



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # R-2 DATE 4/3/14  
MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 4/3/14  
Agenda Item #: R.2  
Est. Start Time: 9:55 am  
Date Submitted: 3/17/14

**BUDGET MODIFICATION # DCHS14-33 – Increasing the Federal/State fund by \$4,630 and adding a full-time Weatherization Inspector in the Department of County Human Services.**

*Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.*

Requested Meeting Date: Next Available Time Needed: 5 minutes  
Department: County Human Services Division: Community Services Division  
Contact(s): Mary Li  
Phone: 503-988-7497 Ext. 88298 I/O Address: 167/2/200  
Presenter Name(s) & Title(s): Mary Li – Manager Senior Community Services Division

## General Information

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

The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS14-33, authorizing the addition of a full-time Weatherization Inspector and increasing the Federal/State fund by \$4,630 in the Community Services Division of DCHS as determined by the Class/Comp unit of Central Human Resources, Classification Request #2434.

### 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 budget modification reflects a HR Class/Comp decision on a classification request initiated by management in Program Offer #25119 - Energy Services and #25021 – Weatherization.

This new position within the Department of County Human Services is requested for classification as a Weatherization Inspector due to a need for additional capacity within the Weatherization Program in order to conduct audits and inspections on homes. This position

will be responsible for performing single and multi family audits and inspections; performing pressure diagnostics, duct blaster and blower door testing, and combustion safety; conducting client education; providing technical assistance and advice to contractors and energy program staff; developing new testing protocols and procedures; troubleshooting new codes, regulations, and/or equipment; reviewing all projects before a work order is issued, discussing findings with the Program Supervisor, and recommending changes; verifying cost effectiveness of requested work items; authorizing work orders to reconciled invoices; conducting and submitting REM/design calculations; providing technical input on specific bid items and programmatic issues; interpreting policies, practices, and procedures for staff, contractors, and clients; serving as liaison between the contractors and the County; and assisting with the technical development of contract/bid/procurement for weatherization measures.

The duties, responsibilities and qualifications support this position is allocated to **Weatherization Inspector (6084).**

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

The FY2014 budget for Community Services increases by \$4,630. This additional funding is part of the LIEAP client education and is available in the grant award but yet to be budgeted. The balance of the funding for this position comes from DOE, LIEAP and ECHO weatherization grants currently budgeted as contracted pass-thru funding that is unable to be expended due to the lack of inspector capacity. The addition of this new weatherization inspector will assist in resolving this issue and allow the weatherization program to provide additional services to clients in a more efficient manner. Subsequent fiscal year personnel cost increases will be determined by approved merit and COLA increases, and will be absorbed within the division's budget.

This new position will be added to the DCHS FY15 requested budget with a budget amendment funded in the same method.

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

N/A

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

N/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 Federal/State appropriation for DCHS is increasing by \$4,630 for FY14.

CFDA# 93.568

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

Program Offer #25119 – Energy Service budget is increasing by \$4,630 and 0.17 FTE. Personnel expenses will be increased by \$4,400, Central and Department Indirect expenses increase by \$108 and \$122 respectively.

Program Offer #25121 – Weatherization's budget is neutral but increasing by 0.83 FTE. Personnel expenses will be increased by \$21,129 and direct client assistance will be reduced by \$21,129.

The service reimbursement from the Federal/State fund to the risk management fund will increase by \$5,712.

Service reimbursement from the Federal/State fund to the General fund will increase by \$108 (Central Indirect).

Director's Office Professional Services budget will increase by \$122 (Department indirect).

- **What do the changes accomplish?**

This budget modification implements the decision from the HR Class/Comp unit to add a full-time Weatherization Inspector in the Community Services Division of DCHS.

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

Yes. The approval of this budget modification will result in the addition of a full-time Weatherization Inspector, as determined by the Class/Comp unit of Central Human Resources.

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

Indirect charges are allowed and recovered.

- **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 grants are continuously renewed at the established annual allocation amounts. These grants will continue to be renewed with each new State biennium.

- **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)?**

Current award period is July 1, 2013 thru June 30, 2015.

**NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.**

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**Required Signatures**

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Elected Official      Susan Myers /s/      3/11/2014  
or Dept Director:      \_\_\_\_\_      Date: \_\_\_\_\_

Budget Analyst:      Jennifer Unruh /s/      Date: 3/10/2014  
\_\_\_\_\_      \_\_\_\_\_

Department HR:      Heather M. Garrett /s/      Date: 3/07/2014  
\_\_\_\_\_      \_\_\_\_\_

Countywide HR:      Susan Mullett /s/      Date: 3/07/2014  
\_\_\_\_\_      \_\_\_\_\_

DCHS14-33

**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: 2014

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					Internal Order	Cost Center	WBS Element					
1	22-10	20900	25121	40			SCPCESRR.DOEWX.13.PG	60000	54,725	55,129	404	Permanent
2	22-10	20900	25121	40			SCPCESRR.DOEWX.13.PG	60130	18,520	18,650	130	Salary Related
3	22-10	20900	25121	40			SCPCESRR.DOEWX.13.PG	60140	19,221	19,436	215	Insurance
4	22-10	20900	25121	40			SCPCESRR.DOEWX.13.PG	60155	122,000	121,251	(749)	Direct Client Assistance
5												
6	22-10	20730	25121	40			SCPCESRR.LIEAPWX.14.PG	50190	(570,000)	(563,670)	6,330	IG-OP Fed thru State
7	22-10	20730	25121	40			SCPCESRR.LIEAPWX.14.PG	60155	570,000	563,670	(6,330)	Direct Client Assistance
8												
9	22-10	20730	25121	40			SCPCESRR.LIEAPWX.14.PD	50190	(97,000)	(103,330)	(6,330)	IG-OP Fed thru State
10	22-10	20730	25121	40			SCPCESRR.LIEAPWX.14.PD	60000	53,938	57,659	3,721	Permanent
11	22-10	20730	25121	40			SCPCESRR.LIEAPWX.14.PD	60130	18,263	19,497	1,234	Salary Related
12	22-10	20730	25121	40			SCPCESRR.LIEAPWX.14.PD	60140	18,812	20,187	1,375	Insurance
13												
14	22-10	23351	25121	40			SCPCESRR.ECHO.PGE.PG	50180	(810,150)	(802,500)	7,650	IG-OP Direct State
15	22-10	23351	25121	40			SCPCESRR.ECHO.PGE.PG	60155	810,150	802,500	(7,650)	Direct Client Assistance
16												
17	22-10	23351	25121	40			SCPCESRR.ECHO.PGE.PD	50180	(340,250)	(347,900)	(7,650)	IG-OP Direct State
18	22-10	23351	25121	40			SCPCESRR.ECHO.PGE.PD	60000	148,479	152,944	4,465	Permanent
19	22-10	23351	25121	40			SCPCESRR.ECHO.PGE.PD	60130	50,278	51,758	1,480	Salary Related
20	22-10	23351	25121	40			SCPCESRR.ECHO.PGE.PD	60140	52,072	53,777	1,705	Insurance
21												
22	22-10	23351	25121	40			SCPCESRR.ECHO.PPL.PG	50180	(209,000)	(202,600)	6,400	IG-OP Direct State
23	22-10	23351	25121	40			SCPCESRR.ECHO.PPL.PG	60155	209,000	202,600	(6,400)	Direct Client Assistance
24												
25	22-10	23351	25121	40			SCPCESRR.ECHO.PPL.PD	50180	(85,000)	(91,400)	(6,400)	IG-OP Direct State
26	22-10	23351	25121	40			SCPCESRR.ECHO.PPL.PD	60000	40,368	44,096	3,728	Permanent
27	22-10	23351	25121	40			SCPCESRR.ECHO.PPL.PD	60130	13,667	14,906	1,239	Salary Related
28	22-10	23351	25121	40			SCPCESRR.ECHO.PPL.PD	60140	14,147	15,580	1,433	Insurance
29												
											0	Total - Page 1
											0	GRAND TOTAL

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					System Order	Cost Center	WBS Element					
30	22-10	20732	25119	40			SCPCSESEG.LIEAPEG.14.ED	50190	(85,000)	(89,400)	(4,400)	IG - OP Fed Thru State
31	22-10	20732	25119	40			SCPCSESEG.LIEAPEG.14.ED	60000	44,678	47,243	2,565	Permanent
32	22-10	20732	25119	40			SCPCSESEG.LIEAPEG.14.ED	60130	15,128	15,979	851	Salary Related
33	22-10	20732	25119	40			SCPCSESEG.LIEAPEG.14.ED	60140	15,617	16,601	984	Insurance
34												
35	22-10	20732	25119	40			SCPCSESEG.LIEAPEG.14.AD	50190	(360,000)	(360,230)	(230)	IG - OP Fed Thru State
36	22-10	20732	25119	40			SCPCSESEG.LIEAPEG.14.AD	60350	113,502	113,610	108	Central Indirect
37	22-10	20732	25119	40			SCPCSESEG.LIEAPEG.14.AD	60355	122,960	123,082	122	Department Indirect
38										0		
39	72-80	3500		0020		705210		50316		(16,848)	(5,712)	Svc Rmb Insurance
40	72-80	3500		0020		705210		60330		16,848	5,712	Claims Paid
41										0		
42	19	1000		0020		9500001000		50310		(108)	(108)	Svc Reimb F/S to General
43	19	1000		0020		9500001000		60470		108	108	Contingency
44										0		
45	26-10	1000	25000A	0040			CHSDO.IND1000	50370	(538,013)	(538,135)	(122)	Department Indirect Revenue
46	26-10	1000	25000A	0040			CHSDO.IND1000	60170	119,799	119,921	122	Professional Services
47										0		
48										0		
49										0		
50										0		
51										0		
52										0		
53										0		
54										0		
55										0		
56										0		
57										0		
58										0		
											0	Total - Page 2
											0	GRAND TOTAL

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

							ANNUALIZED			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
20732	6084	65853	SCPCSESEG.LIEAPEG.14.ED	Weatherization Inspector	NEW	0.17	2,530	839	971	4,340
23351	6084	65853	SCPCESRR.ECHO.PPL.PD	Weatherization Inspector	NEW	0.25	11,275	3,738	4,327	19,340
23351	6084	65853	SCPCESRR.ECHO.PGE.PD	Weatherization Inspector	NEW	0.30	18,668	6,488	7,513	32,669
20730	6084	65853	SCPCESRR.LIEAPWX.14.PD	Weatherization Inspector	NEW	0.25	11,275	3,738	4,327	19,340
20900	6084	65853	SCPCESRR.DOEWX.13.PG	Weatherization Inspector	NEW	0.03	1,353	148	171	1,672
<b>TOTAL ANNUALIZED CHANGES</b>						<b>1.00</b>	<b>45,101</b>	<b>14,951</b>	<b>17,309</b>	<b>77,361</b>

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

Effective Date: 3/1/14

							CURRENT YEAR			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
20732	6084	65853	SCPCSESEG.LIEAPEG.14.ED	Weatherization Inspector	NEW	0.06	2,565	851	984	4,400
23351	6084	65853	SCPCESRR.ECHO.PPL.PD	Weatherization Inspector	NEW	0.08	3,728	1,239	1,433	6,400
23351	6084	65853	SCPCESRR.ECHO.PGE.PD	Weatherization Inspector	NEW	0.10	4,465	1,480	1,705	7,650
20730	6084	65853	SCPCESRR.LIEAPWX.14.PD	Weatherization Inspector	NEW	0.08	3,721	1,234	1,375	6,330
20900	6084	65853	SCPCESRR.DOEWX.13.PG	Weatherization Inspector	NEW	0.01	404	130	215	749
<b>TOTAL CURRENT FY CHANGES</b>						<b>0.33</b>	<b>14,883</b>	<b>4,934</b>	<b>5,712</b>	<b>25,529</b>