



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-2 DATE 9/10/15
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 9/10/15
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 9/3/15

**Agenda Title: BUDGET MODIFICATION # HD-07-16: Authorizing one position
reclassification within the Health Department**

Requested Meeting Date: 09/17/2015

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 one position. 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 Data Technician to a 1.00 FTE Contract Specialist position 715020, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 1/1/2015 (reclassification #2997). This position is responsible for creating and maintaining flex funds documents with pertinent data per client; developing and maintaining flex fund operational procedures and processes manuals; training employees and community contractors on processes related to requests regarding flex funds; monitoring operational details of the Adult Mental Health Initiative program (AMHI); and providing technical assistance and consultation to AMHI service providers, County staff, community organizations, regarding AMHI flex funds and contracts.

This change impacts program offers 40075 – Adult Mental Health Initiative and 40076 – Mental Health Services for Adults.

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 715020 to a Contract Specialist increased budgeted personnel cost by \$10,194 because the step at which the Contract Specialist is budgeted is higher than the step at which the Data Technician is budgeted. The increase in cost is offset by a decrease in Printing, Supplies, Travel & Training, and Pass-Thru Program Support 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 \$7,498
- Salary related expense budget will increase by \$2,152
- Insurance benefits budget will increase by \$544
- Printing budget will decrease by \$1,173
- Supplies budget will decrease by \$3,517
- Travel & Training budget will decrease by \$407
- Pass-Thru Program Support budget will decrease by \$5,097

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 position 715020 better fit the duties of this position 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 Data Technician to a 1.00 FTE Contract Specialist, position 715020, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved

#2997.

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: 09/01/2015

Budget Analyst: Shannon Gutierrez /s/

Date: 09/03/2015

Department HR: Holly Calhoun /s/

Date: 08/31/2015

Countywide HR: Karie Miller /s/

Date: 09/02/2015

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-07-16

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	40075-16	3002	40-10	0030	41406-00-3002	60000 - Permanent	353,697	357,446	3,749	
2	40075-16	3002	40-10	0030	41406-00-3002	60130 - Salary Related Expns	103,195	104,271	1,076	
3	40075-16	3002	40-10	0030	41406-00-3002	60140 - Insurance Benefits	106,034	106,306	272	
4	40075-16	3002	40-10	0030	41406-00-3002	60180 - Printing	1,173	0	(1,173)	
5	40075-16	3002	40-10	0030	41406-00-3002	60240 - Supplies	3,517	0	(3,517)	
6	40075-16	3002	40-10	0030	41406-00-3002	60260 - Travel & Training	586	179	(407)	
3002 Total										0
40-10 Total										0
Program Offer Number 40075-16 Total										0
7	40076-16	82037	40-10	0030	4MH04-32	50190 - IG-OP-Fed Thru St	(808,383)	(803,286)	5,097	
8	40076-16	82037	40-10	0030	4MH04-32	60160 - Pass-Thru & Pgm Supt	1,165,643	1,160,546	(5,097)	
9	40076-16	82037	40-10	0030	4MH04-33	50190 - IG-OP-Fed Thru St	(46,027)	(51,124)	(5,097)	
10	40076-16	82037	40-10	0030	4MH04-33	60000 - Permanent	23,013	26,762	3,749	
11	40076-16	82037	40-10	0030	4MH04-33	60130 - Salary Related Expns	7,331	8,407	1,076	
12	40076-16	82037	40-10	0030	4MH04-33	60140 - Insurance Benefits	8,902	9,174	272	
82037 Total										0
40-10 Total										0
Program Offer Number 40076-16 Total										0
13	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(70,371,159)	(70,371,703)	(544)	
14	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	6,865,664	6,866,208	544	
3500 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-07-16

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
	72-80 Total									0
				Program Offer Number 72020-16 Total						0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-07-16

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
715020	6015	Contract Specialist	63304	3002	41406-00-3002	0.50	26,762	7,678	9,016	43,456
715020	6015	Contract Specialist	63304	82037	4MH04-33	0.50	26,762	7,678	9,016	43,456
715020	6074	Data Technician	63304	3002	41406-00-3002	(0.50)	(23,013)	(6,602)	(8,744)	(38,359)
715020	6074	Data Technician	63304	82037	4MH04-33	(0.50)	(23,013)	(6,602)	(8,744)	(38,359)
Total Annualized Changes:						0.00	\$7,498	\$2,152	\$544	\$10,194

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
715020	6015	Contract Specialist	63304	3002	41406-00-3002	0.50	26,762	7,678	9,016	43,456
715020	6015	Contract Specialist	63304	82037	4MH04-33	0.50	26,762	7,678	9,016	43,456
715020	6074	Data Technician	63304	3002	41406-00-3002	(0.50)	(23,013)	(6,602)	(8,744)	(38,359)
715020	6074	Data Technician	63304	82037	4MH04-33	(0.50)	(23,013)	(6,602)	(8,744)	(38,359)
Total Current FY Changes:						0.00	\$7,498	\$2,152	\$544	\$10,194