



Multnomah County
Agenda Placement Request
Budget Modification
(FY 2018)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.3 DATE 10/11/18
MARINA BAKER, BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/11/18
Agenda Item #: C.3
Est. Start Time: 9:30 a.m.
Date Submitted: 10/2/18

Agenda Title: BUDGET MODIFICATION # HD-05-19: Authorizing four position reclassifications within the Health Department

Requested Meeting Date: 10/11/18

Time Needed: N/A Consent

Department: 40 - Health Department

Division: Integrated Clinical Services,
Mental Health & Addiction
Services, Business
Operations, Corrections
Health

Contact(s): Angel Landrón-González- Budget & Finance Manager

Phone: (503) 988-7438

Ext. 87438

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 four positions. This change will not impact the Health Department's total FTE for FY 2019.

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 Operations Administrator to a 1.00 FTE Manager 1, position 703195, in the Corrections Health Division of the Health Department. Class Comp approved the reclassification effective 2/10/18 (reclassification #4135). This position will be responsible for providing leadership in facilitation, consensus building, and collaboration with various partners/stakeholders; evaluating the effectiveness of current programs, and developing and implementing new programs, grant opportunities, and professional opportunities; addressing professional organizations to advocate and explain policies and the needs of clients served by the program; establishing program goals and objectives; developing, implementing, and approving programmatic policies and procedures; reviewing and evaluating work products, procedures, and clinical outcomes; reviewing, analyzing, and recommending direction for clinical services and the impact of proposed changes on the

health and safety of detainees; providing expert technical support for staff; developing budget priorities, and directing, reviewing, and approving the preparation of division budgets; directing the monitoring of financial performance and implementation of corrective action; analyzing expenditures to ensure fiscal responsibility; presenting information to the Board of County Commissioners, Grand Jury, Health Department, public safety groups, and other community partners; meeting with Sheriff's Office facility leadership to problem solve, negotiate, and plan for efficiencies in operations; preparing clinical, programmatic, and fiscal program reports, correspondence, and position papers; selecting staff, initiating personnel actions, and evaluating performance.

This change impacts program offers 40049 – Corrections Health Juvenile Detention, 40050A – Corrections Health Multnomah County Detention Center (MCDC), and 40051A – Corrections Health Inverness Jail (MCIJ) Clinical Services.

Reclassify a 0.80 FTE Nurse Practitioner to a 0.80 FTE Physician, position 717129, in the Corrections Health Division of the Health Department. Class Comp approved the reclassification effective 9/1/18 (reclassification #4147). This position will be responsible for diagnosing and treating acute and chronic medical conditions, including conducting a medical history and physical exam, ordering and interpreting diagnostic tests, devising a course of treatment, discussing alternative treatments/risks/benefits, prescribing and monitoring medications, and counseling of patients; utilizing panel based information technology tools to prioritize and direct proactive care for patients; establishing need for specialty and rehabilitative services and making appropriate referrals; providing clinical consultation to nurse practitioners, nurses, and support staff; prioritizing and directing activities of care team; and coordinating with Behavioral Health providers to effectively integrate care.

This change impacts program offer 40022 – Mid County Health Clinic.

Reclassify a 1.00 FTE Program Supervisor to a 1.00 FTE Case Manager 2, position 718262, in the Mental Health and Addictions Services Division of the Health Department. Class Comp approved the reclassification effective 9/28/18 (reclassification #4155). This position will be responsible for interviewing and screening defendants; providing referrals for mental health, chemical dependency, and social service needs; maintaining contact with treatment providers of clients to ensure compliance; providing interim crisis support to clients; providing status check reports to the courts; meeting with clients to engage and promote compliance with court orders or treatment recommendations; assisting clients with accessing services for basic needs and safety; participating in ongoing communication with treatment providers, housing managers, and other mental health services; assisting clients with enrolling in entitlements and funds; helping clients manage resources and learn to live independently; providing support to clients as they transition from Corrections services to services in the community; and reviewing criminal history, assessing risk of re-offending, and helping coordinate appropriate interventions and community support.

This change impacts program offer 40088 – Coordinated Diversion for Persons with Mental Illness.

Reclassify a 1.00 FTE Project Manager Represented to a 1.00 FTE Budget Analyst, position 700834, in the Business Operations Division of the Health Department. Class Comp approved the reclassification effective 9/13/18 (reclassification #4161). This position will be responsible for providing training on budget requirements to program staff; analyzing program budgets and working with managers to identify current service levels; performing financial forecasting and budget-related projections; analyzing documentation on expenditure estimates; liaising with department programs and the Department of County Assets in preparing and publishing internal service rates; developing and maintaining spreadsheets for budget development and financial reporting; developing revenue projections, charts, graphs, and tables; preparing and presenting reports; serving as the primary budget analyst working with managers and HR on budget adjustment requests; preparing budget modifications; analyzing and reconciling budgeted internal services with actual expenditures; and coordinating the annual review of Compliance 360 fiscal policies.

This change impacts program offer 40040 – Budget & Finance.

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 703195 to a Manager 1 increased budgeted personnel cost by \$7,231, because the Manager 1 is a higher paygrade than the Operations Administrator. The increase in cost is offset by a decrease in Travel & Training, and Dues & Subscriptions, for no net fiscal impact this fiscal year.

The reclassification of position 717129 to a Physician increased budgeted personnel cost by \$51,120, because the Physician is a higher paygrade than the Nurse Practitioner. The increase in cost is offset by a decrease in Professional Services, for no net fiscal impact this fiscal year.

The reclassification of position 718262 to a Case Manager 2 decreased budgeted personnel cost by \$50,478, because the Case Manager 2 is a lower paygrade than the Program Supervisor. The decrease in cost is offset by an increase in Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

The reclassification of position 700834 to a Budget Analyst decreased budgeted personnel cost by \$19,275, because the Budget Analyst is a lower paygrade than the Project Manager Represented. The decrease in cost is offset by an increase in Temporary, Non Base Fringe, and Non Base Insurance, 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), step and merit pay increases in accordance with collective bargaining agreements and county personnel rules. Costs will be funded within the department's budget.

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).

No change in revenues.

7. What budgets are increased/decreased?

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

- Permanent personnel budget will decrease by \$416
- Salary related expense budget will decrease by \$10,957
- Insurance benefits budget will decrease by \$29
- Temporary budget will increase by \$45,638
- Non Base Fringe budget will increase by \$20,989
- Non Base Insurance budget will increase by \$3,126
- Professional Svcs budget will decrease by \$51,120

- Travel & Training budget will decrease by \$4,231
- Dues & Subscriptions budget will decrease by \$3,000

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

8. What do the changes accomplish?

Change of classification for positions 703195, 717129, 718262, and 700834 better fits the duties of these positions as determined by the Class/Comp Unit of Central Human Resources.

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

Reclassify a 1.00 FTE Operations Administrator to a 1.00 FTE Manager 1, position 703195, in the Corrections Health Division of the Health Department. Class Comp approved #4135.

Reclassify a 0.80 FTE Nurse Practitioner to a 0.80 FTE Physician, position 717129, in the Corrections Health Division of the Health Department. Class Comp approved #4147.

Reclassify a 1.00 FTE Program Supervisor to a 1.00 FTE Case Manager 2, position 718262, in the Mental Health and Addictions Services Division of the Health Department. Class Comp approved #4155.

Reclassify a 1.00 FTE Project Manager Represented to a 1.00 FTE Budget Analyst, position 700834, in the Business Operations Division of the Health Department. Class Comp approved #4161.

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

N/A

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:** Wendy Lear/s/

Date: 9/27/2018

Budget Analyst: Trista Zugel-Bensel/s/

Date: 10/2/2018

Department HR: Holly Calhoun/s/

Date: 9/26/2018

Countywide HR: Karie Miller/s/

Date: 9/13/2018

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-05-19

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	40022-19	10010	40-70	0030	47550-10-10010	60000 - Permanent	3,454,702	3,494,782	40,080	
2	40022-19	10010	40-70	0030	47550-10-10010	60130 - Salary Related Expns	1,201,406	1,209,700	8,294	
3	40022-19	10010	40-70	0030	47550-10-10010	60140 - Insurance Benefits	919,829	922,575	2,746	
4	40022-19	10010	40-70	0030	47550-10-10010	60170 - Professional Svcs	127,481	76,361	(51,120)	
10010 Total										0
40-70 Total										0
Program Offer Number 40022-19 Total										0
5	40040-19	1000	40-90	0030	409120	60000 - Permanent	338,187	328,171	(10,016)	
6	40040-19	1000	40-90	0030	409120	60100 - Temporary	25,991	36,007	10,016	
7	40040-19	1000	40-90	0030	409120	60130 - Salary Related Expns	120,564	111,992	(8,572)	
8	40040-19	1000	40-90	0030	409120	60135 - Non Base Fringe	7,120	15,692	8,572	
9	40040-19	1000	40-90	0030	409120	60140 - Insurance Benefits	90,186	89,499	(687)	
10	40040-19	1000	40-90	0030	409120	60145 - Non Base Insurance	416	1,103	687	
1000 Total										0
40-90 Total										0
Program Offer Number 40040-19 Total										0
11	40049-19	1000	40-50	0030	405001	60000 - Permanent	615,241	615,755	514	
12	40049-19	1000	40-50	0030	405001	60130 - Salary Related Expns	206,432	206,606	174	
13	40049-19	1000	40-50	0030	405001	60140 - Insurance Benefits	175,056	175,091	35	
14	40049-19	1000	40-50	0030	405001	60260 - Travel & Training	5,000	769	(4,231)	

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-05-19

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
15	40049-19	1000	40-50	0030	405001	60340 - Dues & Subscriptions	5,000	2,000	(3,000)	
1000 Total										(6,508)
40-50 Total										(6,508)
Program Offer Number 40049-19 Total										(6,508)
16	40050A-19	1000	40-50	0030	405001	60000 - Permanent	615,241	617,298	2,057	
17	40050A-19	1000	40-50	0030	405001	60130 - Salary Related Expns	206,432	207,127	695	
18	40050A-19	1000	40-50	0030	405001	60140 - Insurance Benefits	175,056	175,196	140	
1000 Total										2,892
40-50 Total										2,892
Program Offer Number 40050A-19 Total										2,892
19	40051A-19	1000	40-50	0030	405001	60000 - Permanent	615,241	617,812	2,571	
20	40051A-19	1000	40-50	0030	405001	60130 - Salary Related Expns	206,432	207,301	869	
21	40051A-19	1000	40-50	0030	405001	60140 - Insurance Benefits	175,056	175,232	176	
1000 Total										3,616
40-50 Total										3,616
Program Offer Number 40051A-19 Total										3,616
22	40088-19	82037	40-10	0030	4MA37-19-26	60000 - Permanent	581,721	546,099	(35,622)	
23	40088-19	82037	40-10	0030	4MA37-19-26	60100 - Temporary	0	35,622	35,622	
24	40088-19	82037	40-10	0030	4MA37-19-26	60130 - Salary Related Expns	208,869	196,452	(12,417)	
25	40088-19	82037	40-10	0030	4MA37-19-26	60135 - Non Base Fringe	0	12,417	12,417	
26	40088-19	82037	40-10	0030	4MA37-19-26	60140 - Insurance Benefits	168,037	165,598	(2,439)	

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-05-19

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
27	40088-19	82037	40-10	0030	4MA37-19-26	60145 - Non Base Insurance	0	2,439	2,439	
82037 Total										0
	40-10 Total									0
	Program Offer Number 40088-19 Total									0
28	72020-19	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(86,687,284)	(86,690,381)	(3,097)	
29	72020-19	3500	72-80	0020	705210	60330 - Claims Paid	5,859,168	5,862,265	3,097	
3500 Total										0
	72-80 Total									0
	Program Offer Number 72020-19 Total									0

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-05-19

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				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
700834	6026	Budget Analyst	61221	1000	409120	1.00	67,610	22,176	21,245	111,031
700834	6063	Project Manager	61221	1000	409120	(1.00)	(78,668)	(31,090)	(22,003)	(131,761)
703195	9615	Program Manager 1	64823	1000	405001	1.00	69,104	23,358	21,347	113,809
703195	9720	Operations Administrator	64823	1000	405001	(1.00)	(63,962)	(21,620)	(20,996)	(106,578)
717129	6314	Nurse Practitioner	64812	10010	47550-10-10010	(0.80)	(89,470)	(35,359)	(22,743)	(147,572)
717129	6317	Physician	64812	10010	47550-10-10010	0.80	139,282	47,077	26,155	212,514
718262	6297	Case Manager 2	68480	82037	4MA37-19-26	1.00	50,344	16,513	20,063	86,920
718262	9361	Program Supervisor	68480	82037	4MA37-19-26	(1.00)	(88,309)	(29,848)	(22,663)	(140,820)
Total Annualized Changes:						0.00	\$5,931	(\$8,792)	\$405	(\$2,457)

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				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
700834	6026	Budget Analyst	61221	1000	409120	0.83	56,342	18,480	17,704	92,526
700834	6063	Project Manager	61221	1000	409120	(0.83)	(66,358)	(27,052)	(18,391)	(111,801)
703195	9615	Program Manager 1	64823	1000	405001	1.00	69,104	23,358	21,347	113,809
703195	9720	Operations Administrator	64823	1000	405001	(1.00)	(63,962)	(21,620)	(20,996)	(106,578)

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-05-19

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
717129	6314	Nurse Practitioner	64812	10010	47550-10-10010	(0.67)	(75,988)	(30,937)	(19,050)	(125,975)
717129	6317	Physician	64812	10010	47550-10-10010	0.67	116,068	39,231	21,796	177,095
718262	6297	Case Manager 2	68480	82037	4MA37-19-26	0.75	37,758	12,385	15,047	65,190
718262	9361	Program Supervisor	68480	82037	4MA37-19-26	(0.75)	(73,380)	(24,802)	(17,486)	(115,668)
Total Current FY Changes:						0.00	(\$416)	(\$10,957)	(\$29)	(\$11,402)