



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-1 DATE 3/6/14
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 3/6/14
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 2/13/14

Agenda Title: BUDGET MODIFICATION # HD-14-11 authorizing five position re-classifications within various divisions of the Health Department.

Requested Meeting Date: March 6, 2014 **Time Needed:** N/A - Consent

Department: Health Department **Division:** Comm Health Serv, Integrated Clin Serv

Contact(s): Robert Stoll - Budget & Finance Manager

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

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

General Information

1. What action are you requesting from the Board?

Approval of staffing adjustments resulting from the reclassification of five positions. This change will not impact the Health Department's total FTE for FY2014.

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.

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Clinic Medical Assistant, position 706440 in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 12/11/2013 (reclassification #2391). This position will escort patients to exam rooms, obtain vital signs, conduct appropriate screening, and collect data from patients. This position performs simple medical treatments such as suture removal, fluoride treatments, orders lab tests and gives immunizations and medications as directed. This change impacts program offer 40026—La Clinica de Buena Salud.

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Program Technician, position 714277, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 06/11/2013 (reclassification #2392). The duties and responsibilities of this position have gradually changed. This position serves as the Referral Coordinator for the Health Department's Early Childhood Services division

which includes responsibility for assisting in the design, implementation, monitoring and evaluation of programs and projects regarding quality improvement in terms of referral sources, program billing, electronic referral implementation, and services. This change impacts program offer 40013A & 40013B—Early Childhood Services.

Reclassify a 1.00 FTE Physician to a 1.00 FTE Nurse Practitioner, position 709895, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 12/17/2013 (reclassification #2396). This position will provide professional, comprehensive specialized nursing services, with an emphasis on prevention of disease and promotion of health. This position will establish therapeutic relationships with a diversity of patients, including refugees and low-income population groups, and will be required to speak, read and write in Spanish and English. This change impacts program offer 40023—East County Health Clinic.

Reclassify a 1.00 FTE Health Educator to a 1.00 FTE Program Specialist, position 711832, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 06/24/2013 (reclassification #2399). This position serves as a Tobacco Program Specialist and is the subject matter expert responsible for coordinating the enforcement of the Oregon Smoke-free Worksite Law including investigating complaints and recommending corrective action; responding to complaints, making site visits, and developing remedial plans; assigning a code enforcement officer to conduct investigations and make determinations; providing information and responding to inquiries; and providing reports to program staff, the Director's Office, Oregon Health Authority, and County Commissioners. This position also is responsible for designing, developing, planning, and implementing tobacco control initiatives including managing all phases of smoke-free bar campaigns and outreach, tobacco-free policies, smoke-free parks, outdoor venues, and counter-marketing campaigns. This change impacts program offer 40037—Environmental Health Education, Outreach and Housing.

Reclassify a 1.00 FTE Health Educator to a 1.00 FTE Program Specialist, position 713602, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 06/24/2013 (reclassification #2400). This position serves as a Tobacco Program Specialist and is the subject matter expert responsible for tobacco prevention policy specific to smoke-free housing, addictions and mental health, and tobacco retail, and is responsible for implementing broad-based solutions to eliminate/reduce exposure to secondhand smoke, counter pro-tobacco influences, reduce youth access to tobacco, and promote cessation. This change impacts program offer 40037—Environmental Health Education, Outreach and Housing.

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

This budget modification has no fiscal impact in the current year. Budgeted personnel costs are within the pay scales of the new classifications or other budgeted line items have been adjusted so that the changes are budget neutral.

The reclassification of position 706440 to a Clinic Medical Assistant increased budgeted personnel cost by \$2,543 because the step at which a Clinic Medical Assistant is budgeted is higher than the step at which an Office Assistant 2 is budgeted. The increase in cost is offset by a decrease in professional services for no net fiscal impact this fiscal year.

The reclassification of position 714277 to a Program Technician increased budgeted personnel cost by \$5,526 because the step at which the Program Technician is budgeted is higher than the step at which an Office Assistant 2 is budgeted. The increase in cost is offset by a decrease in supplies for no net fiscal impact this fiscal year.

The reclassification of position 709895 to a Nurse Practitioner decreased budgeted personnel cost by \$34,174 because the step at which the Nurse Practitioner is budgeted is lower than the step at which a Physician is budgeted. The decrease in cost is offset by an increase in supplies for no net fiscal impact this fiscal year.

The reclassification of position 711832 to a Program Specialist is budget neutral as the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 713602 to a Program Specialist increased budgeted personnel cost by \$1,619 because the step at which the Program Specialist is budgeted is higher than the step at which the Health Educator is budgeted. The increase in cost is offset by a decrease in supplies for no net fiscal impact this fiscal year.

In subsequent fiscal years, the reclassified positions will be subject to approved cost of living adjustments (COLA) and step and merit pay increases in accordance with collective bargaining agreements and county personnel rules. Increased costs will be funded within the department's budget.

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 change in revenues.

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

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

- Permanent personnel budget will decrease by \$17,197
- Salary related expense budget will decrease by \$5,998
- Insurance benefits budget will decrease by \$1,291
- Professional services budget will decrease by \$2,543
- Supplies budget will increase by \$27,029

These changes will have no financial impact on the budget and do not change the Health Department's total FTE.

- **What do the changes accomplish?**

Changes of classification for positions 706440, 714277, 709895, 711832, and 713602

better fit the duties of these positions as determined by the Class/Comp Unit of Central Human Resources.

- **Do any personnel actions result from this budget modification? Explain.**
 - Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 Clinic Medical Assistant, position 706440, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2391.
 - Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Program Technician, position 714277, in the Community Health Services Division of the Health Department. Class Comp approved #2392.
 - Reclassify a 1.00 FTE Physician to a 1.00 FTE Nurse Practitioner, position 709895, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2396.
 - Reclassify a 1.00 FTE Health Educator to a 1.00 FTE Program Specialist, position 711832, in the Community Health Services Division of the Health Department. Class Comp approved #2399.
 - Reclassify a 1.00 FTE Health Educator to a 1.00 FTE Program Specialist, position 713602, in the Community Health Services Division of the Health Department. Class Comp approved #2400.
- **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:	<u>KaRin Johnson for Joanne Fuller/s/</u>	Date: <u>02-04-14</u>
Budget Analyst:	<u>Althea Gregory /s/</u>	Date: <u>02/13/2014</u>
Department HR:	<u>Kathleen Fuller-Poe /s/</u>	Date: <u>01/30/2014</u>
Countywide HR:	<u>Karie M. Miller /s/</u>	Date: <u>02/11/2014</u>

Budget Modification ID: **HD-14-11****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)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	40-70	10010	40026	0030			47800-00-10010	60000	400,442	402,461	2,019		Increase Permanent
2	40-70	10010	40026	0030			47800-00-10010	60130	137,347	137,720	373		Increase Salary Related Expns
3	40-70	10010	40026	0030			47800-00-10010	60140	94,715	94,866	151		Increase Insurance Benefits
4	40-70	10010	40026	0030			47800-00-10010	60170	6,611	4,068	(2,543)		Decrease Professional Services
5										0			
6	40-47	1000	40013A	0030			44701-GF	60000	634,717	638,647	3,930		Increase Permanent
7	40-47	1000	40013A	0030			44701-GF	60130	215,993	217,295	1,302		Increase Salary Related Expns
8	40-47	1000	40013A	0030			44701-GF	60140	201,077	201,371	294		Increase Insurance Benefits
9	40-47	1000	40013A	0030			44701-GF	60240	40,250	34,724	(5,526)		Decrease Supplies
10										0			
11	40-70	10010	40023	0030			47500-00-10010	60000	2,378,527	2,354,230	(24,297)		Decrease Permanent
12	40-70	10010	40023	0030			47500-00-10010	60130	808,397	800,343	(8,054)		Decrease Salary Related Expns
13	40-70	10010	40023	0030			47500-00-10010	60140	573,327	571,504	(1,823)		Decrease Insurance Benefits
14	40-70	10010	40023	0030			47500-00-10010	60240	13,635	47,809	34,174		Increase Supplies
15										0			
16	40-30	23790	40037	0030			4SA01-2	60000	152,931	154,082	1,151		Increase Permanent
17	40-30	23790	40037	0030			4SA01-2	60130	52,369	52,750	381		Increase Salary Related Expns
18	40-30	23790	40037	0030			4SA01-2	60140	53,293	53,380	87		Increase Insurance Benefits
19	40-30	23790	40037	0030			4SA01-2	60240	5,620	4,001	(1,619)		Decrease Supplies
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

Budget Modification ID: **HD-14-11**

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						
30	72-80	3500		0020		705210		50316		1,291	1,291		Insurance Revenue
31	72-80	3500		0020		705210		60330		(1,291)	(1,291)		Offsetting Expenditure
32										0			
33										0			
34										0			
35										0			
36										0			
37										0			
38										0			
39										0			
40										0			
41										0			
42										0			
43										0			
44										0			
45										0			
46										0			
47										0			
48										0			
49										0			
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

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
10010	6001	61536	47800-00-10010	OFFICE ASSISTANT 2	706440	(1.00)	(31,821)	(11,096)	(16,539)	(59,456)
10010	6012	61536	47800-00-10010	CLINIC MEDICAL ASSISTANT	706440	1.00	35,559	11,788	16,819	64,166
1000	6001	64839	44701-GF	OFFICE ASSISTANT 2	714277	(1.00)	(34,682)	(11,498)	(16,754)	(62,934)
1000	6020	64839	44701-GF	PROGRAM TECHNICIAN	714277	1.00	38,612	12,800	17,048	68,460
10010	9490	64852	47500-00-10010	PHYSICIAN	709895	(1.00)	(154,238)	(51,130)	(25,720)	(231,088)
10010	6314	64852	47500-00-10010	NURSE PRACTITIONER	709895	1.00	109,244	36,214	22,345	167,803
23790	6352	66900	4SA01-2	HEALTH EDUCATOR	711832	(1.00)	(59,132)	(20,619)	(18,587)	(98,338)
23790	6021	66900	4SA01-2	PROGRAM SPECIALIST	711832	1.00	59,132	20,619	18,587	98,338
23790	6352	66900	4SA01-2	HEALTH EDUCATOR	713602	(1.00)	(51,031)	(16,917)	(17,979)	(85,927)
23790	6021	66900	4SA01-2	PROGRAM SPECIALIST	713602	1.00	52,182	17,298	18,066	87,546
TOTAL ANNUALIZED CHANGES						0.00	(36,175)	(12,541)	(2,714)	(51,430)

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
10010	6001	61536	47800-00-10010	OFFICE ASSISTANT 2	706440	(0.54)	(17,183)	(5,992)	(8,931)	(32,106)
10010	6012	61536	47800-00-10010	CLINIC MEDICAL ASSISTANT	706440	0.54	19,202	6,365	9,082	34,649
1000	6001	64839	44701-GF	OFFICE ASSISTANT 2	714277	(1.00)	(34,682)	(11,498)	(16,754)	(62,934)
1000	6020	64839	44701-GF	PROGRAM TECHNICIAN	714277	1.00	38,612	12,800	17,048	68,460
10010	9490	64852	47500-00-10010	PHYSICIAN	709895	(0.54)	(83,289)	(27,610)	(13,889)	(124,788)
10010	6314	64852	47500-00-10010	NURSE PRACTITIONER	709895	0.54	58,992	19,556	12,066	90,614
23790	6352	66900	4SA01-2	HEALTH EDUCATOR	711832	(1.00)	(59,132)	(20,619)	(18,587)	(98,338)
23790	6021	66900	4SA01-2	PROGRAM SPECIALIST	711832	1.00	59,132	20,619	18,587	98,338
23790	6352	66900	4SA01-2	HEALTH EDUCATOR	713602	(1.00)	(51,031)	(16,917)	(17,979)	(85,927)
23790	6021	66900	4SA01-2	PROGRAM SPECIALIST	713602	1.00	52,182	17,298	18,066	87,546
TOTAL CURRENT FY CHANGES						0.00	(17,197)	(5,998)	(1,291)	(24,486)

FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
General Fund Contingency							
19	1000	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
Indirect							
Central							
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
Departmental							
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
Telecommunications							
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
Data Processing							
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
Electronic Service Reimbursement							
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
Motor Pool: Use this cost center if you are adding funds for motor pool use.							
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
Fleet: Use this cost center if you are adding funds for dedicated program cars.							
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
Building Management							
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
Insurance Service Reimbursement							
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
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
Mail & Distribution							
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
Records							
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		
Special Revenue Funds		
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
Capital Project Funds		
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 - Seilwood Bridge Replacement	Roads & Bridges	0080
Enterprise Funds		
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.