



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.3 DATE 10/22/15
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/22/15
Agenda Item #: C.3
Est. Start Time: 9:30 am
Date Submitted: 9/30/15

Agenda Title: BUDGET MODIFICATION # HD-09-16: Authorizing four position re-classifications within the Health Department

Requested Meeting Date: October 15, 2015 **Time Needed:** N/A - Consent
Department: 40 - Health Department **Division:** Mental Health and Addiction Services
Contact(s): Robert Stoll – Budget & Finance Manager
Phone: (503) 988-8445 **Ext.** 88445 **I/O Address** 167/2/210
Presenter Name(s) & Title(s): N/A (Consent Agenda)

General Information

1. What action are you requesting from the Board?

Approval of staffing adjustments resulting from the reclassification of four positions. This change will not impact the Health Department's total FTE for FY 2016.

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.

Reclassify a 1.00 FTE Case Manager 2 to a 1.00 FTE Mental Health Consultant, position 714935, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 2/25/2015 (reclassification #3090). This position is responsible for developing and leading child and family team meetings; aligning the team with the youth and family vision, developing a shared team mission, identifying strengths as pathways to solutions, prioritizing needs; creating goals; leading discussions to determine medically appropriate mental health services, and coordination and consultation with schools, child welfare, judicial, health, correction, intellectual development disabilities, and mental health service providers. This change impacts program offer 40081 – Multnomah Wraparound

Reclassify a 1.00 FTE Case Manager 2 to a 1.00 FTE Clinical Services Specialist, position 714936, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 2/25/2015 (reclassification #3091). This position is

responsible for developing and leading child and family team meetings; aligning the team with the youth and family vision, developing a shared team mission, identifying strengths as pathways to solutions, prioritizing needs; creating goals; leading discussions to determine medically appropriate mental health services, and coordination and consultation with schools, child welfare, judicial, health, correction, intellectual development disabilities, and mental health service providers. This change impacts program offer 40081 – Multnomah Wraparound

Reclassify a 1.00 FTE Case Manager 2 to a 1.00 FTE Clinical Services Specialist, position 714937, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 2/25/2015 (reclassification #3092). This position is responsible for developing and leading child and family team meetings; aligning the team with the youth and family vision, developing a shared team mission, identifying strengths as pathways to solutions, prioritizing needs; creating goals; leading discussions to determine medically appropriate mental health services, and coordination and consultation with schools, child welfare, judicial, health, correction, intellectual development disabilities, and mental health service providers. This change impacts program offer 40081 – Multnomah Wraparound

Reclassify a 1.00 FTE Case Manager 2 to a 1.00 FTE Mental Health Consultant, position 714934, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 2/25/2015 (reclassification #3094). This position is responsible for developing and leading child and family team meetings; aligning the team with the youth and family vision, developing a shared team mission, identifying strengths as pathways to solutions, prioritizing needs; creating goals; leading discussions to determine medically appropriate mental health services, and coordination and consultation with schools, child welfare, judicial, health, correction, intellectual development disabilities, and mental health service providers. This change impacts program offer 40081 – Multnomah Wraparound

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

This budget modification has no fiscal impact in the current year. Budgeted personnel costs are within the pay scales of the new classifications or other budgeted line items have been adjusted so that the changes are budget neutral.

The reclassification of position 714934 to a Mental Health Consultant increased budgeted personnel cost by \$14,292, because the step at which the Mental Health Consultant is budgeted is higher than the step at which the Case Manager 2 is budgeted. The increase in cost is offset by a decrease in Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this fiscal year.

The reclassification of position 714935 to a Mental Health Consultant increased budgeted personnel cost by \$12,086, because the step at which the Mental Health Consultant is budgeted is higher than the step at which the Case Manager 2 is budgeted. The increase in cost is offset by a decrease in Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this fiscal year.

The reclassification of position 714936 to a Clinical Services Specialist increased budgeted personnel cost by \$8,758, because the step at which the Clinical Services Specialist is budgeted is higher than the step at which the Case Manager 2 is budgeted. The increase in cost is offset by a decrease in Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this fiscal year.

The reclassification of position 714937 to a Clinical Services Specialist increased budgeted personnel cost by \$11,074, because the step at which the Clinical Services Specialist is budgeted is higher than the step at which the Case Manager 2 is budgeted. The increase in cost is offset by a decrease in Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this

fiscal year.

In subsequent fiscal years, the reclassified positions will be subject to approved cost of living adjustments (COLA) and step and merit pay increases in accordance with collective bargaining agreements and county personnel rules. Increased costs will be funded within the department's budget.

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).

No change in revenues.

7. What budgets are increased/decreased?

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

- Permanent personnel budget will increase by \$36,071
- Salary related expense budget will increase by \$7,526
- Insurance benefits budget will increase by \$2,613
- Temporary personnel budget will decrease by \$36,071
- Non Base Fringe budget will decrease by \$7,526
- Non Base Insurance budget will decrease by \$2,613

These changes will have no financial impact on the budget and do not change the Health Department's total FTE.

8. What do the changes accomplish?

Changes of classification for positions 714935, 714936, 714937, and 714934 better fit the duties of these positions as determined by the Class/Comp Unit of Central Human Resources.

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

- Reclassify a 1.00 FTE Case Manager 2 to a 1.00 FTE Mental Health Consultant, position 714935, in the Mental Health and Addiction Services Division of the Health Department. Class Comp #3090.
- Reclassify a 1.00 FTE Case Manager 2 to a 1.00 FTE Clinical Services Specialist, position 714936, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #3091.
- Reclassify a 1.00 FTE Case Manager 2 to a 1.00 FTE Clinical Services Specialist, position 714937, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #3092.
- Reclassify a 1.00 FTE Case Manager 2 to a 1.00 FTE Mental Health Consultant, position 714934, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #3094.

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:** Joanne Fuller /s/

Date: September 30, 2015

Budget Analyst: Jeff Renfro /s/

Date: September 30, 2015

Department HR: Holly Calhoun /s/

Date: September 30, 2015

Countywide HR: Karie Miller /s/

Date: September 30, 2015

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-09-16

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	40081-16	3002	40-10	0030	41302-00-3002	60000 - Permanent	1,180,314	1,216,385	36,071	
2	40081-16	3002	40-10	0030	41302-00-3002	60100 - Temporary	201,019	164,948	(36,071)	
3	40081-16	3002	40-10	0030	41302-00-3002	60130 - Salary Related Expns	361,259	368,785	7,526	
4	40081-16	3002	40-10	0030	41302-00-3002	60135 - Non Base Fringe	16,787	9,261	(7,526)	
5	40081-16	3002	40-10	0030	41302-00-3002	60140 - Insurance Benefits	365,109	367,722	2,613	
6	40081-16	3002	40-10	0030	41302-00-3002	60145 - Non Base Insurance	4,523	1,910	(2,613)	
3002 Total										0
40-10 Total										0
Program Offer Number 40081-16 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-09-16

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
714934	6297	Case Manager 2	67400	3002	41302-00-3002	(1.00)	(49,707)	(14,261)	(17,756)	(81,724)
714934	6365	Mental Health Consultant	67400	3002	41302-00-3002	1.00	60,221	17,277	18,518	96,016
714935	6297	Case Manager 2	67400	3002	41302-00-3002	(1.00)	(49,583)	(14,225)	(17,747)	(81,555)
714935	6365	Mental Health Consultant	67400	3002	41302-00-3002	1.00	58,474	16,776	18,391	93,641
714936	6295	Clinical Services Specialist	67400	3002	41302-00-3002	1.00	58,474	16,776	18,391	93,641
714936	6297	Case Manager 2	67400	3002	41302-00-3002	(1.00)	(49,955)	(17,154)	(17,774)	(84,883)
714937	6295	Clinical Services Specialist	67400	3002	41302-00-3002	1.00	58,474	16,776	18,391	93,641
714937	6297	Case Manager 2	67400	3002	41302-00-3002	(1.00)	(50,327)	(14,439)	(17,801)	(82,567)
Total Annualized Changes:						0.00	\$36,071	\$7,526	\$2,613	\$46,210

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
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Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-09-16

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Current Year				
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
714936	6295	Clinical Services Specialist	67400	3002	41302-00-3002	1.00	58,474	16,776	18,391	93,641
714936	6297	Case Manager 2	67400	3002	41302-00-3002	(1.00)	(49,955)	(17,154)	(17,774)	(84,883)
714937	6295	Clinical Services Specialist	67400	3002	41302-00-3002	1.00	58,474	16,776	18,391	93,641
714937	6297	Case Manager 2	67400	3002	41302-00-3002	(1.00)	(50,327)	(14,439)	(17,801)	(82,567)
Total Current FY Changes:						0.00	\$36,071	\$7,526	\$2,613	\$46,210