



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.3 DATE 5-2-13
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 5/2/13
Agenda Item #: C.3
Est. Start Time: 9:30 AM
Date Submitted: 4/22/13

Agenda Title: BUDGET MODIFICATION: DCHS13-16: Eliminating a vacant full-time Manager Senior position and adding a Program Supervisor

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 **Time Needed:** 5 minutes
Department: County Human Services **Division:** Mental Health and Addiction Services
Contact(s): Kathy Tinkle
Phone: 503-988-3691 **Ext.** 26858 **I/O Address:** 167/240
Presenter Name(s) & Title(s): Joan Rice, Manager Mental Health and Addiction Services Division

General Information

1. What action are you requesting from the Board?

The Department of County Human Services is requesting approval of budget modification DCHS13-16, authorizing the elimination of a vacant full-time Manager Senior position and the addition of a Program Supervisor position in the division of Mental Health and Addiction Services of the Department of County Human Services (DCHS) as determined by the Class/Comp unit of Central Human Resources.

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 Quality Management Program of the Mental Health and Addiction Services Division is adding a new Program Supervisor that will have 7 direct reports responsible for work in Medicaid Managed Care, Local Mental Health Authority, and Residential. This position is responsible for supervision of staff, evaluation of quality of services, budget preparation, and serves as expert in quality improvement and customer service.

This budget modification reflects an HR Class/Comp decision on classification request #2100.

Currently the Manager Senior position is split between Program Offer #25061 - Adult Mental Health Initiative: Residential and #25062 - Mental Health Services for Adults. The new program supervisor position will be budgeted in Program Offer #25053 - MH Quality Management & Protective Services

HR Class/Comp reviewed the job duties of this position and determined that the Program Supervisor classification was the best fit for this position.

The Manager Senior position is currently vacant and, due to the restructuring of the Mental Health and Addiction Services division, was deemed to be no longer required.

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

There is no current year or ongoing fiscal impact. The classification of a Program Supervisor is lower than a Manager Senior. The balance of the salary savings will be utilized in contractor payment for services provided in Program Offer 25061 - Adult Mental Health Initiative: Residential

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?**

Program Offer 25053 - MH Quality Management & Protective Services budget will increase by \$38,270 in personnel expense and 1.00 FTE annualized.

Program Offer 25061 - Adult Mental Health Initiative: Residential budget will decrease by \$11,178; Personnel expenses are reduced by \$27,092 and 0.50 FTE annualized, pass thru expense is increased by \$15,914.

Program Offer 25062 - Mental Health Services for Adults budget will decrease by \$27,092 in personnel expenses and 0.50 FTE annualized.

- **What do the changes accomplish?**

This budget modification implements the addition of a full time Program Supervisor in order to accurately reflect the current functions and duties of the position involved while using the funding from the deletion of a vacant Manager Senior position.

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

Yes, a vacant full time Manager Senior position is removed from Program Offers 25061 and 25062. A new full time Program Supervisor position is added to Program Offer 25053.

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

Required Signature

**Elected Official
or Dept Director:**

Cathy Linkford Susan Myers

Date: 04/15/13

Budget Analyst:

Jennifer Unruh \s\

Date: 4/22/13

Department HR:

Unruh Sheth

Date: 4/16/13

Countywide HR:

Susan Mullett

Date: 4/16/2013

Budget Modification ID: **DCHS13-16****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: 2013

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Cost Center	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	bto	Description
								WBS Element						
1	20-80	3002	25062	0040				MA SC PP AD XIX	50190	(5,411,455)	(5,384,363)	27,092		IG-OP Fed Thru State
2	20-80	3002	25062	0040				MA SC PP AD XIX	60000	49,729	31,827	(17,902)		Permanent
3	20-80	3002	25062	0040				MA SC PP AD XIX	60130	14,471	9,261	(5,210)		Salary Related
4	20-80	3002	25062	0040				MA SC PP AD XIX	60140	11,055	7,075	(3,980)		Insurance
5														
6	20-80	82037	25061	0040				MA SC AMHI 37	60000	274,708	256,806	(17,902)		Permanent
7	20-80	82037	25061	0040				MA SC AMHI 37	60130	80,860	75,650	(5,210)		Salary Related
8	20-80	82037	25061	0040				MA SC AMHI 37	60140	79,009	75,029	(3,980)		Insurance
9	20-80	82037	25061	0040				MA SC AMHI 37	60160	11,250	38,342	27,092		Pass Thru
10														
11	20-80	3002	25061	0040				MA SC AMHI XIX	50190	(874,927)	(863,749)	11,178		IG-OP Fed Thru State
12	20-80	3002	25061	0040				MA SC AMHI XIX	60160	243,500	232,322	(11,178)		Pass Thru
13											0			
14	20-80	3002	25053	0040				MA SA QM XIX	50190	(1,047,228)	(1,085,498)	(38,270)		IG-OP Fed Thru State
15	20-80	3002	25053	0040				MA SA QM XIX	60000	443,865	468,063	24,198		Permanent
16	20-80	3002	25053	0040				MA SA QM XIX	60130	134,211	141,253	7,042		Salary Related
17	20-80	3002	25053	0040				MA SA QM XIX	60140	127,498	134,528	7,030		Insurance
18											0			
19	72-80	3500		0020		705210			50316		930	930		Svc Reimb Risk Fund
20	72-80	3500		0020		705210			60330		(930)	(930)		Claims Paid
21											0			
22											0			
23											0			
24														
25											0			
26											0			
27											0			
28											0			
29											0			
											0	0		Total - Page 1
											0	0		GRAND TOTAL

ANNUALIZED PERSONNEL CHANGEChange 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
3002	9361	63311	MA SA QM XIX	Program Supervisor	NEW	1.00	67,218	19,561	19,529	106,308
3002	9365	63307	MA SC PP AD XIX	Manager Senior	712764	(0.50)	(49,729)	(14,471)	(11,055)	(75,255)
82037	9365	63307	MA SC AMHI 37	Manager Senior	712764	(0.50)	(49,729)	(14,471)	(11,054)	(75,254)
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	(32,240)	(9,381)	(2,580)	(44,201)

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

Effective Date: 2/18/13

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
3002	9361	63311	MA SA QM XIX	Program Supervisor	NEW	0.36	24,198	7,042	7,030	38,270
3002	9365	63307	MA SC PP AD XIX	Manager Senior	712764	(0.18)	(17,902)	(5,210)	(3,980)	(27,092)
82037	9365	63307	MA SC AMHI 37	Manager Senior	712764	(0.18)	(17,902)	(5,210)	(3,980)	(27,092)
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	(11,606)	(3,378)	(930)	(15,914)