



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # C-4 DATE 11/10/16

MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 11/10/16

Agenda Item #: C.4

Est. Start Time: 9:30 am

Date Submitted: 10/19/16

Agenda Title: BUDGET MODIFICATION # DCHS-03-17: Reclassification of Two Positions in Aging, Disability & Veterans Services (ADVSD)

Requested Meeting Date: 11/10/16

Time Needed: N/A (Consent Agenda)

Department: 25 - County Human Services

Division: Aging, Disability & Veterans Services

Contact(s): Wendy Hillman (x84907 409/2/2000) and Nancy Jackson (x86941 167/1/510)

Phone: _____ Ext. _____ I/O Address _____

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 (DCHS) is requesting approval of budget modification DCHS-03-17, authorizing:

- a. the reclassification of a vacant full-time Administrative Analyst Senior position (716189) in Program Offer 25024A - ADVSD Adult Protective Services to a Data Analyst as determined by HR Class/Comp reclassification request #3538.
- b. the reclassification of a .80 FTE Community Information Specialist position (717082) and the incumbent in Program Offer 25020A - ADVSD Access & Early Intervention Services to a Program Coordinator as determined by HR Class/Comp reclassification request #3533.

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 Administrative Analyst Senior position in the Adult Protective Services unit of ADVSD is being submitted by management for reclassification to Data Analyst due to a major change in the scope and duties required of this position. This position will manage multiple data systems, including systems unique to protective services and the various teams. Duties include database management, the design, development and maintenance of client services data tracking systems,

researching and analyzing other systems, participating in process improvement projects, analyzing and making recommendations, serving as a liaison, and developing and implementing training, data analysis and reporting.

The Community Information Specialist position in ADVSD Access & Early Intervention Services is being submitted by management because of the changing nature and evolving scope of duties that has characterized this position. The position's primary purpose is to improve the policy and eligibility awareness and utilization rates of Medicare and Aging and Disability benefits and supportive services for underserved populations. Duties include program development and statewide outreach coordination, including establishing and coordinating communication outreach and partnership with underserved communities, conducting statewide and regional community needs assessments, coordinating direct and regional volunteer participation at community events, establishing and maintaining referral agreements and tracking outcomes.

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

The pay scale for the Data Analyst classification is lower than the current Administrative Analyst Senior classification. As a result, the reclassification will result in a current year decrease in Personnel costs and related Indirect expense of \$22,766. The Adult Protective Services Supplies expense budget will be increased as an offset.

In contrast, the pay rate for the Program Coordinator position is higher than the current Community Information Specialist classification. In addition, the effective date of the reclass is retro back to 02-19-16. This will result in an increase in Personnel costs and related indirect expense for fiscal year 2017 of \$12,172. This increase will be offset with a decrease in the Professional Services, Supplies and Travel/Training expense budget of Access & Early Intervention of \$2,672, \$6,500 and \$3,000, respectively. The ADVSD budget as a whole will remain neutral.

Subsequent fiscal year net Personnel costs in ADVSD will be lower but partially offset with approved merit and COLA increases.

The service reimbursement to the Risk Management fund will decrease by \$451 (insurance).

The service reimbursement to the general fund Contingency will decrease by \$238 (central indirect revenue).

The Director's Office budget for Supplies will decrease by \$566 (department indirect revenue).

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

N/A

5. Explain any citizen or other government participation.

N/A

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).

There is no additional revenue from outside sources. There was a total net decrease of \$804 in central and department Indirect revenue generated from lower personnel costs.

7. What budgets are increased/decreased?

The service reimbursement to the Risk Management fund will decrease by \$451 (insurance).

The service reimbursement to the Contingency general fund will decrease by \$238 (central indirect revenue).

The Director's Office budget for Supplies will decrease by \$566 (department indirect revenue). There is a bottom-line neutral impact on all ADVSD budgets as a result of this reclassification.

8. What do the changes accomplish?

This budget modification implements the decisions of HR Class/Comp to reclassify an Administrative Analyst Senior position in ADVSD Adult Protective Services to a Data Analyst and to reclassify a Community Information Specialist in ADVSD Access & Early Intervention to a Program Coordinator in order to reflect the current actual functions and duties of the two positions involved.

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

Yes. See paragraph above.

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

Changes in Indirect revenue are accounted for in the funding of both the newly reclassified Data Analyst and Program Coordinator positions.

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?

N/A

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)?

N/A

Required Signature

Elected Official or Dept. Director:	<u>Liesl Wendt /s/</u>	Date:	<u>10/11/2016</u>
Budget Analyst:	<u>Adam Brown /s/</u>	Date:	<u>10/19/2016</u>
Department HR:	<u>Chris Robasky /s/</u>	Date:	<u>10/13/2016</u>
Countywide HR:	<u>Susan Mullett /s/</u>	Date:	<u>10/3/2016</u>

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCHS-03-17

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	25000-17	1000	26-10	0040	CHSDO.IND1000	50370 - Dept Indirect Rev	(156,430)	(155,864)	566	
2	25000-17	1000	26-10	0040	CHSDO.IND1000	60240 - Supplies	52,686	52,120	(566)	
1000 Total										0
26-10 Total										0
Program Offer Number 25000-17 Total										0
3	25020A-17	32606	30-45	0040	ADSDIVCS201OEAMIPPA	60000 - Permanent	104,195	112,339	8,144	
4	25020A-17	32606	30-45	0040	ADSDIVCS201OEAMIPPA	60130 - Salary Related Expns	35,741	38,248	2,507	
5	25020A-17	32606	30-45	0040	ADSDIVCS201OEAMIPPA	60140 - Insurance Benefits	40,185	40,734	549	
6	25020A-17	32606	30-45	0040	ADSDIVCS201OEAMIPPA	60170 - Professional Svcs	24,977	22,305	(2,672)	
7	25020A-17	32606	30-45	0040	ADSDIVCS201OEAMIPPA	60240 - Supplies	6,500	0	(6,500)	
8	25020A-17	32606	30-45	0040	ADSDIVCS201OEAMIPPA	60260 - Travel & Training	3,000	0	(3,000)	
9	25020A-17	32606	30-45	0040	ADSDIVCS201OEAMIPPA	60350 - Central Indirect	4,756	5,052	296	
10	25020A-17	32606	30-45	0040	ADSDIVCS201OEAMIPPA	60355 - Dept Indirect	10,879	11,555	676	
32606 Total										0
30-45 Total										0
Program Offer Number 25020A-17 Total										0
11	25024A-17	1000	30-80	0040	ADSDIVMDTGF	60000 - Permanent	322,225	321,929	(296)	
12	25024A-17	1000	30-80	0040	ADSDIVMDTGF	60130 - Salary Related Expns	110,970	110,866	(104)	
13	25024A-17	1000	30-80	0040	ADSDIVMDTGF	60140 - Insurance Benefits	88,689	88,670	(19)	
14	25024A-17	1000	30-80	0040	ADSDIVMDTGF	60240 - Supplies	9,838	10,257	419	
1000 Total										0
15	25024A-17	26090	30-80	0040	ADSDIVAPXIX	60000 - Permanent	2,356,769	2,342,241	(14,528)	
16	25024A-17	26090	30-80	0040	ADSDIVAPXIX	60130 - Salary Related Expns	807,197	802,135	(5,062)	
17	25024A-17	26090	30-80	0040	ADSDIVAPXIX	60140 - Insurance Benefits	718,312	717,331	(981)	
18	25024A-17	26090	30-80	0040	ADSDIVAPXIX	60240 - Supplies	29,220	51,567	22,347	
19	25024A-17	26090	30-80	0040	ADSDIVAPXIX	60350 - Central Indirect	102,492	101,958	(534)	
20	25024A-17	26090	30-80	0040	ADSDIVAPXIX	60355 - Dept Indirect	234,489	233,247	(1,242)	

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Budget Year: 2017

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26090 Total										0
30-80 Total										0
Program Offer Number 25024A-17 Total										0
21	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(77,793,804)	(77,793,353)	451	
22	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,342,457	12,342,006	(451)	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-17 Total										0
23	95000-17	1000	19	0020	9500001000	60470 - Contingency	12,658,075	12,657,837	(238)	
1000 Total										(238)
19 Total										(238)
Program Offer Number 95000-17 Total										(238)
24	95001-17	1000	19	0020	9500001000	50310 - Intl Svc Reimburse	(6,055,927)	(6,055,689)	238	
1000 Total										238
19 Total										238
Program Offer Number 95001-17 Total										238

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCHS-03-17

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
716189	6073	Data Analyst	66942	26090	ADSDIVAPXSIX	0.98	54,562	16,756	18,384	89,701
716189	6073	Data Analyst	66942	1000	ADSDIVMDTGF	0.02	1,114	342	376	1,831
716189	9005	Administrative Analyst, Senior	66942	26090	ADSDIVAPXSIX	(0.98)	(71,995)	(22,830)	(19,561)	(114,386)
716189	9005	Administrative Analyst, Senior	66942	1000	ADSDIVMDTGF	(0.02)	(1,469)	(466)	(399)	(2,334)
717082	6013	Community Information Spec	65183	32606	ADSDIVCS2010EAMIPPA	(0.80)	(37,973)	(11,662)	(17,564)	(67,199)
717082	6022	Program Coordinator	65183	32606	ADSDIVCS2010EAMIPPA	0.80	43,814	13,455	17,958	75,227
Total Annualized Changes:						0.00	(\$11,948)	(\$4,405)	(\$806)	(\$17,160)

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
716189	6073	Data Analyst	66942	26090	ADSDIVAPXSIX	0.82	45,468	13,963	15,320	74,751
716189	6073	Data Analyst	66942	1000	ADSDIVMDTGF	0.02	928	285	313	1,526
716189	9005	Administrative Analyst, Senior	66942	26090	ADSDIVAPXSIX	(0.82)	(59,996)	(19,025)	(16,301)	(95,322)
716189	9005	Administrative Analyst, Senior	66942	1000	ADSDIVMDTGF	(0.02)	(1,224)	(389)	(332)	(1,945)
717082	6013	Community Information Spec	65183	32606	ADSDIVCS2010EAMIPPA	(0.80)	(37,973)	(11,662)	(17,564)	(67,199)
717082	6022	Program Coordinator	65183	32606	ADSDIVCS2010EAMIPPA	0.80	43,814	13,455	17,958	75,227
Total Current FY Changes:						0.00	(\$8,983)	(\$3,373)	(\$606)	(\$12,962)