



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-2 DATE 4/14/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 4/14/16
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 3/23/16

**Agenda Title: BUDGET MODIFICATION # HD-29-16: Authorizing one position
reclassification within the Health Department**

Requested Meeting Date: April 14, 2016

Time Needed: N/A - Consent

Department: 40 - Health Department

Division: Mental Health & Addiction
Services

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 one position. This change will not impact the Health Department's total FTE for FY 2016.

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 Health Information Technician to a 1.00 FTE Office Assistant 2, position 702495, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 3/1/16 (reclassification #3306). This position is responsible for data entry into software systems to meet client reporting requirements to support various work units within MHASD; performing general administrative work; maintaining, updating, and verifying the accuracy of data for a variety of reports and files; entering and reconciling data in various systems; responding to questions from clinical staff regarding policies and procedures; scanning documents into the document management software program; maintaining records including assembly, retrieval, filing, and archiving of all client records, both paper and electronic; performing quality assurance on scanned documents prior to commitment into EHR; providing notary duties as needed; and providing back up front office support, ordering supplies, stocking supplies, and acting as the purchasing liaison.

This change impacts program offers 40065 – Mental Health & Addiction Services Administration

and 40067 – Medical Records for MHASD

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 702495 to an Office Assistant 2 decreased budgeted personnel cost by \$9,380, because the step at which the Office Assistant 2 is budgeted is lower than the step at which the Health Information Technician is budgeted. 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) 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 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 \$6,182
- Salary related expense budget will decrease by \$2,750
- Insurance benefits budget will decrease by \$448
- Temporary personnel budget will increase by \$6,182
- Non Base Fringe budget will increase by \$2,750
- Non Base Insurance budget will increase by \$448

8. What do the changes accomplish?

Change of classification for position 702495 better fits the duties of the position 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 Health Information Technician to a 1.00 FTE Office Assistant 2, position 702495, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #3306.

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:** Joanne Fuller /s/

Date: March 22, 2016

Budget Analyst: Jeff Renfro /s/

Date: March 23, 2016

Department HR: Holly Calhoun /s/

Date: March 23, 2016

Countywide HR: Karie Miller /s/

Date: March 23, 2016

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-29-16

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	40065-16	80001	40-10	0030	4MH08-1	60000 - Permanent	110,160	107,069	(3,091)	
2	40065-16	80001	40-10	0030	4MH08-1	60100 - Temporary	0	3,091	3,091	
3	40065-16	80001	40-10	0030	4MH08-1	60130 - Salary Related Expns	33,712	32,337	(1,375)	
4	40065-16	80001	40-10	0030	4MH08-1	60135 - Non Base Fringe	0	1,375	1,375	
5	40065-16	80001	40-10	0030	4MH08-1	60140 - Insurance Benefits	29,214	28,990	(224)	
6	40065-16	80001	40-10	0030	4MH08-1	60145 - Non Base Insurance	0	224	224	
80001 Total										0
40-10 Total										0
Program Offer Number 40065-16 Total										0
7	40067-16	1000	40-10	0030	41403-GF	60000 - Permanent	333,832	331,051	(2,781)	
8	40067-16	1000	40-10	0030	41403-GF	60100 - Temporary	0	2,781	2,781	
9	40067-16	1000	40-10	0030	41403-GF	60130 - Salary Related Expns	112,424	111,186	(1,238)	
10	40067-16	1000	40-10	0030	41403-GF	60135 - Non Base Fringe	0	1,238	1,238	
11	40067-16	1000	40-10	0030	41403-GF	60140 - Insurance Benefits	119,730	119,529	(201)	
12	40067-16	1000	40-10	0030	41403-GF	60145 - Non Base Insurance	0	201	201	
1000 Total										0
13	40067-16	3002	40-10	0030	41403-00-3002	60000 - Permanent	41,189	40,879	(310)	
14	40067-16	3002	40-10	0030	41403-00-3002	60100 - Temporary	0	310	310	
15	40067-16	3002	40-10	0030	41403-00-3002	60130 - Salary Related Expns	13,896	13,759	(137)	
16	40067-16	3002	40-10	0030	41403-00-3002	60135 - Non Base Fringe	0	137	137	
17	40067-16	3002	40-10	0030	41403-00-3002	60140 - Insurance Benefits	15,014	14,991	(23)	

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-29-16

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
18	40067-16	3002	40-10	0030	41403-00-3002	60145 - Non Base Insurance	0	23	23	
3002 Total										0
40-10 Total										0
Program Offer Number 40067-16 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-29-16

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
702495	6001	Office Assistant 2	63296	3002	41403-00-3002	0.05	1,668	480	828	2,976
702495	6001	Office Assistant 2	63296	1000	41403-GF	0.45	15,015	4,308	7,458	26,781
702495	6001	Office Assistant 2	63296	80001	4MH08-1	0.50	16,683	4,788	8,286	29,757
702495	6321	Health Information Technician	63296	3002	41403-00-3002	(0.05)	(2,596)	(891)	(896)	(4,383)
702495	6321	Health Information Technician	63296	1000	41403-GF	(0.45)	(23,360)	(8,022)	(8,062)	(39,444)
702495	6321	Health Information Technician	63296	80001	4MH08-1	(0.50)	(25,956)	(8,913)	(8,958)	(43,827)
Total Annualized Changes:						0.00	(\$18,546)	(\$8,250)	(\$1,344)	(\$28,140)

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
702495	6001	Office Assistant 2	63296	3002	41403-00-3002	0.02	556	160	276	992
702495	6001	Office Assistant 2	63296	1000	41403-GF	0.15	5,005	1,436	2,486	8,927
702495	6001	Office Assistant 2	63296	80001	4MH08-1	0.17	5,561	1,596	2,762	9,919
702495	6321	Health Information Technician	63296	3002	41403-00-3002	(0.02)	(866)	(297)	(299)	(1,462)
702495	6321	Health Information Technician	63296	1000	41403-GF	(0.15)	(7,786)	(2,674)	(2,687)	(13,147)
702495	6321	Health Information Technician	63296	80001	4MH08-1	(0.17)	(8,652)	(2,971)	(2,986)	(14,609)
Total Current FY Changes:						0.00	(\$6,182)	(\$2,750)	(\$448)	(\$9,380)