



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # HD-20-15: Supplemental-02 to appropriate \$3,416,967 from Beginning Working Capital and Medicaid Revenue

**Requested Meeting Date:** \_\_\_\_\_

**Time Needed:** \_\_\_\_\_

**Department:** 40 - Health Department

**Division:** Integrated Clinic 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):** Vanetta Abdellatif, Director Integrated Clinical Services

## General Information

### 1. What action are you requesting from the Board?

Approval to appropriate \$3,416,967 from Beginning Working Capital, performance incentive revenues and Medicaid charges for services.

### 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 Multnomah County Health Department (MCHD), Primary Care Health Centers have spent the last year evaluating the efficiency of operations and the utilization of all clinical space occupied by the Health Department. As part of this assessment MCHD reviewed the support services that were needed to make any changes successful and sustainable. MCHD is requesting the approval of this budget package which includes additional medical teams; additional staff to support patient care services; additional supervision at the clinics to support new providers and staff; and additional support for our Electronic Health Records (EHR) to help provide orientation and ongoing training.

Once fully implemented, the budget package will optimize our clinical space, adding the maximum number of new staff and patients within our existing clinical footprint. This will provide support to

established patients and will provide capacity to add approximately 12,000 new patients into primary care practices. In addition to physicians and nurse practitioners, this budget modification adds nurses, behavioral health consultants and staff dedicated to providing outreach to patients to engage them in preventative health care.

This budget modification adds a centralized call center where the most appropriate and efficient service to medical and dental patients can be determined in a more streamlined manner. Referrals for specialty medical services and the coordination of interpreter services for patients will be centralized and co-located with the new centralized call center.

New Electronic Health Record (EHR) staffing will be added to support providers with ongoing training, as well as upgrades and enhancements to best optimize and create efficiency with these tools.

This expansion is funded by \$910,404 in Beginning Working Capital, \$1,817,376 in performance incentives, and \$689,187 in newly generated medical fee revenue.

This budget modification supports Program Offers 40012 – Services for Persons Living with HIV, 40016 – Medicaid/Medicare Eligibility, 40019 – North Portland Health Clinic, 40022 – Mid County Health Clinic, 40023 – East County Health Clinic, 40027 – Southeast Health Clinic, 40032A – Lab and Medical Records, and 40033 – Primary Care and Dental Access and Referral, and 40040 – Business Operations – Financial Services and Operations

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

Approval of this budget modification will increase Multnomah County's federal/state FY 2015 budget by \$431,901, and general fund budget by \$2,985,066. The general fund portion is made up of Beginning Working Capital as well as new revenue from the Patient & Population Centered Primary Care Home Payment Model (PCPM) incentive funding.

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

None.

### **5. Explain any citizen or other government participation.**

None.

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## **Budget Modification**

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### **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).**

The County's federal/state revenue budget will increase by \$431,901, and general fund will increase by \$2,985,066 in FY 2015 as a result of this budget modification. No federal funds are included.

### **7. What budgets are increased/decreased?**

The County's budget will have the following changes:

- Permanent budget will increase by \$1,484,273
- Temporary budget will increase by \$181,586
- Overtime budget will increase by \$6,581
- Premium budget will increase by \$16,822
- Salary Related Expense budget will increase by \$475,717
- Non Base Fringe budget will increase by \$58,096

- Insurance Benefits budget will increase by \$478,218
- Non Base Insurance budget will increase by \$16,464
- Direct Client Assistance budget will increase by \$53
- Professional Services budget will increase by \$226,298
- Printing budget will increase by \$5,856
- Communications budget will increase by \$965
- Repairs and Maintenance budget will increase by \$7,260
- Postage budget will increase by \$4,070
- Supplies budget will increase by \$64,803
- Medical and Dental Supplies budget will increase by \$17,219
- Travel and Training budget will increase by \$6,065
- Local Travel/ Mileage budget will increase by \$2,831
- Drugs budget will increase by \$18,761
- Dues and Subscriptions budget will increase by \$31
- Central Indirect budget will increase by \$72,810
- Depart Indirect will increase by \$232,735
- Internal Services Telephone budget will increase by \$2,550
- Internal Services Data Processing budget will increase by \$36,902

## **8. What do the changes accomplish?**

Expansion of the Multnomah County Health Department's primary care services, allowing for approximately 12,000 new patients.

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

This budget modification will affect the following positions:

- Add 5.00 FTE Office Assistant 2, positions 716790, 716791, 716792, 716793, 716794, 716795, 716796, 716797, 716798, and 716799. These positions were approved on 10/23/14 by class comp request #2667.
- Add 0.20 FTE to an existing Office Assistant Senior positions 705685 and 714541
- Add 5.00 FTE Clinic Medical Assistant, positions 716736, 716737, 716853, 716854, 716857, 716858, and 716859. These positions were approved on 8/26/14 and 10/24/14 by class comp requests #2607 and #2670.
- Add 0.75 FTE Program Specialist Senior, position 716838. This position was approved on 11/5/14 by class comp request #2687.
- Add 1.42 FTE Clinical Services Specialist, positions 716847 and 716848. These positions were approved on 11/6/14 by class comp request #2686.
- Add 0.19 Eligibility Specialist, position 716735. This position was approved on 8/26/14 by class comp request #2606.
- Add 1.50 FTE Licensed Community Practical Nurse, positions 716703 and 716779. These positions were approved on 8/5/14 and 8/28/14 by class comp requests #2594 and #2614.
- Add 2.92 FTE Community Health Nurse, positions 716704, 716751, 716778, and 716843. These positions were approved on 8/6/14, 8/11/14, 8/28/14, and 11/6/14 by class comp requests #2595, #2598, #2613, and #2692.
- Add 2.73 FTE Physician, positions 716514, 716738, 716739, 716780, and 716781. These positions were approved on 3/27/14, and 8/28/14 by class comp requests #2458, #2615, and #2616.
- Add 3.08 FTE Operations Process Specialist, positions 716870, 716871, 716872, 716873, and 716874. These positions were approved on 10/24/14 by class comp request #2671.
- Add 1.58 FTE Business Process Consultant, positions 716875, 716876, and 716877. These positions were approved on 10/24/14 by class comp request #2672.
- Add 1.00 FTE Operations Supervisor, positions 700698 and 716852. These positions were approved on 10/24/14 by class comp request #2669.
- Add 1.50 FTE Program Supervisor, position 716878 and 716902. These positions were approved on 10/24/14 and 11/3/14 by class comp requests #2673 and #2685.

- Add 0.75 FTE Budget Analyst, position 716726. This position was approved 8/12/14 on class comp request #2596.
- Reduce 0.50 FTE of an existing Program Coordinator, position 701775.
- Reduce 0.75 FTE of an existing Program Specialist, position 708152.

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

Central and department indirect costs are fully covered.

**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?**

The Beginning Working Capital is one-time-only. Fee revenue will grow as the medical teams are established and will cover future ongoing expense.

**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)?**

These are not grant related funds.

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### Required Signature

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_