



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA# R-7 DATE 10/31/13  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 10/31/13  
Agenda Item #: R.7  
Est. Start Time: 10:25 am  
Date Submitted: 10/16/13

**Agenda Title: BUDGET MODIFICATION DCHS14-19 Increasing the Aging and Disability Services Division Federal/State fund appropriation by \$34,047**

*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:** Next Available **Time Needed:** 5 minutes  
**Department:** County Human Services **Division:** Aging & Disability  
**Contact(s):** Paul Iarrobino  
**Phone:** 503-988-6941 **Ext.** 86941 **I/O Address:** 167/240  
**Presenter Name(s) & Title(s):** Paul Iarrobino, Program Supervisor ADSD Community Services

**General Information**

- 1. What action are you requesting from the Board?**  
The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS14-19 which increases Aging and Disability Services Division (ADSD) FY 2014 budget by \$34,047 to provide funding for technical assistance and support for the Aging & Disability Resource Connection (ADRC) in Multnomah County.
- 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 State Unit on Aging (SUA) has increased ADSD's current contract from \$30,000 to \$64,047 to add a .50 FTE Limited Duration Program Coordinator. This position will back-fill some duties of a current Program Specialist to free up roughly half of her time for providing technical assistance and support for ADRC. General duties will include: (1) providing ongoing mentoring and support to statewide ADRCs (2) communicating innovations and best practices in ADRC service delivery and technology (3) providing system-wide ADRC

technical assistance (4) resource database support (5) service delivery support and (6) system supervisory support services, including coordinating with SUA as needed. This additional funding is one-time-only for the period from October 1, 2013 to June 30, 2014. The funding will be included in ADSD Access & Early Intervention Services, program offer 25020A.

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

Approval of this budget modification will increase the total ADSD budget for FY 2014 by \$34,047. This additional funding will increase temporary personnel costs by \$32,754 and supplies by \$1,293.

The service reimbursement to the risk management fund will increase by \$7,388.

**4. Explain any legal and/or policy issues involved.**

NA

**5. Explain any citizen and/or other government participation that has or will take place.**

NA

---

**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).**

ADSD Access & Early Intervention Services Federal/State funding for FY 2014 will increase by \$34,047. The CFDA Number is 93.517.

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

The FY 2014 budget for ADSD Access & Early Intervention Services, program offer 25020A will increase by \$34,047.

The service reimbursement from the Federal/State fund to the risk management fund will increase by \$7,388.

- **What do the changes accomplish?**

This funding allows our Program Specialist to help advance the technical abilities of a statewide software platform that our staff and partners use, while filling some of her ongoing responsibilities with a temporary Limited Duration worker.

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

Yes. Temporary personnel costs will increase by \$32,754 to fund a .38 FTE Limited Duration position (0.50 FTE annualized).

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

No. This grant does not pay indirect charges.

- **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 one-time-only funding being added to an ongoing current contract by the State Unit on Aging beginning October 1, 2013 and running through June 30, 2014.

- **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)?**

This is one-time-only revenue from October 2013 to June 2014.

There are no cash match or in kind match requirements.

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

---

**Required Signatures**

---

**Elected Official or Dept Director:** Kathy Tinkle for Susan Myers /s/ **Date:** 10/14/13

**Budget Analyst:** Jennifer Unruh /s/ **Date:** 10/16/13

**Department HR:** Urmila Jhattu /s/ **Date:** 10/14/13

**Countywide HR:** Susan Mullett /s/ **Date:** 10/15/2013

*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."*

DCHS14-19

**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)	Description
					Internal Order	Cost Center	WBS Element					
1	30-45	32567	25020A	0040			ADSDIVOC36ACL	50190	(30,000)	(64,047)	(34,047)	IG-OP- Fed Thru State
2	30-45	32567	25020A	0040			ADSDIVOC36ACL	60100	0	19,051	19,051	Temporary (LD)
3	30-45	32567	25020A	0040			ADSDIVOC36ACL	60135	0	6,315	6,315	Non -Base Fringe (LD)
4	30-45	32567	25020A	0040			ADSDIVOC36ACL	60145	0	7,388	7,388	Non - Insurance (LD)
5	30-45	32567	25020A	0040			ADSDIVOC36ACL	60240	0	1,293	1,293	Supplies
6												
7												
8	72-80	3500		0020		705210		50316		(7,388)	(7,388)	Svc Rmb Insurance
9	72-80	3500		0020		705210		60330		7,388	7,388	Claims Paid
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
											0	Total - Page 1
											0	GRAND TOTAL

Budget Modification: DCHS14-19

**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	WBS	Position Title	Position Number	FTE	Temporary	Non-Base FRINGE	Non-Base INSURANCE	TOTAL
32567	6022	65183	ADSDIVOC36ACL	Program Coordinator (Step 1) [LD]	TBD	N/A	25,401	8,420	9,851	43,672
<b>TOTAL ANNUALIZED CHANGES</b>						<b>0.00</b>	<b>25,401</b>	<b>8,420</b>	<b>9,851</b>	<b>43,672</b>

**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.

Effective Date: 10-01-13

							CURRENT YEAR			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	Temporary	Non-Base FRINGE	Non-Base INSURANCE	TOTAL
32567	6022	65183	ADSDIVOC36ACL	Program Coordinator (Step 1) [LD]	TBD	N/A	19,051	6,315	7,388	32,754
<b>TOTAL CURRENT FY CHANGES</b>						<b>0.00</b>	<b>19,051</b>	<b>6,315</b>	<b>7,388</b>	<b>32,754</b>