



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-1 DATE 10/17/13
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 10-17-13
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 10-3-13

Agenda Title: BUDGET MODIFICATION # DCHS14-17 - Reclassifying a full time Case Manager 1 to a Peer Support Specialist.

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:** (N/A) Consent

Department: County Human Services **Division:** Mental Health & Addiction Services

Contact(s): Ebony Clarke

Phone: 503-988-5464 **Ext.** 28008 **I/O Address:** 167/1/520

Presenter Name(s) & Title(s): N/A Consent Agenda

General Information

1. What action are you requesting from the Board?

The Department of County Human Services is requesting approval of budget modification DCHS14-17, authorizing the reclassification of a vacant full-time Case Manager 1 position to a Peer Support Specialist in the Mental Health & Addiction Services division of the Department of County Human Services as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2322.

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.

This budget modification reflects a HR Class/Comp decision on a reclassification request initiated by management in Program Offer #25064A – Early Assessment & Support Alliance (EASA).

The Mental Health and Addiction Division within DCHS has submitted this vacant position for a reclassification review to Peer Support Specialist (6270) from Case Manager 1 (6297). This position will assist young adult consumers, families and/or their caregivers with

recovery training and self advocacy skills; problem solving and crisis support; health appointments and symptom management; housing, education, and employment services; community participation and resources, and side-by-side individualized support. Duties assigned are providing direct services, including providing practical help, mentoring, advocacy, coordination, individualized support, coaching, and accessing needed services; identifying housing and supportive service needs, including assisting consumers and families in creating housing plans and providing training for daily living activities; providing on-going education; assisting individuals with developing and maintaining self-advocacy skills; and completing required documentation.

The duties, responsibilities and qualifications support this position to be allocated to Peer Support Specialist (6270).

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

The Peer Support Specialist position is three pay grades lower than the Case Manager 1 position. There will be no financial impact to the current fiscal year budget as the decrease in personnel expenditures will be offset by an increase in the supply budget. Subsequent fiscal year personnel cost increases will be determined by approved merit and COLA increases, and will be absorbed within the division's budget.

Service reimbursement from the Federal/State fund to the Risk Management fund will decrease by \$188.

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.

N/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).**

No revenue is being changed.

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

The FY14 fiscal year budget impact will be neutral with a decrease of \$3,757 in personnel expenditures, which will be offset by an increase in the supply budget. Subsequent fiscal year personnel cost increases will be determined by approved merit and COLA increases, and will be absorbed within the division's budget.

Service reimbursement from the Federal/State fund to the Risk Management fund will decrease by \$188.

- **What do the changes accomplish?**

This budget modification implements the decision from the HR Class/Comp unit to reclassify a full-time Case Manager 1 position to a Peer Support Specialist in order to accurately reflect the functions and duties of the position involved.

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

Yes. The approval of this budget modification will result in reclassifying a full-time position

in Mental Health & Addiction Services from a Case Manager 1 to a Peer Support Specialist, as determined by the Class/Comp unit of Central Human Resources.

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

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:** 10/01/13

Budget Analyst: Jennifer Unruh /s/ **Date:** 10/3/13

Department HR: Urmila Jhattu /s/ **Date:** 10/01/13

Countywide HR: Susan Mullett /s/ **Date:** 10/01/13

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.

DCHS14-17

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	20-80	82026	25064A	40			MA CH EASA 26	60000	449,848	447,167	(2,681)	Permanent
2	20-80	82026	25064A	40			MA CH EASA 26	60130	151,840	150,952	(888)	Salary Related
3	20-80	82026	25064A	40			MA CH EASA 26	60140	138,620	138,432	(188)	Insurance
4	20-80	82026	25064A	40			MA CH EASA 26	60240	3,600	7,357	3,757	Supplies
5												
6	72-80	3500		0020		705210		50316		188	188	Svc Rmb Insurance
7	72-80	3500		0020		705210		60330		(188)	(188)	Claims Paid
8										0		
9										0		
10										0		
11										0		
12										0		
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	Total - Page 1
											0	GRAND TOTAL

Budget Modification: DCHS14-17

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	BASE PAY	FRINGE	INSUR	TOTAL
82026	6298	66351	MA CH EASA 26	Case Manager 1	716184	(1.00)	(39,087)	(12,957)	(16,888)	(68,932)
82026	6270	66351	MA CH EASA 26	Peer Support Specialist	716184	1.00	35,559	11,788	16,641	63,988
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	(3,528)	(1,169)	(247)	(4,944)

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: 9/26/13

							CURRENT YEAR			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
82026	6298	66351	MA CH EASA 26	Case Manager 1	716184	(0.76)	(29,706)	(9,847)	(12,835)	(52,388)
82026	6270	66351	MA CH EASA 26	Peer Support Specialist	716184	0.76	27,025	8,959	12,647	48,631
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	(2,681)	(888)	(188)	(3,757)