



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

Board Clerk Use Only

Meeting Date:	<u>4/3/14</u>
Agenda Item #:	<u>R.2</u>
Est. Start Time:	<u>9:55 am</u>
Date Submitted:	<u>3/17/14</u>

BUDGET MODIFICATION # DCHS14-33 – Increasing the Federal/State fund by \$4,630 and adding a full-time Weatherization Inspector in the Department of County Human Services.

Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date:	<u>Next Available</u>	Time Needed:	<u>5 minutes</u>
Department:	<u>County Human Services</u>	Division:	<u>Community Services Division</u>
Contact(s):	<u>Mary Li</u>		
Phone:	<u>503-988-7497</u>	Ext.	<u>88298</u>
		I/O Address:	<u>167/2/200</u>
Presenter Name(s) & Title(s):	<u>Mary Li – Manager Senior Community Services Division</u>		

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS14-33, authorizing the addition of a full-time Weatherization Inspector and increasing the Federal/State fund by \$4,630 in the Community Services Division of DCHS as determined by the Class/Comp unit of Central Human Resources, Classification Request #2434.

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.

This budget modification reflects a HR Class/Comp decision on a classification request initiated by management in Program Offer #25119 - Energy Services and #25021 – Weatherization.

This new position within the Department of County Human Services is requested for classification as a Weatherization Inspector due to a need for additional capacity within the Weatherization Program in order to conduct audits and inspections on homes. This position

will be responsible for performing single and multi family audits and inspections; performing pressure diagnostics, duct blaster and blower door testing, and combustion safety; conducting client education; providing technical assistance and advice to contractors and energy program staff; developing new testing protocols and procedures; troubleshooting new codes, regulations, and/or equipment; reviewing all projects before a work order is issued, discussing findings with the Program Supervisor, and recommending changes; verifying cost effectiveness of requested work items; authorizing work orders to reconciled invoices; conducting and submitting REM/design calculations; providing technical input on specific bid items and programmatic issues; interpreting policies, practices, and procedures for staff, contractors, and clients; serving as liaison between the contractors and the County; and assisting with the technical development of contract/bid/procurement for weatherization measures.

The duties, responsibilities and qualifications support this position is allocated to **Weatherization Inspector (6084).**

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

The FY2014 budget for Community Services increases by \$4,630. This additional funding is part of the LIEAP client education and is available in the grant award but yet to be budgeted. The balance of the funding for this position comes from DOE, LIEAP and ECHO weatherization grants currently budgeted as contracted pass-thru funding that is unable to be expended due to the lack of inspector capacity. The addition of this new weatherization inspector will assist in resolving this issue and allow the weatherization program to provide additional services to clients in a more efficient manner. Subsequent fiscal year personnel cost increases will be determined by approved merit and COLA increases, and will be absorbed within the division's budget.

This new position will be added to the DCHS FY15 requested budget with a budget amendment funded in the same method.

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).**

The Federal/State appropriation for DCHS is increasing by \$4,630 for FY14.

CFDA# 93.568

- **What budgets are increased/decreased?**

Program Offer #25119 – Energy Service budget is increasing by \$4,630 and 0.17 FTE. Personnel expenses will be increased by \$4,400, Central and Department Indirect expenses increase by \$108 and \$122 respectively.

Program Offer #25121 – Weatherization's budget is neutral but increasing by 0.83 FTE. Personnel expenses will be increased by \$21,129 and direct client assistance will be reduced by \$21,129.

The service reimbursement from the Federal/State fund to the risk management fund will increase by \$5,712.

Service reimbursement from the Federal/State fund to the General fund will increase by \$108 (Central Indirect).

Director's Office Professional Services budget will increase by \$122 (Department indirect).

- **What do the changes accomplish?**

This budget modification implements the decision from the HR Class/Comp unit to add a full-time Weatherization Inspector in the Community Services Division of DCHS.

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

Yes. The approval of this budget modification will result in the addition of a full-time Weatherization Inspector, as determined by the Class/Comp unit of Central Human Resources.

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

Indirect charges are allowed and recovered.

- **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 grants are continuously renewed at the established annual allocation amounts. These grants will continue to be renewed with each new State biennium.

- **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)?**

Current award period is July 1, 2013 thru June 30, 2015.

NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signatures

Elected Official or Dept Director: Susan Myers /s/ **Date:** 3/11/2014

Budget Analyst: Jennifer Unruh /s/ **Date:** 3/10/2014

Department HR: Heather M. Garrett /s/ **Date:** 3/07/2014

Countywide HR: Susan Mullett /s/ **Date:** 3/07/2014