



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # R-4 DATE 9/19/13

MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 9/19/13

Agenda Item #: R.4

Est. Start Time: 11:05 am

Date Submitted: 8/19/13

**Agenda Title:** BUDGET MODIFICATION # HD-14-03—Request to appropriate \$50,000 in grant revenue from the Oregon Health Authority Office of Equity and Inclusion

*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: September 26, 2013

### Time

Needed: 5 Minutes

Department: Health Department

Division: Human Resources

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): Tenora Grigsby – Training and Development Manager

## General Information

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

Approval to appropriate \$50,000 in revenue from the Oregon Health Authority Office of Equity and Inclusion 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 Oregon Health Authority Office of Equity and Inclusion has provided a unique funding opportunity focused on developing organizational strategies to promote inclusion and equity in workforce development efforts in the state. The Multnomah County Health Department (MCHD) applied for and was awarded the grant with the intent of using the funds to design, develop, and implement a cultural competence training program that would increase both the capacity and capability of our workforce to provide services and programs in a professional and culturally competent manner to the diverse individuals and communities served in Multnomah County. The approach will be holistic with the end product being one that is sustainable and integral to the organization's culture. The funds

will support the hiring of an external consultant to work with the MCHD HR Workforce and Development team to achieve the grant project deliverables. As a result of the work performed under this grant, the Health Department will have:

- a cultural competence assessment that identifies the gaps, discrepancies, strengths, and weaknesses of the MCHD and highlights opportunities for development;
- a sustainable cultural competence training curriculum and staff trained to deliver cultural competence training to MCHD staff, both clinical and non-clinical;
- an implementation of the Cultural Competence Policy Framework administrative policies, the Cultural Competence Needs Assessment Policy, and the Cultural Competence Training Policy.

This budget modification supports Program Offer:

40039—Business and Quality – Human Resources and Training

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

This grant will provide the Health Department with up to \$50,000 to design, develop, and implement a cultural competence training program. No local funding is requested in addition to the grant funding. This is a capacity building project designed to train the MCHD workforce to provide services and programs in a professional and culturally competent manner. The grant will cover consultation, printing, and supplies expenses. There is no ongoing fiscal impact because this grant is one-time only in nature. Any administrative costs associated with this grant will be funded with existing resources.

**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.**

MCHD's Department Leadership Team approved a Cultural Competence Policy Framework that serves as the overarching vision for the Health Department. The purpose of the policy framework is to promote and advance diversity, health equity, organizational cultural competence, and improve health outcomes for all Multnomah County residents. A presentation of this policy framework was delivered at the June 2013 meeting of the Community Health Council.

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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 \$50,000 in FY 2014 as a result of the work performed under this award. This is not federal revenue.

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

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

- Professional Services will increase by \$40,000
- Printing will increase by \$1,805
- Supplies will increase by \$4,000
- Central Indirect budget will increase by \$989
- Department Indirect budget will increase by \$3,206

- **What do the changes accomplish?**

The work accomplished as a result of this grant will be that a cultural competence training program will be designed, developed, and implemented which increases both the capacity and capability of our workforce to provide services and programs in a professional and culturally competent manner to the diverse individuals and communities served in Multnomah County.

- **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 the central and department indirect 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 award is one-time only in nature and the project will be completed with grant funds provided.

- **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 award period is from June 15, 2013 to July 31, 2014. When the grant expires, the results of the work performed will continue within current resources. There are no match requirements or non-standard reporting requirements.

**NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.**

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**Required Signatures**

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**Elected Official or Dept Director:** KaRin Johnson for Lillian Shirley /s/ **Date:** 8/19/13

**Budget Analyst:** Althea Gregory /s/ **Date:** 8/19/13

**Department HR:** Kathleen Fuller-Poe/s/ **Date:** 8/15/13

*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-14-03****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	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
1	40-90	32590	40039	0030			4CA214-01-1	50180	0	(50,000)	(50,000)		Increase IG-OP Fed Thru St
2	40-90	32590	40039	0030			4CA214-01-1	60170	0	40,000	40,000		Increase Professional Services
3	40-90	32590	40039	0030			4CA214-01-1	60180	0	1,805	1,805		Increase Printing
4	40-90	32590	40039	0030			4CA214-01-1	60240	0	4,000	4,000		Increase Supplies
5	40-90	32590	40039	0030			4CA214-01-1	60350	0	989	989		Increase Central Indirect
6	40-90	32590	40039	0030			4CA214-01-1	60355	0	3,206	3,206		Increase Dept Indirect
7									0				
8	19	1000		0020			9500001000	50310	(6,512,579)	(6,513,568)	(989)		Indirect Reimb Rev in GF
9	19	1000		0020			9500001000	60470	10,521,353	10,522,342	989		CGF Contingency Exp
10									0				
11	40-90	1000	40040	0030			409001	50370	(6,411,374)	(6,414,580)	(3,206)		Dept Indirect Revenue
12	40-90	1000	40040	0030			409001	60100	77,335	80,541	3,206		Dept Indirect Offsetting Exp
13									0				
14									0				
15									0				
16									0				
17									0				
18									0				
19									0				
20									0				
21									0				
22									0				
23									0				
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/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

**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
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0

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	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
<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.