



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-4 DATE 3/29/12
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date:	<u>3/29/12</u>
Agenda Item #:	<u>R.4</u>
Est. Start Time:	<u>9:45 am</u>
Date Submitted:	<u>3/12/12</u>

BUDGET MODIFICATION: HD-12-09

Agenda Title:	BUDGET MODIFICATION - HD-12-09 – Request approval to appropriate \$232,127 in revenue from Northwest Family Services.
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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>March 29, 2012</u>	Amount of Time Needed:	<u>5 minutes</u>
Department:	<u>Health Department</u>	Division:	<u>Community Health Services</u>
Contact(s):	<u>Lester A. Walker - Budget & Finance Manager</u>		
Phone:	<u>(503) 988-3663</u>	Ext.	<u>26457</u>
		I/O Address:	<u>167/2/210</u>
Presenter(s):	<u>Loreen Nichols, CHS Director; Kim Toevis, Program Manager</u>		

General Information

1. What action are you requesting from the Board?

Approval to appropriate \$232,127 in revenue from Northwest Family 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.

The Health Department has partnered with Northwest Family Services and Catholic Charities for a number of years to provide marriage and relationship education and skills, parenting skills, financial management, conflict resolution, and job and career advancement to vulnerable individuals and families in the greater Portland area. The Department's role has focused on providing education about healthy marriage, relationships, and sexuality in local school districts, as well as individual education to vulnerable, low-income minority parents who are teens and young adults. In the summer of 2011 a new cycle of competitive federal grant funding for these services became available. Northwest Family Services applied for this new grant and was selected as one of the funded programs. The Department's Adolescent Health Promotion Program will receive a

subcontract to provide educational services to 3,000 high school students in classrooms throughout Multnomah County and to 100 adults/parents of adolescents.

This budget modification supports Program Offer 40025: Adolescent Health Promotion.

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

Approval of this budget modification will increase the Health Department's federal/state FY 2012 budget by \$232,127. There is no impact to the County General Fund.

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.

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).**

The Health Department's federal/state revenue budget will increase by \$232,127 in FY 2012 as a result of the work performed under this award.

This is federal revenue, CFDA 93.086: Healthy Marriage Promotion and Responsible Fatherhood Grants.

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

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

- Permanent budget will increase by \$103,060
- Temporary budget will increase by \$9,909
- Salary Related Expense budget will increase by \$30,409
- Non Base Fringe budget will increase by \$3,042
- Insurance Benefits budget will increase by \$37,536
- Non Base Insurance budget will increase by \$481
- Printing budget will increase by \$935
- Communications budget will increase by \$2,088
- Supplies budget will increase by \$2,916
- Central Indirect budget will increase by \$5,364
- Department Indirect budget will increase by \$13,900
- Internal Services Data Processing budget will increase by \$5,224
- Internal Services Motor Pool budget will increase by \$1,820
- Internal Services Building Management budget will increase by \$15,443

- **What do the changes accomplish?**

Through the funds awarded, MCHD will accomplish the following:

- 3,000 high school youth in the six school districts will participate in 6-8 hours of evidence-based healthy relationship education sessions. In subsequent years the number of high school youth served will be 3,500.
- In the community the program will provide evidenced-based parenting – child communication classes to 100 adults/parents of adolescents.

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

This budget modification will result in the following personnel actions:

- Add 1.20 FTE Health Educator, positions 715334, 715335. Approved by Class/Comp on 11/1/2011 with request #1816.
- Add 0.50 FTE to existing Community Health Specialist 2, position number 712989.
- Add 0.34 FTE to existing Program Coordinator, position number 704798.

- **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?**

This subcontract will have a three year award period. The MCHD Adolescent Health Promotion Program will work in partnership with the community to seek grant funds to continue these services to adolescents and adults/parents of adolescents throughout Multnomah County.

- **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 September 30, 2011 to September 29, 2012, and this award will be renewed annually for three years.

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

ATTACHMENT B

BUDGET MODIFICATION: HD-12-09

Required Signatures

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

KaRin Johnson for

02-22-2012

Date:

Lillian Shirley

Budget Analyst:

Date: 03/12/12

[Signature]

Department HR:

Kathleen Miller for

Date: 2/21/2012

Alga Ward

2/28/12

Countywide HR:

Date:

Budget Modification ID: **HD-12-09****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: 2012

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						
1	40-30	32244	40025	0030			4CA94-06-1	50195	-	(232,127)	(232,127)		Increase IG-OP-Fed Thru Other
2	40-30	32244	40025	0030			4CA94-06-1	60000	-	103,060	103,060		Increase Permanent
3	40-30	32244	40025	0030			4CA94-06-1	60100	-	9,909	9,909		Increase Temporary
4	40-30	32244	40025	0030			4CA94-06-1	60130	-	30,409	30,409		Increase Salary Related Expns
5	40-30	32244	40025	0030			4CA94-06-1	60135	-	3,042	3,042		Increase Non Base Fringe
6	40-30	32244	40025	0030			4CA94-06-1	60140	-	37,536	37,536		Increase Insurance Benefits
7	40-30	32244	40025	0030			4CA94-06-1	60145	-	481	481		Increase Non Base Insurance
8	40-30	32244	40025	0030			4CA94-06-1	60180	-	935	935		Increase Printing
9	40-30	32244	40025	0030			4CA94-06-1	60200	-	2,088	2,088		Increase Communications
10	40-30	32244	40025	0030			4CA94-06-1	60240	-	2,916	2,916		Increase Supplies
11	40-30	32244	40025	0030			4CA94-06-1	60350	-	5,364	5,364		Increase Central Indirect
12	40-30	32244	40025	0030			4CA94-06-1	60355	-	13,900	13,900		Increase Dept Indirect
13	40-30	32244	40025	0030			4CA94-06-1	60380	-	5,224	5,224		Increase Intl Svc Data Proc
14	40-30	32244	40025	0030			4CA94-06-1	60410	-	1,820	1,820		Increase Intl Svc Motor Pool
15	40-30	32244	40025	0030			4CA94-06-1	60430	-	15,443	15,443		Increase Intl Svc Bldg Mgmt
16									-				
17	72-10	3500		0020		705210		50316	(59,749,783)	(59,787,800)	(38,017)		Insurance Revenue
18	72-10	3500		0020		705210		60330	4,009,380	4,047,397	38,017		Offsetting Expenditure
19									-				
20	19	1000		0020		9500001000		50310	(6,751,716)	(6,757,080)	(5,364)		Indirect Reimb Rev in GF
21	19	1000		0020		9500001000		60470	11,294,043	11,299,407	5,364		CGF Contingency Expenditure
22									-				
23	40-90	1000	40040	0030		409050		50370	(6,025,195)	(6,039,095)	(13,900)		Dept Indirect Revenue
24	40-90	1000	40040	0030		409001		60100	102,018	115,918	13,900		Dept Indirect Offsetting Exp
25													
26	10-10	3503		0020		709000		50310	(2,125,514)	(2,130,738)	(5,224)		Internal Services Offset - Data Proc
27	10-10	3503		0020		709000		60240	18,700	23,924	5,224		Internal Services Offset - Data Proc
28													
29													
											-	-	Total - Page 1
											-	-	GRAND TOTAL

Budget Modification ID: **HD-12-09****EXPENDITURES & REVENUES**

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Budget/Fiscal Year: 2012

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						
30	72-55	3501		0020		904100		50310	(4,230,201)	(4,232,021)	(1,820)		Internal Services Offset - Motor Pool
31	72-55	3501		0020		904100		60240	2,198,348	2,200,168	1,820		Internal Services Offset - Motor Pool
32													
33	72-50	3505		0020		902575		50310	(22,399,323)	(22,414,766)	(15,443)		Internal Services Offset - Bldg Mgmt
34	72-50	3505		0020		902575		60170	6,317,695	6,333,138	15,443		Internal Services Offset - Bldg Mgmt
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											-	-	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGEChange on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
32244	6352	66232	4FA94-06-1	Health Educator	715334	0.80	37,618	10,947	14,032	62,597
32244	6352	66232	4FA94-06-1	Health Educator	715335	0.80	37,618	10,947	14,032	62,597
32244	6047	61480	4FA94-06-1	Community Health Specialist 2	712989	0.66	27,065	7,876	11,239	46,180
32244	6022	61480	4FA94-06-1	Program Coordinator	704798	0.45	34,583	10,617	10,557	55,757
										0
										0
										0
										0
										0
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										0
TOTAL ANNUALIZED CHANGES						2.71	136,884	40,387	49,860	227,131

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
32244	6352	66232	4FA94-06-1	Health Educator	715334	0.60	28,213	8,210	10,523	46,946
32244	6352	66232	4FA94-06-1	Health Educator	715335	0.60	28,213	8,210	10,523	46,946
32244	6047	61480	4FA94-06-1	Community Health Specialist 2	712989	0.50	20,504	5,967	8,514	34,985
32244	6022	61480	4FA94-06-1	Program Coordinator	704798	0.34	26,130	8,022	7,976	42,128
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TOTAL ANNUALIZED CHANGES						2.04	103,060	30,409	37,536	171,005

FM Side			PS/CO Side			Cost	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Element/ Commitment Item	
General Fund Contingency							
19	1000	0020		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.