	3504		904500		50310	Budgets receipt of service reimbursement
	78-20	3504		904500		60240	Budgets offsetting expenditure
<b>Stores</b>							
	xx-xx	xxxxx			xxx	60460	Stores expenditure
	78-20	3504		904600		50310	Budgets receipt of service reimbursement
	78-20	3504		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.