



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-4 DATE 02/04/2010  
LYNDA GROW, BOARD CLERK

## Board Clerk Use Only

Meeting Date: 02/04/2010  
Agenda Item #: R-4  
Est. Start Time: 9:55 AM  
Date Submitted: 01/25/2010

## BUDGET MODIFICATION: DCHS - 26

**BUDGET MODIFICATION DCHS-26 Increasing Aging and Disability Services Division Federal/State Appropriation by \$61,034 in Oregon Department of Veterans' Affairs Grant Funding, Increasing One Veterans Services Officer Position by .20 FTE and Adding One New .50 FTE Community Information Specialist**

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

Requested Meeting Date: Next Available Amount of Time Needed: 5 minutes  
Department: County Human Services Division: Aging and Disability Services  
Contact(s): Kathy Tinkle  
Phone: (503) 988-3691 Ext. 26858 I/O Address: 164/1/240  
Presenter(s): Mary Shortall

## General Information

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

The Department of County Human Services recommends approval of budget modification DCHS-26. This budget modification increases Aging and Disability Services Division (ADSD) Fiscal Year 2010 budget by \$61,034 in Oregon Department of Veterans' Affairs grant funding bringing the ADSD Fiscal Year 2010 budget into line with the State budget. This funding allows ADSD to increase one Veterans Services Officer position from 0.80 FTE to 1.00 FTE and adds a new 0.50 FTE Community Information Specialist to provide additional outreach, education and professional referral services for Oregon Veterans regarding benefits and other Veteran services.

**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.**

At the time the Fiscal Year 2010 budget was prepared, the grant revenue projections were based on estimates provided by the State. Aging & Disability Services Division (ADSD) received additional funding for the County Veterans Services Officer (CVSO) program from the Oregon Department of Veterans' Affairs (ODVA) effective July 1, 2009 as the result of statewide adjustments to the funding formula distribution. This change in the funding formula, which addresses inequities to Multnomah County, resulted from County advocacy with ODVA and state legislators.

**Program Offer #25020 – Access and Early Intervention Services** - increases by \$61,034. The County's Veterans Service Office Program provides assistance to veterans and their families in accessing pension and disability benefits through the Veterans Administration. There are estimated to be over 15,000 veterans in Multnomah County. The additional funding will be used to increase one Veterans Services Officer from .80 FTE to 1.00 FTE and add one new .50 FTE Community Information Specialist to increase the number of veterans served and increase pension and benefit recoveries.

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

The Oregon Department of Veterans' Affairs grant is on-going. ADSD expects this grant to continue at the same funding level. These grants are continuously renewed with each State biennium at the established annual allocation amounts. The Oregon Department of Veterans' Affairs will continue to be awarded with each new State biennium.

In the past fiscal year, 1.80 FTE Veterans Services Officers filed 458 new benefit claims for Veterans and recovered \$1,743,384 in VA benefits. With added personnel, ADSD projects a 10% increase in claims to be filed increasing benefit recoveries and a 15% increase in interviews allowing ADSD to advocate on behalf of an additional 165 Veterans in Fiscal Year 2010. Personnel costs are expected to increase over time due to the .70 FTE increase.

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

The Oregon Department of Veterans' Affairs grant: ORS 406.460 "Limitation on use of funds by County governing body" requires that the County not use any new Oregon Department of Veterans' Affairs funds to supplant the level of support the County has provided to the County Veteran Services Office in previous years.

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

N/A

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## ATTACHMENT A

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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).**

Budget Modification DCHS-26 increases Fiscal Year 2010 Federal/State Fund for Oregon Department of Veterans' Affairs grant by \$61,034 in Aging and Disability Services, Access and Early Intervention Services. No CFDA.

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

The Fiscal Year 2010 budget for Program Offer #25020 - Access and Early Intervention Services County Veterans Services program will increase by \$61,034. This funding will increase the following expenses: material and services by \$7,497, professional services by \$15,574, internal services by \$756 and personnel services by \$37,207. This addition to personnel services increases position number 713194, Veterans Services Officer, by .18 FTE (.20 FTE annualized) and adds a new 0.33 FTE (0.50 FTE annualized) Community Information Specialist. Service reimbursement from Federal/State to the risk management fund increases by \$9,216. Service reimbursement from Federal/State to the telecommunications fund increases by \$756. Personnel costs will increase over time with the addition of 0.51 FTE (.70 FTE annualized).

- **What do the changes accomplish?**

Budget Modification DCHS-26 increases the DCHS Fiscal Year 2010 budget by \$61,034 in Oregon Department of Veterans' Affairs grant funding bringing it into line with the State budget. This funding allows ADSD to increase one Veterans Services Officer position from .80 FTE to 1.00 FTE and adds one new .50 FTE Community Information Specialist. With added personnel, ADSD projects a 10% increase in claims to be filed increasing benefit recoveries and a 15% increase in interviews allowing ADSD to advocate on behalf of an additional 165 Veterans in Fiscal Year 2010.

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

Yes, the budget modification increases Veterans Services Officer position number 713194 by .18 FTE (.20 FTE annualized) and adds one new .33 FTE Community Information Specialist (.50 FTE annualized).

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

No, the State of Oregon Department of Veterans' Affairs 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?**

The Oregon Department of Veterans' Affairs grant is on-going. ADSD expects this grant to continue at the same funding level. This grant is continuously renewed with each State biennium at the established annual allocation amounts. The Oregon Department of Veterans' Affairs grant will continue to be awarded with each new State biennium.

- **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 Oregon Department of Veterans' Affairs grant period is July 1, 2009 through June 30, 2011. Oregon Department of Veterans' Affairs grant requires cash match (Multnomah County General Fund) in the amount of \$164,966 for Fiscal Year 2010. ADSD is required to file a Report of Activities and a Report of Expenditures quarterly.

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

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## ATTACHMENT B

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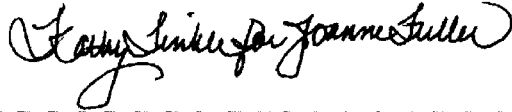
**BUDGET MODIFICATION: DCHS - 26**

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### Required Signatures

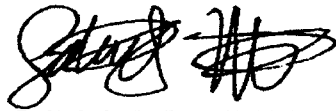
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**Elected Official or  
Department/  
Agency Director:**



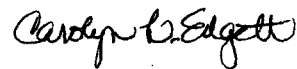
**Date:** 01/21/10

**Budget Analyst:**




**Date:** 1/25/10

**Department HR:**



**Date:** 01/22/10

**Countywide HR:**



**Date:** 01/22/10

**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
23950	6290	62953	ADSDIVVSDVA	Veterans Services Officer	713194	0.20	9,353	2,944	2,916	15,213
23950	6013	62953	ADSDIVVSDVA	Community Information Specialist	NEW	0.50	19,074	6,003	9,815	34,892
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.70	28,427	8,947	12,731	50,105

**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
23950	6290	62953	ADSDIVVSDVA	Veterans Services Officer	713194	0.18	8,574	2,699	2,673	13,946
23950	6013	62953	ADSDIVVSDVA	Community Information Specialist	NEW	0.33	12,716	4,002	6,543	23,261
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.51	21,290	6,701	9,216	37,207



## **MULTNOMAH COUNTY OREGON**

Human Resources – Dept. of County Management  
Multnomah Building, 501 SE Hawthorne, Suite 400  
Portland, Oregon 97214

To: Lee Girard, Aging Services Division – DCHS

Date: October 15, 2009

From: Joi Doi, Class/Comp Unit

Subject: Reclassification Request #1325 – new vacant position

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

### **Request Information:**

Date Request Re-submitted: October 14, 2009

Current Classification: NA – new position

Job Class Number: 6002

Pay Grade: NA

Request is: ☐ Approved as Requested  
☒ Approved - Revised  
☐ Denied

Allocated Classification: Community Inf. Specialist

Pay Range: \$38,147.76 - \$46,896.48 Annually

Position Numbers: TBD

Original Requested Classification: OA Senior

Job Class Number: 6022

Pay Grade: 14

Effective Date: October 8, 2009

Job Class Number: 6013

Pay Grade: 17

**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:**

☐ Filled & incumbent reclassified  
☐ Filled & incumbent not reclassified with position  
☒ Vacant new position

### **New Classification/Position Information:**

When the position is vacant or the incumbent is not reclassified with position, the position must be filled in accordance with the normal appointment and recruiting 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 is a new position designed to provide additional outreach, education, and professional referral services for Oregon Veterans regarding benefits and other Veteran services.

Originally, ADS requested an Office Assistant Senior allocation to provide the additional program services for the small VSO team. However, Class Comp believes the professional level duties and services the County's Veteran Services Office (VSO) desires from this new position are significantly higher than those normally assigned to a senior level administrative support staff function. Specifically, the outreach function, assisting in the development of educational materials, designing and conducting presentations in the community, and advising/referring Vets and their families to various programs and benefits offered throughout the state, warrant a higher level of skill, formal education, and social services training/work experience. After discussing this option with ADS management, they agreed with the Class Comp team's assessment and re-submitted updated materials to support a professional level Community Information Specialist.

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

cc: Carolyn Edgett/Kim Pasquinelli DCHS HR  
Local 88

Class Comp File Copy  
Pauline Reed, DCHS HR

## EXPENDITURES &amp; 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	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	30-45	23950	25020A	41			ADSDIVVSDVA	50180	(119,561)	(180,595)	(61,034)		IG-OP-Direct St
2	30-45	23950	25020A	40			ADSDIVVSDVA	60000	61,969	83,259	21,290		Permanent
3	30-45	23950	25020A	40			ADSDIVVSDVA	60130	19,544	26,245	6,701		Salary Related Expns
4	30-45	23950	25020A	40			ADSDIVVSDVA	60140	20,845	30,061	9,216		Insurance Benefits
5	30-45	23950	25020A	40			ADSDIVVSDVA	60240	2,000	3,865	1,865		Supplies
6	30-45	23950	25020A	40			ADSDIVVSDVA	60260	0	4,166	4,166		Travel & Training
7	30-45	23950	25020A	40			ADSDIVVSDVA	60270	-	817	817		Local Travel/Mileage
8	30-45	23950	25020A	40			ADSDIVVSDVA	60290	-	499	499		Software Licenses/Maint
9	30-45	23950	25020A	40			ADSDIVVSDVA	60340	0	150	150		Dues & Subscriptions
10	30-45	23950	25020A	40			ADSDIVVSDVA	60370	1,000	1,756	756		Intl Svc Telephone
11	30-45	23950	25020A	40			ADSDIVVSDVA	60170		15,574	15,574		Professional Services
12										0			
13	72-10	3500		20		705210		50316		(9,216)	(9,216)		Svc Reimb F/S to Risk
14	72-10	3500		20		705210		60330		9,216	9,216		Claims Paid
15										0			
16	72-60	3503		20		709525		50310		(756)	(756)		Svc Reimb Telecom
17	72-60	3503		20		709525		60200		756	756		Telecom Fund
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



## EXPENDITURES &amp; 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	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
30									0	0			
31									0	0			
32									0	0			
33									0	0			
34									0	0			
35										0			
36										0			
37										0			
38										0			
39										0			
40										0			
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47										0			
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50										0			
51										0			
52										0			
53										0			
54										0			
55										0			
56										0			
57										0			
58										0			
											0	0	Total - Page 2
											0	0	GRAND TOTAL

## EXPENDITURES &amp; 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	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
59										0			
60										0			
61										0			
62										0			
63										0			
64										0			
65										0			
66										0			
67										0			
68										0			
69										0			
70										0			
71										0			
72										0			
73										0			
74										0			
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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

## EXPENDITURES &amp; 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	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
88										0			
89										0			
90										0			
91										0			
92										0			
93										0			
94										0			
95										0			
96										0			
97										0			
98										0			
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113										0			
114										0			
115										0			
116										0			
											0	0	Total - Page 4
											0	0	GRAND TOTAL