



**Multnomah County
Agenda Placement Request
Budget Modification**
(Revised 9/23/13)

Contingency Request

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # R-4 DATE 10/20/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/20/16
Agenda Item #: R.4
Est. Start Time: 10:10 am
Date Submitted: 10/5/16

Agenda Title: BUDGET MODIFICATION # HD-09-17: Requesting General Fund contingency transfer to appropriate \$240,317 in Corrections Health

Requested Meeting Date: October 20, 2016 **Time Needed:** 5 Minutes

Department: 40 - Health Department **Division:** Integrated Clinical Services

Contact(s): Robert Stoll, Budget and Finance Manager

Phone: 503-988-8445 **Ext.** 88445 **I/O Address** 167/2/210

Presenter Name(s) & Title(s): Michael Seale, Deputy Medical Director; Vanetta Abdellatif, Director Integrated Clinical Services

General Information

1. What action are you requesting from the Board?

Approval to appropriate \$240,317 in General Fund contingency revenue for Multnomah County Inverness Jail (MCIJ).

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.

During the process of adopting the FY2017 Budget, the Board requested an assessment of personnel needs at Multnomah County Inverness Jail (MCIJ) and a proposal for how to improve Corrections Health's operations at MCIJ, with the goals of balancing workloads among shifts, improving the quality of clinical services, and improving employee morale.

A briefing was provided to the Board on September 15th outlining a request to add 1.50 FTE of Community Health Nurses and an 0.60 FTE Medication Aide.

This contingency transfer will increase the Corrections Health FY 2017 general fund budget by \$240,317 to cover additional staffing at the Inverness Jail.

These changes impact program offer 40051A: Corrections Health Inverness Jail (MCIJ) Clinical Services.

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

The staffing changes will increase the operating budget in FY17 by \$240,317, with an annualized cost of \$319,956.

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

None

5. Explain any citizen or other government participation.

A Budget Note related to contingency funds was part of the FY 2017 public budget process.

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).

County contingency funds will be transferred to the Health Department which will increase the department's FY 2017 general fund by \$240,317. Funds will be used to support additional staffing at the Inverness Jail.

7. What budgets are increased/decreased?

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

- Permanent budget will increase by \$134,050
- Premium budget will increase by \$12,994
- Salary Related Expense budget will increase by \$45,893
- Insurance Benefits budget will increase by \$45,996
- Printing budget will increase by \$184
- Supplies budget will increase by \$750
- Travel & Training budget will increase by \$450

8. What do the changes accomplish?

Contingency funds will be used to add additional Corrections Health clinical staff with the goals of balancing workloads among shifts, improving the quality of clinical services, and improving employee morale.

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

This budget modification will affect the following position:

- Add 1.50 FTE Community Health Nurse, positions 718606, 718607, and 718608. These positions were approved by Class Comp on 9/15/16 with request #3573.
- Add 0.60 FTE Medication Aide, position 718609. This position was approved by Class Comp on 9/15/16 with request #3574.

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?

This contingency transfer action is one-time-only, however the personnel changes are on-going.

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)?

Ongoing staffing and funding needs will be evaluated as part of the FY 2018 Budget development process.

For Contingency Requests Only:

13. Why was the expenditure not included in the annual budget process?

An FY 2017 Budget Note requested a briefing on staffing needs for Corrections Health. Contingency funds of \$250,000 were set aside at that time to meet additional staffing needs.

14. What efforts have been made to identify funds from other sources within the department/agency to cover this expenditure?

As part of the FY 2017 budget process contingency funds were set aside to meet possible staff needs in Corrections Health.

15. Why are no other department/agency fund sources available?

The Corrections Health program is funded through County General Fund.

16. Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account. What are the plans for future ongoing funding?

Ongoing staffing and funding needs will be evaluated as part of the FY 2018 Budget development process.

17. Has this request been made before? When? What was the outcome?

A Board briefing was conducted on September 15, 2016 related to staff needs for Corrections Health and possible contingency funding. This contingency request is the result of that briefing.

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

Required Signature

Elected Official or Dept. Director: Joanne Fuller /s/

Date: October 4, 2016

Budget Analyst: Jeff Renfro /s/

Date: October 5, 2016

Department HR: Holly Calhoun /s/

Date: October 5, 2016

Countywide HR: Karie Miller /s/

Date: October 5, 2016

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Budmod HD-09-17

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	40051A-17	1000	40-50	0030	405760	60000 - Permanent	2,183,514	2,317,564	134,050	
2	40051A-17	1000	40-50	0030	405760	60120 - Premium	158,207	171,201	12,994	
3	40051A-17	1000	40-50	0030	405760	60130 - Salary Related Expns	784,281	830,174	45,893	
4	40051A-17	1000	40-50	0030	405760	60140 - Insurance Benefits	675,517	721,513	45,996	
5	40051A-17	1000	40-50	0030	405760	60180 - Printing	5,200	5,384	184	
6	40051A-17	1000	40-50	0030	405760	60240 - Supplies	5,809	6,559	750	
7	40051A-17	1000	40-50	0030	405760	60260 - Travel & Training	1,900	2,350	450	
1000 Total										240,317
40-50 Total										240,317
Program Offer Number 40051A-17 Total										240,317
8	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(77,685,607)	(77,731,603)	(45,996)	
9	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,234,260	12,280,256	45,996	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-17 Total										0
10	95000-17	1000	19	0020	9500001000	60470 - Contingency	12,642,141	12,401,824	(240,317)	
1000 Total										(240,317)
19 Total										(240,317)
Program Offer Number 95000-17 Total										(240,317)

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Budmod HD-09-17

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
718606	6315	Community Health Nurse	65027	1000	405760	0.60	44,531	13,676	11,784	69,991
718607	6315	Community Health Nurse	65207	1000	405760	0.60	44,531	13,676	11,784	69,991
718608	6315	Community Health Nurse	65207	1000	405760	0.80	59,375	18,235	19,307	96,916
718609	6304	Medication Aide/Cna	65207	1000	405760	0.80	30,297	9,304	17,197	56,799
Total Annualized Changes:						2.80	\$178,733	\$54,891	\$60,072	\$293,696

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
718606	6315	Community Health Nurse	65027	1000	405760	0.45	33,398	10,257	8,838	52,493
718607	6315	Community Health Nurse	65207	1000	405760	0.45	33,398	10,257	8,838	52,493
718608	6315	Community Health Nurse	65207	1000	405760	0.60	44,531	13,676	14,480	72,687
718609	6304	Medication Aide/Cna	65207	1000	405760	0.60	22,723	6,978	12,898	42,599
Total Current FY Changes:						2.10	\$134,050	\$41,168	\$45,054	\$220,272



Department of County Management
MULTNOMAH COUNTY OREGON

Budget Office

501 SE Hawthorne Blvd., Suite 531
Portland, Oregon 97214
(503) 988-3312 phone
(503) 988-5758 fax
(503) 988-5170 TDD

TO: Board of County Commissioners

FROM: Jeff Renfro, Principal Budget Analyst

DATE: October 5, 2016

SUBJECT: General Fund Contingency request for \$241,317 to increase staffing at
Multnomah County Inverness Jail. (Budget Modification HD-09-17)

The Health department is requesting \$241,317 of General Fund contingency to cover an increase in staffing at Multnomah County Inverness Jail (MCIJ).

An FY 2017 budget note set aside \$250,000 in contingency for this purpose. On September 15th, the Health Department presented the findings of their review of the current state and future direction of Corrections Health to the Board of County Commissioners. The presentation covered staffing issues, access to care, and recommendations for improvement. Recommendations included adding 1.5 FTE of Community Health Nurses and a 0.6 FTE Medical Aide at MCIJ to assist in balancing workloads, improving clinical service quality, and improving employee morale.

While this is an OTO request, the positions are intended to be ongoing and will increase General Fund costs for FY 2018 and in subsequent years.

If this request is approved, the General Fund Contingency will be reduced by \$241,317 and the remaining balance (not including the BIT Reserve) will be \$4,435,380.

Contingency Policy Compliance

The Budget Office is required to inform the Board if contingency requests submitted for approval satisfy the guidelines for using the General Fund Contingency.

In particular,

- Criteria 1 states contingency requests should be for one-time-only purposes.
This contingency request is OTO, although the positions (and their costs) are ongoing in nature.
- Criteria 2 addresses emergencies and unanticipated situations.
N/A
- Criteria 3 addresses items identified in Board Budget Notes.
This issue was identified in the Corrections Health Contingency Funding Budget Note.