



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

Contingency Request

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # HD-09-17: Requesting General Fund contingency transfer to appropriate \$240,317 in Corrections Health

Requested Meeting Date: _____ **Time Needed:** 5 Minutes

Department: 40 - Health Department **Division:** Integrated Clinical Services

Contact(s): Robert Stoll, Budget and Finance Manager

Phone: 503-988-8445 **Ext.** 88445 **I/O Address** 167/2/210

Presenter Name(s) & Title(s): Michael Seale, Deputy Medical Director; Vanetta Abdellatif, Director Integrated Clinical Services

General Information

1. What action are you requesting from the Board?

Approval to appropriate \$240,317 in General Fund contingency revenue for Multnomah County Inverness Jail (MCIJ).

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.

During the process of adopting the FY2017 Budget, the Board requested an assessment of personnel needs at Multnomah County Inverness Jail (MCIJ) and a proposal for how to improve Corrections Health's operations at MCIJ, with the goals of balancing workloads among shifts, improving the quality of clinical services, and improving employee morale.

A briefing was provided to the Board on September 15th outlining a request to add 1.50 FTE of Community Health Nurses and an 0.60 FTE Medication Aide.

This contingency transfer will increase the Corrections Health FY 2017 general fund budget by \$240,317 to cover additional staffing at the Inverness Jail.

These changes impact program offer 40051A: Corrections Health Inverness Jail (MCIJ) Clinical Services.

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

The staffing changes will increase the operating budget in FY17 by \$240,317, with an annualized cost of \$319,956.

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

None

5. Explain any citizen or other government participation.

A Budget Note related to contingency funds was part of the FY 2017 public budget process.

Budget Modification

6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).

County contingency funds will be transferred to the Health Department which will increase the department's FY 2017 general fund by \$240,317. Funds will be used to support additional staffing at the Inverness Jail.

7. What budgets are increased/decreased?

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

- Permanent budget will increase by \$134,050
- Premium budget will increase by \$12,994
- Salary Related Expense budget will increase by \$45,893
- Insurance Benefits budget will increase by \$45,996
- Printing budget will increase by \$184
- Supplies budget will increase by \$750
- Travel & Training budget will increase by \$450

8. What do the changes accomplish?

Contingency funds will be used to add additional Corrections Health clinical staff with the goals of balancing workloads among shifts, improving the quality of clinical services, and improving employee morale.

9. Do any personnel actions result from this budget modification?

This budget modification will affect the following position:

- Add 1.50 FTE Community Health Nurse, positions 718606, 718607, and 718608. These positions were approved by Class Comp on 9/15/16 with request #3573.
- Add 0.60 FTE Medication Aide, position 718609. This position was approved by Class Comp on 9/15/16 with request #3574.

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

N/A

11. 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 contingency transfer action is one-time-only, however the personnel changes are on-going.

12. 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 (e.g. cash match, in kind match, reporting requirements, etc)?

Ongoing staffing and funding needs will be evaluated as part of the FY 2018 Budget development process.

For Contingency Requests Only:

13. Why was the expenditure not included in the annual budget process?

An FY 2017 Budget Note requested a briefing on staffing needs for Corrections Health. Contingency funds of \$250,000 were set aside at that time to meet additional staffing needs.

14. What efforts have been made to identify funds from other sources within the department/agency to cover this expenditure?

As part of the FY 2017 budget process contingency funds were set aside to meet possible staff needs in Corrections Health.

15. Why are no other department/agency fund sources available?

The Corrections Health program is funded through County General Fund.

16. Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account. What are the plans for future ongoing funding?

Ongoing staffing and funding needs will be evaluated as part of the FY 2018 Budget development process.

17. Has this request been made before? When? What was the outcome?

A Board briefing was conducted on September 15, 2016 related to staff needs for Corrections Health and possible contingency funding. This contingency request is the result of that briefing.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense and Revenues Worksheet and/or a Budget Modification Personnel Worksheet

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____