



# Multnomah County Agenda Placement Request Budget Modification

(FY 2018)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # R.4 DATE 12/14/17  
MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 12/14/17

Agenda Item #: R.4

Est. Start Time: 10:20 am approx

Date Submitted: 11/22/17

**Agenda Title: BUDGET MODIFICATION # DCHS-19-18: Adding a New Permanent Position  
in the Department of County Human Services Director's Office**

Requested Meeting Date: 12/14/17 Time Needed: 10 Minutes

Department: 25 - County Human Services Division: Administration

Contact(s): Mohammad Bader

Phone: 503-988-6283 Ext. 86283 I/O Address 167/1/240

Presenter Name(s) & Title(s): Mohammad Bader, Interim Deputy Director

## 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-19-18 which will add a new full-time permanent Management Assistant position to the Director's Office budget.

### 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 purpose of this new position is to support DCHS's strategic plan to enhance workforce equity and inclusion. DCHS dedicated resources to conducting an informal current state analysis of work we were doing intentionally to address inequities in our department and to position us to be a stronger more culturally responsive department. We etched out a 6 month plan that consisted of conducting research on what we need to do to strengthen our equity agenda. Our research produced some key learnings:

- Equity work is full time and requires commitment from leadership.
- To be effective, real resources and a point person should be assigned to the work.
- A core component to the work is that leadership has to be fully vested.
- And, among other things, the work requires budgeted resources, real metrics, clear tracking, a clear accountability structure and follow through.

As such, hiring a Management Assistant (Equity Manager) will allow us to align the department Strategic plan, the goals of ODE, the goals of the Board and the public to build, implement, and monitor a DCHS Equity Agenda.

This budget modification affects Program Offer 25000 – DCHS Director's Office.

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

The current fiscal year impact to the DCHS Director's Office will be budget neutral. The Personnel budget will increase by \$85,187 while the Professional Services budget will decrease by a like amount. Internal service reimbursement to the Risk Management fund (Insurance) will increase by \$12,698.

Subsequent fiscal year Personnel costs will increase by \$146,038 per annum plus any approved merit and COLA increases and will be absorbed within the division's budget.

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

Being a strong culturally responsive Department has direct legal and policy impact. Based on the Workforce Equity Strategic Plan Project Charter passed by the Board on 9/5/17, hiring an Equity Manager will better help DCHS meet the identified goal in the countywide workforce equity strategic plan.

Its premise is that we have existing data and analysis showing ongoing challenges toward increased workforce equity across departments and job classifications. The 9/14/17 Workforce Equity Resolution (and our findings from our informal current state analysis) indicate that institutional and structural barriers to equal employment opportunity exist and must be eliminated, and that employees of color and employees from other historically and currently underrepresented groups should be retained, supported and provided opportunities for advancement.

Hiring an equity manager will allow us to dedicate more intentional resources into addressing and positioning us to better align with the County's overall values of safety, trust, belonging and helps us better meet the County's EEO/AA obligations.

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

As part of the development of our DCHS Equity Agenda, we plan to conduct department and division wide cultural self-assessments using the tool developed in combination with the Coalition of Communities of Color and Dr. Ann Curry Stevens with Portland State University. Additionally, we plan to conduct internal listening sessions, external forums with stakeholders and community providers.

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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).**

There will no change to revenue with this budget modification

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

The total budget for the DCHS Director's Office will not change. One full-time Management Assistant position will be added. Internal service reimbursement to the Risk Management fund (Insurance) will increase by \$12,698.

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

The new Management Assistant will lead the development and implementation of proactive diversity, equity, and inclusion initiatives and goals.

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

Yes. DCHS Director's Office will add a new full-time permanent Management Assistant position.

**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

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**Required Signature**

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**Elected Official or** Peggy Brey /s/  
**Dept. Director:**

**Date:** 11/22/2017

**Budget Analyst:** Jackie Arbour /s/

**Date:** 11/22/2017

**Department HR:** Anisha Skariah /s/

**Date:** 11/22/2017

**Countywide HR:** Laura Sampson /s/

**Date:** 11/22/2017

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCHS-19-18

### 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                                   | 25000-18             | 1000      | 26-10       | 0040       | CHSDO.IND1000 | 60000 - Permanent            | 0              | 54,528         | 54,528                      |          |
| 2                                   | 25000-18             | 1000      | 26-10       | 0040       | CHSDO.IND1000 | 60130 - Salary Related Expns | 0              | 17,961         | 17,961                      |          |
| 3                                   | 25000-18             | 1000      | 26-10       | 0040       | CHSDO.IND1000 | 60140 - Insurance Benefits   | 0              | 12,698         | 12,698                      |          |
| 4                                   | 25000-18             | 1000      | 26-10       | 0040       | CHSDO.IND1000 | 60170 - Professional Svcs    | 267,392        | 182,205        | (85,187)                    |          |
| 1000 Total                          |                      |           |             |            |               |                              |                |                |                             | 0        |
| 26-10 Total                         |                      |           |             |            |               |                              |                |                |                             | 0        |
| Program Offer Number 25000-18 Total |                      |           |             |            |               |                              |                |                |                             | 0        |
| 5                                   | 72020-18             | 3500      | 72-80       | 0020       | 705210        | 50316 - Svc Rmb Med/Dental   | (81,206,215)   | (81,218,913)   | (12,698)                    |          |
| 6                                   | 72020-18             | 3500      | 72-80       | 0020       | 705210        | 60330 - Claims Paid          | 7,488,964      | 7,501,662      | 12,698                      |          |
| 3500 Total                          |                      |           |             |            |               |                              |                |                |                             | 0        |
| 72-80 Total                         |                      |           |             |            |               |                              |                |                |                             | 0        |
| Program Offer Number 72020-18 Total |                      |           |             |            |               |                              |                |                |                             | 0        |

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCHS-19-18

### 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     |
| NEW-25-055                | 9710 | Management Assistant | 63275  | 1000 | CHSDO.IND1000      | 1.00       | 66,801   | 22,005         | 20,009   | 108,814   |
|                           |      |                      |        |      |                    |            |          |                |          |           |
| Total Annualized Changes: |      |                      |        |      |                    | 1.00       | \$66,801 | \$22,005       | \$20,009 | \$108,814 |

### 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    |
| NEW-25-055                | 9710 | Management Assistant | 63275  | 1000 | CHSDO.IND1000      | 0.58         | 38,967   | 12,836         | 11,672   | 63,475   |
|                           |      |                      |        |      |                    |              |          |                |          |          |
| Total Current FY Changes: |      |                      |        |      |                    | 0.58         | \$38,967 | \$12,836       | \$11,672 | \$63,475 |