



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 02/04/2010
LYNDA GROW, BOARD CLERK

Board Clerk Use Only	
Meeting Date:	02/04/2010
Agenda Item #:	C-2
Est. Start Time:	9:30 AM
Date Submitted:	01/27/2010

BUDGET MODIFICATION: HD-10-17

Agenda Title:	BUDGET MODIFICATION HD-10-17 Authorizing Two Position Reclassifications within the Integrated Clinical Services Division of the Health Department, as Determined by the Class/Comp Unit of Central Human Resources
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Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	<u>February 4, 2010</u>	Amount of Time Needed:	<u>N/A - Consent</u>
Department:	<u>Health Department</u>	Division:	<u>Integrated Clinical Services</u>
Contact(s):	<u>Lester A. Walker - Budget & Finance Manager</u>		
Phone:	<u>(503) 988-3663</u>	Ext.	<u>26457</u>
Presenter(s):	<u>N/A (Consent Agenda)</u>		
I/O Address:	<u>167/2/210</u>		

General Information

1. What action are you requesting from the Board?

Approval of staffing adjustment resulting from the re-classification of two positions. This change will not impact the Health Department's total FTE for FY 2010.

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 0.80 Mental Health Consultant to a 0.80 Community Health Nurse, position 702017, in the Integrated Clinical Services division of the Health Department. Class Comp approved reclassification effective on 07/01/2009 (reclass #1356). This position performs comprehensive health assessments of clients, provides direct patient care, medication administration, and intervening in crisis situations within the various Corrections Health locations of the Health Department.

Reclassify a 1.0 Mental Health Consultant to a 1.0 Community Health Nurse, position 703723, in the Integrated Clinical Services division of the Health Department. Class Comp approved reclassification effective on 07/01/2009 (reclass #1356). This position performs comprehensive health assessments of clients, provides direct patient care, medication administration, and intervening in crisis situations within the various Corrections Health locations of the Health Department.

This change impacts program offers 40051B – Corrections Health MCIJ Dorms 12 & 13 and 40051D – Corrections Health MCIJ Dorms 16 & 17. These programs provide mandated medical, dental and mental health care to the inmates entrusted to our care. By providing adequate health care on site to this vulnerable, under-served population, we minimize the high costs of outside medical, dental and mental health care, as well as Sheriff's Department transport costs.

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

There is no financial impact for FY10.

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

ATTACHMENT 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).**

No change in revenues.

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

This action will have no financial impact on the budget and does not change the Health Department's total FTE.

- **What do the changes accomplish?**

Change of classification of positions 702017 and 703723 to better fit the duties of those positions as determined by the Class/Comp Unit of the Central Human Resources.

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

1. Reclassify a 0.80 Mental Health Consultant to a 0.80 Community Health Nurse, position 702017, in the Integrated Clinical Services division of the Health Department.
2. Reclassify a 1.0 Mental Health Consultant to a 1.0 Community Health Nurse, position 703723, in the Integrated Clinical Services division of the Health Department.

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

N/A

- **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

- **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)?**

N/A

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

ATTACHMENT B

BUDGET MODIFICATION: HD-10-17

Required Signatures

**Elected Official or
Department/
Agency Director:**

Lillian Shirley

**Date: 01/19/2010
WL/lp**

Budget Analyst:

[Signature]

Date: 01/27/2010

Department HR:

[Signature]

Date: 1/13/2010

Countywide HR:

[Signature]

Date: 11/23/09

FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
General Fund Contingency							
	19	1000		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
Indirect							
Central							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
Departmental							
xxx	xxxxx				xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
72-60	3503	0020		709525		50310	Budgets receipt of reimbursement
72-60	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
72-60	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
72-60	3503	0020		709000		60240	Budgets offsetting expenditures
PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
				between 709201 & 709211			
72-60	2508	0020		between 709201 & 709211		50310	Budgets receipt of PC Flat Fee
72-60	2508	0020		709201 & 709211		60240	Budgets offsetting expenditure
Electronic Service Reimbursement							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
72-55	3501	0020		904200		50310	Receipt of Electronics service reimbursement
72-55	3501	0020		904200		60240	Budgets offsetting expenditure
Motor Pool							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
72-55	3501	0020		904100		50310	Budgets receipt of Motor Pool service reimbursement
72-55	3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
72-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
72-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-10	3500	0020		705210		50316	Insurance Revenue
72-10	3500	0020		705210		60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
Mail & Distribution							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
72-55	3504	0020		904400		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
72-55	3504	0020		904500		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904500		60240	Budgets offsetting expenditure
Stores							
xx-xx	xxxxx				xxx	60460	Stores expenditure
72-55	3504	0020		904600		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904600		60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone
(503) 988-3009 Fax

To: Gayle Burrow, Corrections Health
From: Candace Busby, Classification and Compensation Unit (503/4)
Date: November 23, 2009
Subject: Reclassification Request # 1356 (Budget Correction)

We have completed our review of your request and the decision is outlined below.

Request Information:

Date Request Received: November 18, 2009 Position Number: 702017 & 703723
Current Classification: Mental Health Consultant Requested Classification: Community Health Nurse
Job Class Number: 6365 Job Class Number: 6315
Pay Grade: 28 Pay Grade: 6315

Request is: Approved as Requested Effective Date: July 1, 2009
 Approved - Revised
 Denied

Allocated Classification: Community Health Nurse Job Class Number: 6315
Pay Range: \$53,515.44 to \$70,219.44 annually Pay Grade: 6315

Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. This decision is considered preliminary until such approval is received.

Position Information:

Filled & position budget information corrected - see Employee Information Section

Employee Information:

Name of Incumbent Employee: Deborah Planert (SAP# 5127)
Community Health Nurse Class Seniority Date: January 19, 2000 (No change)

Employee Information:

Name of Incumbent Employee: Kathy Kruckman (SAP# 894)
Community Health Nurse Class Seniority Date: March 7, 2000 (No change)

Reason for Classification Decision:

These two positions were erroneously identified as Mental Health Consultants in the 2010 budget. The positions have been filled with Community Health Nurses for some time and should have been included as Community Health Nurses in the 2010 budget. This reclass action is to correct the classifications in the budget for these two positions. There is no impact on the employees filling the positions. The position description included with this reclass action is consistent with Community Health Nurse in that it is responsible for performing comprehensive health assessments of clients, providing direct patient care, medication administration, and intervening in crisis situations within MCD, MCIJ or JDC. These duties and responsibilities are consistent with the Community Health Nurse (6315) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: HR Manager
HR Maintainer
Class Comp File Copy