



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # R-6 DATE 4/28/11  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date:	4/28/11
Agenda Item #:	R.6
Est. Start Time:	10:15 am
Date Submitted:	4/5/11

**BUDGET MODIFICATION: HD-11-12**

<b>BUDGET MODIFICATION – HD-11-12 - Request approval to appropriate</b>
<b>Agenda \$519,285 in revenue from the National Association for City and County Health</b>
<b>Title: Officials (NACCHO) Advanced Practice Center grant.</b>

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

<b>Requested Meeting Date:</b>	<u>April 28, 2011</u>	<b>Amount of Time Needed:</b>	<u>5 minutes</u>
<b>Department:</b>	<u>Health Department</u>	<b>Division:</b>	<u>Director's Office</u>
<b>Contact(s):</b>	<u>Lester A. Walker – Budget &amp; Finance Manager</u>		
<b>Phone:</b>	<u>(503) 988-3663</u>	<b>Ext.</b>	<u>26457</u>
	<b>I/O Address:</b>	<u>167/2/210</u>	
<b>Presenter(s):</b>	<u>Jim Spitzer, Emergency Preparedness Manager; KaRin Johnson, Deputy Director</u>		

**General Information**

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

Approval of appropriation of \$519,285 in funding from the NACCHO Advanced Practice Center grant.

**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 Advanced Practice Center (APC) program is funded by NACCHO, a national non-profit organization that advocates for and supports local public health departments across the US. The APC program is a component of NACCHO's emergency preparedness portfolio of programs supported in partnership with the Centers for Disease Control (CDC). MCHD received the APC award to develop tools and resources in the areas of public health emergency decision making and training resources for surge personnel supporting a public health emergency investigation, mass vaccination or antibiotic distribution. MCHD's grant has been renewed for a second year. APC

staff will work with NACCHO to assess and enhance the tools developed in the first year of the grant program, and develop a marketing campaign in order to expand the APC network. This budget modification will appropriate the carryover funds from grant year one, as well as the new funds from grant year two.

This budget modification supports Program Offer 40005: Public Health and Regional Health Systems Emergency Preparedness.

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

Approval of this budget modification will increase the Health Department's federal/state FY 2011 budget by \$519,285.

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

None.

**5. Explain any citizen and/or other government participation that has or will take place.**

The APC program is committed to ensuring that its final products meet the needs of local health departments across the U.S. At MCHD, we have worked closely with experts in our own department and other health departments as part of our Advisory and Oversight committee.

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## ATTACHMENT A

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### Budget Modification

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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 Health Department's federal/state revenue budget will increase by \$519,285 in FY 2011 as a result of the work performed under this award.

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

The Health Department's budget will have the following changes:

- Permanent budget will increase by \$159,631
- Temporary budget will increase by \$29,970
- Salary related expense budget will increase by \$51,865
- Non base fringe budget will increase by \$8,997
- Insurance benefits budget will increase by \$52,049
- Non base insurance budget will increase by \$974
- Professional services budget will increase by \$43,000
- Printing budget will increase by \$65,000
- Postage budget will increase by \$4,987
- Supplies budget will increase by \$8,500
- Travel & training budget will increase by \$43,000
- Local travel/mileage budget will increase by \$1,500
- Dues & subscriptions budget will increase by \$100
- Central indirect budget will increase by \$8,165
- Department indirect will increase by \$30,880
- Internal services-telephone budget will increase by \$4,000
- Internal services-IT services budget will increase by \$4,000
- Internal services-motor pool budget will increase by \$1,667
- Internal services-electronics budget will increase by \$1,000

- **What do the changes accomplish?**

In year one, the MCHD APC program will develop tools and resources for local health departments to increase their local preparedness and support effective emergency operations. These toolkits will include an online training, a decision making and staff allocation worksheet set, and 2 comprehensive curricula for local public health departments to use in the training of surge responders in an emergency.

In year two, the MCHD APC program will assess and enhance the tools developed in year one, as well as develop a marketing campaign in collaboration with other Local Health Departments (LHDs) in order to expand the APC network.

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

This budget modification will restore three positions (3.00 FTE) that were in the FY2010 Adopted Budget but were not included in the FY2011 Adopted Budget pending the grant award:

- Restore 1.00 FTE Program Supervisor, position number 714351.
- Restore 1.00 FTE Research/Evaluation Analyst 2, position number 714356.
- Restore 1.00 FTE Program Development Specialist, position number 713879.

All positions are in the Bioterrorism Division of the Health Department.

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

The revenue covers these costs.

- **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 APC program has applied for non-competitive continuation funds from NACCHO. When the grant(s) expire, the project will be completed.

- **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)?**

The grant period is October 1, 2009 to September 30, 2011.

There are no match requirements or non-standard reporting requirements.

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &amp; Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>
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## ATTACHMENT B

**BUDGET MODIFICATION: HD-11-12**

### Required Signatures

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

*Lillian Shurley*

**Date:** 3/29/11

*[Signature]*

**04/05/2011**

**Budget Analyst:**

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

**Department HR:**

*Kathleen Miller*

**Date:** 03/24/2011

**Countywide HR:**

*[Signature]*

**Date:** March 28, 2011

Budget Modification ID: **HD-11-12****EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2011

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
1	40-00	32381	40005	0030			4CA134-1	50195	(112,500)	(328,035)	(215,535)		Increase IG-OP-Fed Thru Othe
2	40-00	32381	40005	0030			4CA134-1	60000	0	39,908	39,908		Increase Permanent
3	40-00	32381	40005	0030			4CA134-1	60100	56,100	63,120	7,020		Increase Temporary
4	40-00	32381	40005	0030			4CA134-1	60130	0	12,967	12,967		Increase Salary Related Exps
5	40-00	32381	40005	0030			4CA134-1	60135	16,841	18,948	2,107		Increase Non Base Fringe
6	40-00	32381	40005	0030			4CA134-1	60140	0	13,012	13,012		Increase Insurance Benefits
7	40-00	32381	40005	0030			4CA134-1	60145	1,824	2,052	228		Increase Non Base Insurance
8	40-00	32381	40005	0030			4CA134-1	60170	10,750	47,750	37,000		Increase Professional Svcs
9	40-00	32381	40005	0030			4CA134-1	60180	5,000	65,000	60,000		Increase Printing
10	40-00	32381	40005	0030			4CA134-1	60230	816	5,803	4,987		Increase Postage
11	40-00	32381	40005	0030			4CA134-1	60240	2,160	9,160	7,000		Increase Supplies
12	40-00	32381	40005	0030			4CA134-1	60260	2,000	12,000	10,000		Increase Travel & Training
13	40-00	32381	40005	0030			4CA134-1	60270	1,200	2,200	1,000		Increase Local Travel/Mileage
14	40-00	32381	40005	0030			4CA134-1	60340	0	100	100		Increase Dues & Subscriptions
15	40-00	32381	40005	0030			4CA134-1	60350	1,769	5,158	3,389		Increase Central Indirect
16	40-00	32381	40005	0030			4CA134-1	60355	6,690	19,507	12,817		Increase Department Indirect
17	40-00	32381	40005	0030			4CA134-1	60370	2,000	3,000	1,000		Increase Intl Svc Telephone
18	40-00	32381	40005	0030			4CA134-1	60380	0	1,000	1,000		Increase Intl Svc IT Services
19	40-00	32381	40005	0030			4CA134-1	60410	750	1,750	1,000		Increase Intl Svc Motor Pool
20	40-00	32381	40005	0030			4CA134-1	60420	0	1,000	1,000		Increase Intl Svc Electronics
21										0			
22	40-00	32381	40005	0030			4CA134-2	50195	0	(303,750)	(303,750)		Increase IG-OP-Fed Thru Othe
23	40-00	32381	40005	0030			4CA134-2	60000	0	119,723	119,723		Increase Permanent
24	40-00	32381	40005	0030			4CA134-2	60100	0	22,950	22,950		Increase Temporary
25	40-00	32381	40005	0030			4CA134-2	60130	0	38,898	38,898		Increase Salary Related Exps
26	40-00	32381	40005	0030			4CA134-2	60135	0	6,890	6,890		Increase Non Base Fringe
27	40-00	32381	40005	0030			4CA134-2	60140	0	39,037	39,037		Increase Insurance Benefits
28	40-00	32381	40005	0030			4CA134-2	60145	0	746	746		Increase Non Base Insurance
29	40-00	32381	40005	0030			4CA134-2	60170	0	6,000	6,000		Increase Professional Svcs
											(69,506)	0	Total - Page 1
											0	0	GRAND TOTAL

Budget Modification ID: **HD-11-12****EXPENDITURES & REVENUES**

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Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
30	40-00	32381	40005	0030			4CA134-2	60180	0	5,000	5,000		Increase Printing
31	40-00	32381	40005	0030			4CA134-2	60240	0	1,500	1,500		Increase Supplies
32	40-00	32381	40005	0030			4CA134-2	60260	0	33,000	33,000		Increase Travel & Training
33	40-00	32381	40005	0030			4CA134-2	60270	0	500	500		Increase Local Travel/Mileage
34	40-00	32381	40005	0030			4CA134-2	60350	0	4,776	4,776		Increase Central Indirect
35	40-00	32381	40005	0030			4CA134-2	60355	0	18,063	18,063		Increase Department Indirect
36	40-00	32381	40005	0030			4CA134-2	60370	0	3,000	3,000		Increase Intl Svc Telephone
37	40-00	32381	40005	0030			4CA134-2	60380	0	3,000	3,000		Increase Intl Svc IT Services
38	40-00	32381	40005	0030			4CA134-2	60410	0	667	667		Increase Intl Svc Motor Pool
39										0			
40	72-10	3500		0020		705210		50316	(244,202)	(297,225)	(53,023)		Insurance Revenue
41	72-10	3500		0020		705210		60330	809,291	862,314	53,023		Offsetting Expenditure
42										0			
43	19	1000		0020		9500001000		50310	(5,466,225)	(5,474,390)	(8,165)		Indirect Reimb Rev in GF
44	19	1000		0020		9500001000		60470	6,634,547	6,642,712	8,165		CGF Contingency Expenditure
45										0			
46	40-90	1000	40040	0030		409050		50370	(5,929,918)	(5,960,798)	(30,880)		Dept Indirect Revenue
47	40-90	1000	40040	0030		409001		60000	355,952	386,832	30,880		Dept Indirect Offsetting Exp
48	10-10	3503		0020		709525		50310	(3,580,700)	(3,584,700)	(4,000)		Intl Svc Reimbursement
49	10-10	3503		0020		709525		60200	1,974,928	1,978,928	4,000		Intl Svc Telecom Offset
50										0			
51	10-10	3503		0020		709000		50310	(1,652,787)	(1,656,787)	(4,000)		Intl Svc Reimbursement
52	10-10	3503		0020		709000		60240	219,867	223,867	4,000		Intl Svc IT Services Offset
53										0			
54	72-55	3501		0020		904150		50310	(399,562)	(401,229)	(1,667)		Intl Svc Reimbursement
55	72-55	3501		0020		904150		60240	53,796	55,463	1,667		Intl Svc Motorpool Offset
56										0			
57	72-55	3501		0020		904200		50310	(794,148)	(795,148)	(1,000)		Intl Svc Reimbursement
58	72-55	3501		0020		904200		60240	256,608	257,608	1,000		Intl Svc Electronics Offset
											69,506	0	Total - Page 2
											0	0	GRAND TOTAL