



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-3 DATE 2/5/15
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 2/5/15
Agenda Item #: R.3
Est. Start Time: 9:55 am
Date Submitted: 1/20/15

Agenda Title: BUDGET MODIFICATION # DCHS-29-15: Reclassification 3 full-time FS 1 positions to (2) FS Sr and (1) FS 2 positions in DCHS

Requested Meeting Date: 2/5/15 **Time Needed:** 5 Minutes
Department: 25 - County Human Services **Division:** Department Administration
Contact(s): Rob Kodiriy

Phone: 503-988-6569 **Ext.** 86569 **I/O Address** 167/1/240

Presenter Name(s) & Title(s): Rob Kodiriy - Business Services & Finance Director

General Information

1. What action are you requesting from the Board?

The Department of County Human Services requests approval of Budget Modification DCHS-29-15 which reclassifies 3 positions; Position #704170 from a Finance Specialist 1 to a Finance Specialist 2 per class comp request #2577, Position #709309 from a Finance Specialist 1 to a Finance Specialist Senior per class comp request #2578, and Position #715095 from a Finance Specialist 1 to a Finance Specialist Senior per class comp request #2579 in Program Offer #25002 - Business 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.

Program Offer #25002 - Business Services. In order to respond to financial infrastructure issues identified in the 2014 Technical Assistance Collaborative Report, it was determined the Mental Health Finance Unit business operations should be reorganized in order to improve service to their providers. To address this, the current 3 full-time Finance Specialist 1 positions were submitted for re-classification to become effective February 1, 2015.

The Finance Specialist 2 position will perform financial analysis, professional accounting, auditing, and fiscal management. Duties are operational accounting administration, oversight and compliance, including verifying invoices in meeting contractual requirements, performing data entry of receipts, verifying all final invoices are received for year-end, and reviewing provider contracts

for compliance; contract management and administration, including creating contract files, ensuring that contract Release Order lines do not exceed available funding, and establishing tracking systems; technical assistance, including providing training and financial analysis; reporting; and division budget development assistance.

The Human Resources Class/Comp unit reviewed the responsibilities of this position and concluded that the duties, responsibilities and qualifications best fit the Finance Specialist 2 classification.

The Finance Specialist Senior positions will perform advanced, complex financial analysis and auditing and prepare detailed financial reports for senior management. Duties are financial analysis, including forecasting and estimating year-end; ensuring compliance to laws, funding requirements, and regulations; and developing trend analysis; reporting, including preparing annual expenditure, revenue, budget, and other management reports; accounting and project coding administration, including training of department staff; and division budget development assistance.

The Human Resources Class/Comp unit reviewed the responsibilities of these positions and concluded that the duties, responsibilities and qualifications best fit the Finance Specialist Senior classification.

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

Program Offer #25050 - Business Services will be reduced by \$131,548 as the HSO funding is being returned to the Mental Health & Addiction Services Division. The three re-classed positions and their supervisor are now completely funded via department indirect revenue that was increased in the Supplemental Budget and County General Fund. The increased personnel expense will be offset by a decrease in the temporary and travel & training budgets.

Subsequent fiscal year personnel merit and COLA increases and will be absorbed within the division's budget.

Program Offer #25062 – Mental Health Services for Adults - contracted expenses and related indirect costs will increase by \$131,548 to fund mental health services provided to the increased membership population.

Service reimbursement to the Risk Management fund will increase by \$808.

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).

There is no change in revenue.

7. What budgets are increased/decreased?

The Department of County Human Services Division budget will remain budget neutral as a result of this budget modification.

Service reimbursement to the Risk Management fund will increase by \$808.

8. What do the changes accomplish?

The approval of this budget modification will result in reclassifying 3 - 1.00 FTE positions in DCHS Administration Mental Health Finance Unit from Finance Specialist 1 to (1) Finance Specialist 2 and (2) Finance Specialist Seniors as determined by the Class/Comp unit of Central Human Resources.

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

Yes, three Finance Specialist 1 positions are re-classed to one Finance Specialist 2 and two Finance Specialist Senior positions as determined by the Class/Comp unit of Central Human Resources.

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:** Liesl Wendt /s/

Date: 1/15/15

Budget Analyst: Jennifer Unruh /s/

Date: 1/16/15

Department HR: Chris Radzom /s/

Date: 1/12/15

Countywide HR: Susan Mullett /s/

Date: 1/12/15

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-29-15

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	25002-15	1000	26-10	0040	CHSBS.FIN.CGF	60000 - Permanent	424,439	414,514	(9,925)	
2	25002-15	1000	26-10	0040	CHSBS.FIN.CGF	60130 - Salary Related Expns	136,303	133,457	(2,846)	
3	25002-15	1000	26-10	0040	CHSBS.FIN.CGF	60140 - Insurance Benefits	132,949	124,732	(8,218)	
4	25002-15	1000	26-10	0040	CHSBS.FIN.CGF	60170 - Professional Svcs	50,000	70,989	20,989	
5	25002-15	1000	26-10	0040	CHSBS.FIN.IND1000	60000 - Permanent	422,177	515,810	93,633	
6	25002-15	1000	26-10	0040	CHSBS.FIN.IND1000	60100 - Temporary	154,914	0	(154,914)	
7	25002-15	1000	26-10	0040	CHSBS.FIN.IND1000	60130 - Salary Related Expns	135,231	164,407	29,176	
8	25002-15	1000	26-10	0040	CHSBS.FIN.IND1000	60140 - Insurance Benefits	126,004	159,685	33,681	
9	25002-15	1000	26-10	0040	CHSBS.FIN.IND1000	60230 - Postage	0	100	100	
10	25002-15	1000	26-10	0040	CHSBS.FIN.IND1000	60240 - Supplies	0	207	207	
11	25002-15	1000	26-10	0040	CHSBS.FIN.IND1000	60260 - Travel & Training	11,500	3,617	(7,883)	
12	25002-15	1000	26-10	0040	CHSBS.FIN.IND1000	60430 - Intl Svc Bldg Mgmt	161,106	167,106	6,000	
1000 Total										0
13	25002-15	3002	26-10	0040	CHSBS.FIN.OHPXIX	50195 - IG-OP-Fed Thru Other	(131,548)	0	131,548	
14	25002-15	3002	26-10	0040	CHSBS.FIN.OHPXIX	60000 - Permanent	71,735	0	(71,735)	
15	25002-15	3002	26-10	0040	CHSBS.FIN.OHPXIX	60130 - Salary Related Expns	22,599	0	(22,599)	
16	25002-15	3002	26-10	0040	CHSBS.FIN.OHPXIX	60140 - Insurance Benefits	24,655	0	(24,655)	
17	25002-15	3002	26-10	0040	CHSBS.FIN.OHPXIX	60230 - Postage	100	0	(100)	
18	25002-15	3002	26-10	0040	CHSBS.FIN.OHPXIX	60240 - Supplies	207	0	(207)	
19	25002-15	3002	26-10	0040	CHSBS.FIN.OHPXIX	60350 - Central Indirect	2,932	0	(2,932)	
20	25002-15	3002	26-10	0040	CHSBS.FIN.OHPXIX	60355 - Dept Indirect	3,320	0	(3,320)	
21	25002-15	3002	26-10	0040	CHSBS.FIN.OHPXIX	60430 - Intl Svc Bldg Mgmt	6,000	0	(6,000)	
3002 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-29-15

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
	26-10 Total									0
				Program Offer Number 25002-15 Total						0
22	25062-15	3002	20-80	0040	MA AD MHSA XIX	50195 - IG-OP-Fed Thru Other	(23,957,470)	(24,089,018)	(131,548)	
23	25062-15	3002	20-80	0040	MA AD MHSA XIX	60160 - Pass-Thru & Pgm Supt	22,625,546	22,750,842	125,296	
24	25062-15	3002	20-80	0040	MA AD MHSA XIX	60350 - Central Indirect	533,991	536,923	2,932	
25	25062-15	3002	20-80	0040	MA AD MHSA XIX	60355 - Dept Indirect	604,735	608,055	3,320	
	3002 Total									0
	20-80 Total									0
				Program Offer Number 25062-15 Total						0
26	72020-15	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(67,670,631)	(67,671,439)	(808)	
27	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	4,674,188	4,674,996	808	
	3500 Total									0
	72-80 Total									0
				Program Offer Number 72020-15 Total						0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-29-15

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
704170	6029	Finance Specialist 1	66938	1000	CHSBS.FIN.IND1000	(0.65)	(28,897)	(9,004)	(11,149)	(49,051)
704170	6029	Finance Specialist 1	66938	3002	CHSBS.FIN.OHPXIX	(0.35)	(15,560)	(4,848)	(6,003)	(26,412)
704170	6030	Finance Specialist 2	66938	1000	CHSBS.FIN.IND1000	1.00	50,256	15,660	17,544	83,461
709309	6029	Finance Specialist 1	66938	1000	CHSBS.FIN.CGF	(0.65)	(29,322)	(9,137)	(11,178)	(49,637)
709309	6029	Finance Specialist 1	66938	1000	CHSBS.FIN.IND1000	0.00				
709309	6029	Finance Specialist 1	66938	3002	CHSBS.FIN.OHPXIX	(0.35)	(15,789)	(4,920)	(6,019)	(26,728)
709309	6032	Finance Specialist/Sr	66938	1000	CHSBS.FIN.IND1000	1.00	57,962	18,061	18,064	94,087
715095	6029	Finance Specialist 1	66938	1000	CHSBS.FIN.CGF	(0.65)	(29,249)	(9,114)	(11,173)	(49,536)
715095	6029	Finance Specialist 1	66938	1000	CHSBS.FIN.IND1000	0.00				
715095	6029	Finance Specialist 1	66938	3002	CHSBS.FIN.OHPXIX	(0.35)	(15,750)	(4,908)	(6,016)	(26,673)
715095	6032	Finance Specialist/Sr	66938	1000	CHSBS.FIN.CGF	1.00	57,624	17,956	18,042	93,621
716179	9335	Finance Supervisor	66938	1000	CHSBS.FIN.CGF	0.35	24,637	7,923	6,616	39,176
716179	9335	Finance Supervisor	66938	3002	CHSBS.FIN.OHPXIX	(0.35)	(24,637)	(7,923)	(6,616)	(39,176)
Total Annualized Changes:						0.00	\$31,276	\$9,745	\$2,111	\$43,132

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-29-15

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
704170	6029	Finance Specialist 1	66938	1000	CHSBS.FIN.IND1000	(0.07)	(3,153)	(982)	(1,156)	(5,291)
704170	6029	Finance Specialist 1	66938	3002	CHSBS.FIN.OHPXIX	(0.35)	(15,560)	(4,848)	(6,003)	(26,412)
704170	6030	Finance Specialist 2	66938	1000	CHSBS.FIN.IND1000	0.42	20,940	6,525	7,310	34,775
709309	6029	Finance Specialist 1	66938	1000	CHSBS.FIN.CGF	(0.65)	(29,322)	(9,137)	(11,178)	(49,637)
709309	6029	Finance Specialist 1	66938	1000	CHSBS.FIN.IND1000	0.58	25,847	8,054	10,000	43,901
709309	6029	Finance Specialist 1	66938	3002	CHSBS.FIN.OHPXIX	(0.35)	(15,789)	(4,920)	(6,019)	(26,728)
709309	6032	Finance Specialist/Sr	66938	1000	CHSBS.FIN.IND1000	0.42	24,151	7,525	7,527	39,203
715095	6029	Finance Specialist 1	66938	1000	CHSBS.FIN.CGF	(0.65)	(29,249)	(9,114)	(11,173)	(49,536)
715095	6029	Finance Specialist 1	66938	1000	CHSBS.FIN.IND1000	0.58	25,847	8,054	10,000	43,901
715095	6029	Finance Specialist 1	66938	3002	CHSBS.FIN.OHPXIX	(0.35)	(15,750)	(4,908)	(6,016)	(26,673)
715095	6032	Finance Specialist/Sr	66938	1000	CHSBS.FIN.CGF	0.42	24,010	7,481	7,517	39,009
716179	9335	Finance Supervisor	66938	1000	CHSBS.FIN.CGF	0.35	24,637	7,923	6,616	39,176
716179	9335	Finance Supervisor	66938	3002	CHSBS.FIN.OHPXIX	(0.35)	(24,637)	(7,923)	(6,616)	(39,176)
Total Current FY Changes:						0.00	\$11,973	\$3,731	\$808	\$16,512