



Multnomah County
Agenda Placement Request
Budget Modification
(FY 2018)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.2 DATE 8/23/18
TAJA NELSON, ASST. BOARD CLERK

Board Clerk Use Only

Meeting Date: 8/23/18
Agenda Item #: C.2
Est. Start Time: 9:30 a.m.
Date Submitted: 8/15/18

Agenda Title: BUDGET MODIFICATION # DCHS-03-19: Reclassifying a Position in Intellectual & Developmental Disabilities Services Division of DCHS

Requested Meeting Date: 8/23/18 **Time Needed:** N/A (Consent Agenda)

Department: 25 - County Human Services **Division:** Intellectual & Developmental Disabilities

Contact(s): Dawn Sadler

Phone: 503-988-9366 **Ext.** 89366 **I/O Address** 167/1/610

Presenter Name(s) & Title(s): N/A - Consent Agenda

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-03-19 authorizing the reclassification of a vacant Case Manager 2 position to a Case Manager Senior in Intellectual & Developmental Disabilities Services (IDD) program offer 25012 – Adult Services. The reclassification was approved by the Central HR Class/Comp unit with request #4124.

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 was a management-initiated job reclassification request in order to address the increase in case management caseloads. The position will be responsible for monitoring via home visits, service provider visits and phone calls, the receipt of appropriate financial, medical, training, educational, transportation, and other services/supports. The position is also responsible, among other duties, for developing and completing individual service plans with funded vocational and/or residential services and reporting possible protective services issues.

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

The fiscal impact of this reclassification on IDD's budget will be neutral. The initial Case Manager 2 position was budgeted at a Step 6 level. The requested Case

Manager Senior position will be budgeted at a Step 3 level. The two pay scales are identical. Subsequent fiscal year personnel costs for the IDD Adult Services program will be higher with any approved merit and COLA increases.

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?

There will be a neutral impact to the IDD Adult Services budget resulting from this reclassification. No other department or county budgets will be affected.

8. What do the changes accomplish?

This budget modification authorizes the reclassification of a vacant full-time Case Manager 2 position to a Case Manager Senior in order to accurately reflect the actual duties and responsibilities of the position involved.

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

Yes. The approval of this budget modification will result in reclassifying a full-time position in the IDD Adult Services program from a Case Manager 2 to a Case Manager Senior 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:	<u>Peggy Brey</u>	Date:	<u>8/14/2018</u>
Budget Analyst:	<u>Jackie Arbour</u>	Date:	<u>8/15/2018</u>
Department HR:	<u>Chris Robasky</u>	Date:	<u>8/14/2018</u>
Countywide HR:	<u>Karie Miller</u>	Date:	<u>7/31/2018</u>

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCHS-03-19

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	25012-19	81048	20-50	0040	DD10 ADULTS 48	60000 - Permanent	2,179,378	2,179,378	0	
2	25012-19	81048	20-50	0040	DD10 ADULTS 48	60130 - Salary Related Expns	749,736	749,736	0	
3	25012-19	81048	20-50	0040	DD10 ADULTS 48	60140 - Insurance Benefits	750,515	750,515	0	
81048 Total										0
	20-50 Total									0
	Program Offer Number 25012-19 Total									0

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCHS-03-19

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
713694	6296	Case Manager/Sr	65626	81048	DD10 ADULTS 48	1.00	54,995	18,038	20,106	93,139
713694	6297	Case Manager 2	65626	81048	DD10 ADULTS 48	(1.00)	(59,377)	(19,476)	(20,384)	(99,237)
Total Annualized Changes:						0.00	(\$4,382)	(\$1,438)	(\$278)	(\$6,098)

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
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Total Current FY Changes:						0.00	(\$4,382)	(\$1,438)	(\$278)	(\$6,098)