



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-9 DATE 5/9/13
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 5/9/13
Agenda Item #: R.9
Est. Start Time: 10:40 am
Date Submitted: 5/1/13

**Agenda BUDGET MODIFICATION # HD-13-18 – Request approval to appropriate
Title: \$300,000 in revenue from the Department of Health & Human Services**

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date: 9 May 2013 **Time Needed:** 5 Minutes
Department: Health Department **Division:** Integrated Clinical Services
Contact(s): Lester A. Walker – Budget & Finance Manager
Phone: (503) 988-3663 **Ext.** 26457 **I/O Address:** 167/2/210
Presenter Name(s) & Title(s): Jodi Davich, HIV Health Services Center Manager;
Vanetta Abdellatif, Integrated Clinical Services Director

General Information

1. What action are you requesting from the Board?

Approval to appropriate \$300,000 in revenue from the Department of Health and Human Services (DHHS) – Special Projects of National Significance (SPNS) grant.

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 Special Projects of National Significance (SPNS) Program supports the development of innovative models of HIV care to quickly respond to the emerging needs of clients served by the Ryan White HIV/AIDS Programs. According to the Centers for Disease Control and Prevention, national HIV incidence in the United States is now relatively stable. However, as many as one third of those previously diagnosed and aware of their HIV infection remain out of care. Homeless persons living with HIV who also have persistent mental illness and substance use disorders present a formidable challenge for public health authorities seeking to engage and retain them in HIV primary care. The daily imperative of meeting subsistence needs (food, shelter, clothing, etc.) makes getting any form of medical care a secondary concern for most homeless people, until a medical issue becomes acute and warrants a visit to the emergency room and often subsequent hospitalization.

Data show that these issues are highly present in Multnomah County. According to the 2010 United States Conference of Mayors Hunger and Homelessness Survey, 15% of the homeless population in Portland is HIV-positive; this value was the highest of all cities surveyed across the nation. Approximately 36% of homeless individuals in Portland are dually diagnosed with mental illness, substance abuse, and a chronic health condition, such as HIV.

The purpose of this SPNS Program funding is to implement and evaluate models for providing coordinated or integrated care for multiply-diagnosed HIV positive homeless individuals that will help in the implementation of medical homes for the target population. The Health Department's HIV Health Services Center (HHSC) plans to support a program supervisor and three Navigators, to be housed at Cascade AIDS Project (CAP). The Navigators will be fully integrated into HHSC's medical home model provider teams and coordinate and accompany patients to medical and support service appointments. While integrating Navigators into a medical home provider team is new territory for HHSC, there is strong evidence supporting its efficacy for retaining patients in care. The project will also pilot newer technologies by using iPads to facilitate teleconferences from the field between patients and medical team members. Implementing this project will greatly improve HHSC's ability to care for the most vulnerable patients and will contribute to its reputation as a leader in HIV specialty services.

This budget modification supports Program Offer 40012: Services for Persons Living with HIV.

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

Approval of this budget modification will increase the Health Department's federal/state FY 2013 budget by \$300,000. There is no impact to the County General Fund. This grant has a 5-year project period, and the program will receive \$300,000 annually through FY 2017.

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.

The HIV Health Services Center will contract with the Cascade AIDS Project and will partner with Central City Concern, as well as other service providers identified during the project period. The project will have an oversight committee of local stakeholders to help steer project activities. The HIV Health Services Center's Client Advisory Board assisted in developing the model and is fully supportive of the project.

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 \$300,000 in FY 2013 as a result of the work performed under this award.

This is federal revenue, CFDA 93.928: Special Projects of National Significance.

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

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

- Permanent budget will increase by \$15,293
- Temporary budget will increase by \$23,107

- Salary Related Expense budget will increase by \$4,519
 - Non Base Fringe budget will increase by \$5,988
 - Insurance Benefits budget will increase by \$4,838
 - Non Base Insurance budget will increase by \$1,120
 - Professional Services budget will increase by \$203,692
 - Supplies budget will increase by \$2,830
 - Travel & Training budget will increase by \$9,438
 - Software License/Maintenance budget will increase by \$4,000
 - Central Indirect budget will increase by \$6,294
 - Department Indirect budget will increase by \$18,881
- **What do the changes accomplish?**
 This project will design, implement, and evaluate models for providing coordinated or integrated care for multiply-diagnosed HIV-positive homeless individuals that will lead to the development of a medical home for this target population.
 - **Do any personnel actions result from this budget modification? Explain.**
 This budget modification will add a 0.25 FTE Project Manager, position 715923. This position was approved by Class/Comp on 04/01/2013 with request #2165. The internal services costs necessary to support this position are included in the FY 2013 budget.
 - **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**
 The revenue covers all central and department indirect 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 grant is a 5-year award with an annual amount of \$300,000 per year.
 - **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 current grant period is September 1, 2012 to August 31, 2013.
 The full project period is September 1, 2012 to August 31, 2017.
 There are no match requirements or non-standard reporting requirements.

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

Required Signature

Elected Official or Dept Director:	<i>Jillian Sturley / wj</i>	Date: 4/25/2013
Budget Analyst:	Althea Gregory /sl/	Date: 4/30/2013
Department HR:	<i>Kathleen Fuller /ae</i>	Date: 4/18/2013
Countywide HR:	<i>Karie Miller</i>	Date: 4/30/13

Budget Modification ID: **HD-13-18**

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: 2013

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						
1	40-70	32538	40012	0030			4FA68-01-1	50170	-	(300,000)	(300,000)		Increase IG-OP-Direct Fed
2	40-70	32538	40012	0030			4FA68-01-1	60000	-	15,293	15,293		Increase Permanent
3	40-70	32538	40012	0030			4FA68-01-1	60100	-	23,107	23,107		Increase Temporary
4	40-70	32538	40012	0030			4FA68-01-1	60130	-	4,519	4,519		Increase Salary Related Expns
5	40-70	32538	40012	0030			4FA68-01-1	60135	-	5,988	5,988		Increase Non Base Fringe
6	40-70	32538	40012	0030			4FA68-01-1	60140	-	4,838	4,838		Increase Insurance Benefits
7	40-70	32538	40012	0030			4FA68-01-1	60145	-	1,120	1,120		Increase Non Base Insurance
8	40-70	32538	40012	0030			4FA68-01-1	60170	-	203,692	203,692		Increase Professional Svcs
9	40-70	32538	40012	0030			4FA68-01-1	60240	-	2,830	2,830		Increase Supplies
10	40-70	32538	40012	0030			4FA68-01-1	60260	-	9,438	9,438		Increase Travel & Training
11	40-70	32538	40012	0030			4FA68-01-1	60290	-	4,000	4,000		Increase Software Lic/Maint
12	40-70	32538	40012	0030			4FA68-01-1	60350	-	6,294	6,294		Increase Central Indirect
13	40-70	32538	40012	0030			4FA68-01-1	60355	-	18,881	18,881		Increase Dept Indirect
14													
15	40-90	1000	40040	0030		409001		50370	(5,979,111)	(5,997,992)	(18,881)		Dept Indirect Revenue
16	40-90	1000	40040	0030		409001		60100	148,865	167,746	18,881		Dept Indirect Offsetting Exp
17													
18	19	1000		0020		9500001000		50310	(6,469,608)	(6,475,902)	(6,294)		Indirect Reimb Rev in GF
19	19	1000		0020		9500001000		60470	7,369,615	7,375,909	6,294		CGF Contingency Exp
20													
21	72-80	3500		0020		705210		50316	(63,539,887)	(63,545,845)	(5,958)		Insurance Revenue
22	72-80	3500		0020		705210		60330	2,106,543	2,112,501	5,958		Offsetting Expenditure
23													
24													
25													
26													
27													
28													
29													
											0	0	Total - Page 1
											0	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	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
32538	6063	64810	4FA68-01-1	Project Manager	715923	1.00	61,174	17,940	19,352	98,466
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
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										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						1.00	61,174	17,940	19,352	98,466

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.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
32538	6063	64810	4FA68-01-1	Project Manager	715923	0.25	15,293	4,519	4,838	24,650
										0
										0
										0
										0
										0
										0
										0
										0
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										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.25	15,293	4,519	4,838	24,650

FM Side			PS/GO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
General Fund Contingency							
19	1000	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxx	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	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
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
78-70	3503	0020		709599		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709599		60240	Budgets offsetting expenditures
Electronic Service Reimbursement							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
78-60	3501	0020		904200		50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240	Budgets offsetting expenditure
Motor Pool: Use this cost center if you are adding funds for motor pool use.							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240	Budgets offsetting expenditure
Fleet: Use this cost center if you are adding funds for dedicated program cars.							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
78-60	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-80	3500	0020		705210		50316	Insurance Revenue
72-80	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
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
78-20	3504	0020		904500		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500		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		
Special Revenue Funds		
1501 - Road Fund	Road & Bridges	0080
1502 - Emergency Communications Fund	Community Services	0060
1503 - Bike Path Fund	Community Services	0060
1504 - Recreation Fund	Community Services	0060
1506 - County School Fund	Community Services	0060
1508 - Animal Control Fund	Community Services	0060
1509 - Willamette River Bridges Fund	Roads & Bridges	0080
1510 - Library Fund	Library	0070
1512 - Land Corner Preservation Fund	Roads & Bridges	0080
1518 - Oregon Historical Society Special Levy	Community Services	0060
1519 - Video Lottery	Community Services	0060
Capital Project Funds		
2504 - Building Project Fund	Community Services	0060
2507 - Capital Improvement Fund	Community Services	0060
2508 - Asset Acquisition Fund	Community Services	0060
2509 - Asset Preservation Fund	Community Services	0060
2511 - Sellwood Bridge Replacement	Roads & Bridges	0080
Enterprise Funds		
3000 - Dunthorpe-Riverdale Svc Dist #14 Fund	Dunthorpe-Riverdale Svc Dist #14	0500
3001 - Mid County Svc Dist #1 Fund	Mid County Svc Dist #1	0510
3002 - Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

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-Dept (10, except 10-50)	General Government	0020
Non-Dept CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety & Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety & Justice	0050
Sheriff's Office (60)	Public Safety & Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138

Budget Modification ID: **HD-13-18**

EXPENDITURES & REVENUES

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9	40-70	32538	40012	0030			4FA68-01-1	60240	-	2,830	2,830		Increase Supplies
10	40-70	32538	40012	0030			4FA68-01-1	60260	-	9,438	9,438		Increase Travel & Training
11	40-70	32538	40012	0030			4FA68-01-1	60290	-	4,000	4,000		Increase Software Lic/Maint
12	40-70	32538	40012	0030			4FA68-01-1	60350	-	6,294	6,294		Increase Central Indirect
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16	40-90	1000	40040	0030		409001		60100	148,865	167,746	18,881		Dept Indirect Offsetting Exp
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22	72-80	3500		0020		705210		60330	2,106,543	2,112,501	5,958		Offsetting Expenditure
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Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
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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.

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										0
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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	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
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xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
78-70	3503	0020		709599		50310	Budgets receipt of Data Processing reimbursement
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Fleet: Use this cost center if you are adding funds for dedicated program cars.							
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Building Management							
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78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
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Lease Payments to Capital Lease Retirement Fund							
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Mail & Distribution							
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78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
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1510 - Library Fund	Library	0070
1512 - Land Corner Preservation Fund	Roads & Bridges	0080
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2507 - Capital Improvement Fund	Community Services	0060
2508 - Asset Acquisition Fund	Community Services	0060
2509 - Asset Preservation Fund	Community Services	0060
2511 - Sellwood Bridge Replacement	Roads & Bridges	0080
Enterprise Funds		
3000 - Dunthorpe-Riverdale Svc Dist #14 Fund	Dunthorpe-Riverdale Svc Dist #14	0500
3001 - Mid County Svc Dist #1 Fund	Mid County Svc Dist #1	0510
3002 - Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

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-Dept (10, except 10-50)	General Government	0020
Non-Dept CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety & Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety & Justice	0050
Sheriff's Office (60)	Public Safety & Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138