

AGENDA REPORT BUDGET COMMITTEE

AGENDA CATEGORY: RESOLUTION	ITEM NO:
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ORIGINATING DEPARTMENT: BUDGET OFFICE

DATE ACTION REQUESTED: 04/14/2016 **DATE ACTION TAKEN:**

ISSUE: Adopt a supplemental budget within the Public Health Fund, Risk Management Fund and General Fund Non-Departmental department.

BACKGROUND & CONCLUSIONS: The Public Health Director is requesting additional funding from the General Fund to support Communicable Disease prevention and treatment.

FISCAL IMPACT: Public Health Fund, fiscal impact increased revenues and expenditures of \$38,000.00; Risk Management Fund, fiscal impact increased revenues and expenditures of \$656.00; General Fund, no fiscal impact.

RECOMMENDED MOTION: Approve the supplemental budget as outlined in the attached document for changes to the Public Health Fund, fiscal impact increased revenues and expenditures of \$38,000.00; Risk Management Fund, fiscal impact increased revenues and expenditures of \$656.00; and the General Fund, no fiscal impact.

DEPARTMENT HEAD APPROVAL: _____

BUDGET OFFICER APPROVAL: _____

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**KLAMATH COUNTY
BUDGET TRANSFER/RESOLUTION**

Resolution # _____

JE# _____

POSTED BY: _____ Date: _____

DATE: 4/13/2016
DEPARTMENT: Public Health

SIGNATURE: _____

<u>BUDGET NUMBER</u>	<u>LINE ITEM NAME</u>	<u>INCREASE</u>	<u>DECREASE</u>
<u>2410-4010-4044-4000-49000</u>	<u>Trans - General Non Dept</u>	<u>\$38,000.00</u>	<u></u>
<u>2410-4010-4044-4000-50000</u>	<u>Salaries & Wages</u>	<u>\$19,407.00</u>	<u></u>
<u>2410-4010-4044-4000-51100</u>	<u>FICA</u>	<u>\$1,484.00</u>	<u></u>
<u>2410-4010-4044-4000-51200</u>	<u>Workmans Compensation Tax</u>	<u>\$10.00</u>	<u></u>
<u>2410-4010-4044-4000-51300</u>	<u>Medical Insurance</u>	<u>\$2,050.00</u>	<u></u>
<u>2410-4010-4044-4000-51330</u>	<u>Life Insurance</u>	<u>\$3.00</u>	<u></u>
<u>2410-4010-4044-4000-51340</u>	<u>Short Term Disability</u>	<u>\$33.00</u>	<u></u>
<u>2410-4010-4044-4000-51400</u>	<u>Retirement</u>	<u>\$3,299.00</u>	<u></u>
<u>2410-4010-4044-4000-51560</u>	<u>Unemployment Compensation</u>	<u>\$290.00</u>	<u></u>
<u>2410-4010-4044-4000-51570</u>	<u>Workmans Compensation</u>	<u>\$389.00</u>	<u></u>
<u>2410-4010-4044-4000-67000</u>	<u>Travel & Training</u>	<u>\$1,028.00</u>	<u></u>
<u>2410-4010-4044-4000-69983</u>	<u>Vehilce Fuel - Internal</u>	<u>\$750.00</u>	<u></u>
<u>2410-4010-4044-4000-98000</u>	<u>Operating Contingency</u>	<u>\$9,257.00</u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>
<u>TOTAL</u>	<u></u>	<u>\$76,000.00</u>	<u>\$0.00</u>

REASON FOR TRANSFER: Public Health request reflect full need / full general fund request for Communicable

Disease.

THEREFORE, BE IT RESOLVED THAT THE FORGOING HEREBY IS
APPROVED _____ DISAPPROVED _____ THIS _____ DAY OF _____, 2016

BUDGET COMMITTEE MEMBERS

CHAIRMAN

COMMISSIONER

COMMISSIONER

LAY MEMBER

LAY MEMBER

COMMISSIONER

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Department	Status	Title	FTE	Benefit Group	Union	Current Grade	Current Step	Total Wages w/COLA	Unemployment	FICA/Medicare	KCWC-WCOMP	WC	Medical CAP	HRA/VEBA (Wages)	Life Insurance	STD	Retirement/PERS Amount	Grand Total w/Benefits	
									51560	51100	51570	51200	51300	51310	51330	51340	51400/51410		
EH																			
Public Health/Administration	Filled	Manager - Public Health	0.1400	.1400 Non-Union	Non-Union	UF27	4	\$8,761.86	\$131.43	\$670.28	\$175.24	\$4.82	\$1,688.40	\$0.00	\$2.00	\$25.62	\$1,489.52	\$12,949.16	
Public Health/Environmental Health	Filled	Reg. Environ Hlth Spec (O/C)	1.0000	Full-time Local 121	Non-Union	LH19	1	\$41,018.28	\$615.27	\$3,137.90	\$820.37	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$6,973.11	\$64,856.66	
Public Health/Environmental Health	Filled	Office Technician	1.0000	Full-time Local 121	Local 121	LH10	7	\$32,940.71	\$494.11	\$2,519.96	\$658.81	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$5,599.92	\$54,505.25	
Public Health/Administration	Filled	Public Health Director	0.1600	.1600 Department Head	Non-union	DF13	5	\$12,106.43	\$181.60	\$926.14	\$242.13	\$5.51	\$1,929.60	\$0.00	\$9.29	\$29.28	\$2,058.09	\$17,488.07	
Public Health/Environmental Health	Filled	Reg. Environ Hlth Spec	1.0000	Full-time Local 121	Local 121	LH20	7	\$54,214.26	\$813.21	\$4,147.39	\$1,084.29	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$9,216.42	\$81,767.31	
Public Health/Environmental Health	Filled	Manager - Environmental Health	0.6000	.6000 Non-Union	Non-Union	UF27	5	\$37,171.58	\$557.57	\$2,843.63	\$743.43	\$20.67	\$7,236.00	\$0.00	\$8.57	\$109.80	\$6,319.17	\$55,010.42	
Public Health/Administration	Filled	Program Specialist (AQ & PHEP)	0.5000	.5000 Local 121	Local 121	LH13	7	\$19,074.82	\$286.12	\$1,459.22	\$381.50	\$17.23	\$6,030.00	\$0.00	\$7.14	\$91.50	\$3,242.72	\$30,590.25	
			4.4000					\$205,287.94	\$3,079.32	\$15,704.53	\$4,105.76	\$151.59	\$53,064.00	\$0.00	\$69.84	\$805.20	\$34,898.95	\$317,167.12	
Clinic																			
Public Health/Administration	Filled	Administrative Assistant	0.2500	.2500 Non-Union	Non-Union	UH20	3	\$10,232.43	\$153.49	\$782.78	\$204.65	\$8.61	\$3,015.00	\$0.00	\$3.57	\$45.75	\$1,739.51	\$16,185.79	
Public Health/Administration	Filled	Manager - Public Health	0.3300	.3300 Non-Union	Non-Union	UF27	4	\$20,652.95	\$309.79	\$1,579.95	\$413.06	\$11.37	\$3,979.80	\$0.00	\$4.71	\$60.39	\$3,511.00	\$30,523.03	
Public Health/Community Health	Vacant	Senior Community Health Nurse	0.8600	.8600 ONA	ONA	OF02-FT	3	\$53,842.12	\$807.63	\$4,118.92	\$1,076.84	\$29.63	\$10,371.60	\$0.00	\$12.28	\$157.38	\$9,153.16	\$79,569.57	
Public Health/Community Health	Filled	Health Officer	0.0000	Part-time Non-Union				\$6,000.00	\$90.00	\$459.00	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,669.00	
Public Health/Community Health	Filled	Public Health Nurse	0.2500	.2500 Non-Union	ONA	OF01-PT	4	\$14,171.67	\$212.58	\$1,084.13	\$283.43	\$8.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,760.43	
Public Health/Community Health	Filled	Public Health Nurse	0.2500	.2500 Non-Union	ONA	OF01-PT	2	\$13,106.69	\$196.60	\$1,002.66	\$262.13	\$8.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,576.70	
Public Health/Community Health	Filled	Nurse Practitioner	0.2000	.2000 Non-Union	Non-Union	UH36	5	\$19,157.07	\$287.36	\$1,465.52	\$383.14	\$6.89	\$2,412.00	\$0.00	\$2.86	\$36.60	\$0.00	\$23,751.43	
Public Health/Administration	Filled	Public Health Director	0.2100	.2100 Department Head	Non-union	DF13	5	\$15,899.56	\$238.49	\$1,216.32	\$317.99	\$7.23	\$2,532.60	\$0.00	\$12.20	\$38.43	\$2,702.93	\$22,965.75	
Public Health/Community Health	Filled	Public Health Nurse	1.0000	Full-time ONA	ONA	OF01-FT	3	\$56,096.84	\$841.45	\$4,291.41	\$1,121.94	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$9,536.46	\$84,179.83	
Public Health/Community Health	Filled	Registration Clerk	0.9500	.9500 Local 121	Local 121	LH09	1	\$25,602.12	\$384.03	\$1,958.56	\$512.04	\$32.73	\$11,457.00	\$0.00	\$13.57	\$173.85	\$4,352.36	\$44,486.26	
Public Health/Community Health	Filled	Billing Coordinator - PH	0.7500	.7500 Local 121	Local 121	LH14	3	\$25,902.80	\$388.54	\$1,981.56	\$518.06	\$25.84	\$9,045.00	\$0.00	\$10.71	\$137.25	\$4,403.48	\$42,413.24	
Public Health/Community Health	Filled	Medical Assistant	1.0000	Full-time Local 121	Local 121	LH10	7	\$32,940.71	\$494.11	\$2,519.96	\$658.81	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$5,599.92	\$54,505.25	
Public Health/Community Health	Filled	Public Health Nurse						\$9,125.00	\$136.88	\$698.06	\$182.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,142.44	
			6.0500					\$302,729.96	\$4,540.95	\$23,158.84	\$6,054.60	\$208.43	\$66,933.00	\$0.00	\$88.45	\$1,015.65	\$40,998.82	\$445,728.71	
Outreach																			
Public Health/Administration	Filled	Administrative Assistant	0.1400	.1400 Non-Union	Non-Union	UH20	3	\$5,730.16	\$85.95	\$438.36	\$114.60	\$4.82	\$1,688.40	\$0.00	\$2.00	\$25.62	\$974.13	\$9,064.04	
Public Health/Administration	Filled	Manager - Public Health	0.1100	.1100 Non-Union	Non-Union	UF27	4	\$6,884.32	\$103.26	\$526.65	\$137.69	\$3.79	\$1,326.60	\$0.00	\$1.57	\$20.13	\$1,170.33	\$10,174.34	
Public Health/Community Health	Vacant	Public Health Nurse - DHS	1.0000	Full-time ONA	ONA	OF01-FT	3	\$55,330.01	\$829.95	\$4,232.75	\$1,106.60	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$9,406.10	\$83,197.14	
Public Health/Community Health	Vacant	Senior Community Health Nurse	0.1400	.1400 ONA	ONA	OF02-FT	4	\$8,765.00	\$131.47	\$670.52	\$175.30	\$4.82	\$1,688.40	\$0.00	\$2.00	\$25.62	\$1,490.05	\$12,953.19	
Public Health/Community Health	Filled	Public Health Nurse	0.1100	.1100 Non-Union	ONA	OF01-PT	4	\$6,235.54	\$93.53	\$477.02	\$124.71	\$3.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,934.59	
Public Health/Administration	Filled	Public Health Director	0.1200	.1200 Department Head	Non-union	DF13	5	\$9,085.46	\$136.28	\$695.04	\$181.71	\$4.13	\$1,447.20	\$0.00	\$6.97	\$21.96	\$1,544.53	\$13,123.29	
Public Health/Community Health	Filled	Public Health Nurse	1.0000	Full-time ONA	ONA	OF01-FT	3	\$55,473.43	\$832.10	\$4,243.72	\$1,109.47	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$9,430.48	\$83,380.93	
Public Health/Community Health	Filled	Registration Clerk	0.0500	.0500 Local 121	Local 121	LH09	1	\$1,347.48	\$20.21	\$103.08	\$26.95	\$1.72	\$603.00	\$0.00	\$0.71	\$9.15	\$229.07	\$2,341.38	
Public Health/Community Health	Filled	Billing Coordinator - PH	0.0500	.0500 Local 121	Local 121	LH14	3	\$1,726.85	\$25.90	\$132.10	\$34.54	\$1.72	\$603.00	\$0.00	\$0.71	\$9.15	\$293.57	\$2,827.55	
			2.7200					\$150,578.25	\$2,258.67	\$11,519.24	\$3,011.56	\$93.71	\$31,476.60	\$0.00	\$42.53	\$477.63	\$24,538.26	\$223,996.45	
WIC																			
Public Health/Administration	Filled	Manager - Public Health	0.1200	.1200 Non-Union	Non-Union	UF27	4	\$7,510.16	\$112.65	\$574.53	\$150.20	\$4.13	\$1,447.20	\$0.00	\$1.71	\$21.96	\$1,276.73	\$11,099.28	
Public Health/Women Infants Children	Filled	Office Specialist	1.0000	Full-time Local 121	Local 121	LH12	2	\$30,916.42	\$463.75	\$2,365.11	\$618.33	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$5,255.79	\$51,911.13	
Public Health/Women Infants Children	Filled	Office Specialist	1.0000	Full-time Local 121	Local 121	LH12	3	\$31,144.84	\$467.17	\$2,382.58	\$622.90	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$5,294.62	\$52,203.85	
Public Health/Administration	Filled	Public Health Director	0.1400	.1400 Department Head	Non-union	DF13	5	\$10,599.71	\$159.00	\$810.88	\$211.99	\$4.82	\$1,688.40	\$0.00	\$8.13	\$25.62	\$1,801.95	\$15,310.50	
Public Health/Women Infants Children	Filled	WIC Coordinator	0.8000	.8000 Non-Union	Non-Union	UF23 - 0.80	7	\$35,714.15	\$535.71	\$2,732.13	\$714.28	\$27.56	\$12,060.00	\$0.00	\$14.28	\$183.00	\$6,071.41	\$58,052.52	
Public Health/Women Infants Children	Filled	Community Nutrition Wrkr	1.0000	Full-time Local 121	Local 121	LH14	4	\$35,701.40	\$535.52	\$2,731.16	\$714.03	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$6,069.24	\$58,043.08	
Public Health/Women Infants Children	Filled	Community Nutrition Wrkr	1.0000	Full-time Local 121	Local 121	LH14	7	\$40,870.09	\$613.05	\$3,126.56	\$817.40	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$6,947.92	\$64,666.76	
Public Health/Women Infants Children	Filled	Community Nutrition Wrkr	1.0000	Full-time Local 121	Local 121	LH14	4	\$36,212.38	\$543.19	\$2,770.25	\$724.25	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$6,156.10	\$58,697.89	
			6.0600					\$228,669.16	\$3,430.04	\$17,493.19	\$4,573.38	\$208.78	\$75,495.60	\$0.00	\$95.52	\$1,145.58	\$38,873.76	\$369,985.01	
HPDP																			
Public Health/Administration	Filled	Administrative Assistant	0.1600	.1600 Non-Union	Non-Union	UH20	3	\$6,548.76	\$98.23	\$500.98	\$130.98	\$5.51	\$1,929.60	\$0.00	\$2.28	\$29.28	\$1,113.29	\$10,358.91	
Public Health/Administration	Filled	Manager - Public Health	0.1200	.1200 Non-Union	Non-Union	UF27	5	\$7,510.16	\$112.65	\$574.53	\$150.20	\$4.13	\$1,447.20	\$0.00	\$1.71	\$21.96	\$1,276.73	\$11,099.28	
Public Health/Community Health	Filled	Program Manager (Prom. & Prev.)	1.0000	Full-time Non-Union	Non-Union	UF25	2	\$48,876.16	\$733.14	\$3,739.03	\$977.52	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$8,308.95	\$74,926.53	
Public Health/Administration	Filled	Public Health Director	0.1400	.1400 Department Head	Non-union	DF13	5	\$10,599.71	\$159.00	\$810.88	\$211.99	\$4.82	\$1,688.40	\$0.00	\$8.13	\$25.62	\$1,801.95	\$15,310.50	
Public Health/Community Health	Filled	Program Coordinator (RHEC)	1.0000	Full-time Local 121 Salaried	Local 121	LF19	1	\$40,789.93	\$611.85	\$3,120.43	\$815.80	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$6,934.29	\$64,564.03	
Public Health/Community Health	Vacant	Program Coordinator (SPARC)	1.0000	Full-time Local 121 Salaried	Local 121	LF19	1	\$41,035.12	\$615.53	\$3,139.19	\$820.70	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$6,975.97	\$64,878.23	
Public Health/Community Health	Filled	Program Coordinator (TPEP)	1.0000	Full-time Local 121 Salaried	Local 121	LF19	2	\$42,896.02	\$643.44	\$3,281.55	\$857.92	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$7,292.32	\$67,262.99	
			4.4200					\$198,255.86	\$2,973.84	\$15,166.57	\$3,965.12	\$152.28	\$53,305.20	\$0.00	\$69.25	\$808.86	\$33,703.50	\$308,400.47	
Vitals																			
Public Health/Administration	Filled	Administrative Assistant	0.4000	.4000 Non-Union	Non-Union	UH20	3	\$16,371.89	\$245.58	\$1,252.45	\$327.44	\$13.78	\$4,824.00	\$0.00	\$5.71	\$73.20	\$2,783.22	\$25,897.27	
Public Health/Community Health	Filled	Billing Coordinator - PH	0.2000	.2000 Local 121	Local 121	LH14	3	\$6,907.41											

Department	Status	Title	FTE	Benefit Group	Union	Current Grade	Current Step	Total Wages w/COLA	Unemployment	FICA/Medicare	KCWC-WCOMP	WC	Medical CAP	HRA/VEBA (Wages)	Life Insurance	STD	Retirement/PERS Amount	Grand Total w/Benefits
									51560	51100	51570	51200	51300	51310	51330	51340	51400/51410	
			1.0300					\$50,241.44	\$753.62	\$3,843.47	\$1,004.83	\$35.49	\$12,421.80	\$0.00	\$23.03	\$188.49	\$8,541.05	\$77,053.22
PHEP																		
Public Health/Administration	Filled	Administrative Assistant	0.0500	.0500 Non-Union	Non-Union	UH20	3	\$2,046.49	\$30.70	\$156.56	\$40.93	\$1.72	\$603.00	\$0.00	\$0.71	\$9.15	\$347.90	\$3,237.16
Public Health/Administration	Filled	Manager - Public Health	0.0400	.0400 Non-Union	Non-Union	UF27	4	\$2,503.39	\$37.55	\$191.51	\$50.07	\$1.38	\$482.40	\$0.00	\$0.57	\$7.32	\$425.58	\$3,699.76
Public Health/Environmental Health	Filled	Manager - Environmental Health	0.4000	.4000 Non-Union	Non-Union	UF27	5	\$24,538.66	\$368.08	\$1,877.21	\$490.77	\$13.78	\$4,824.00	\$0.00	\$5.71	\$73.20	\$4,171.57	\$36,362.98
Public Health/Administration	Filled	Public Health Director	0.0400	.0400 Department Head	Non-union	DF13	7	\$3,028.49	\$45.43	\$231.68	\$60.57	\$1.38	\$482.40	\$0.00	\$2.32	\$7.32	\$514.84	\$4,374.43
Public Health/Administration	Filled	Program Specialist (AQ & PHEP)	0.3000	.3000 Local 121	Local 121	LH13	7	\$11,444.89	\$171.67	\$875.53	\$228.90	\$10.34	\$3,618.00	\$0.00	\$4.28	\$54.90	\$1,945.63	\$18,354.15
			0.8300					\$43,561.91	\$653.43	\$3,332.49	\$871.24	\$28.60	\$10,009.80	\$0.00	\$13.60	\$151.89	\$7,405.52	\$66,028.48
			25.5100					\$1,179,324.52	\$17,689.87	\$90,218.33	\$23,586.49	\$878.87	\$302,706.00	\$0.00	\$402.23	\$4,593.30	\$188,959.85	\$1,808,359.46

Memo



To: Klamath County Budget Committee

From: Marilyn Sutherland, Public Health Director

CC: Jessica Dale, Public Health Manager

Date: April 14, 2016

Re: Request for Additional General Fund

Klamath County Public Health is requesting an additional \$38,000 in General Funds to allow for adequate funding in Communicable Disease.

- Initial budget assumptions included \$60,000 (same amount as FY 15/16) in general fund
 - Environmental Health - \$14,000
 - Clinic - \$46,000

(KCPH has been using beginning balance funds since FY 13/14 to cover shortages in Communicable Disease and Environmental Health)
- In February 2016 KCPH presented to the Board of County Commissioners (BOCC) a request for an additional \$109,000 in General Fund Support
 - Beginning balance funds have been used up and more funds are needed to offset mandated program costs for Communicable Disease
- BOCC agreed to allocate \$71,000
 - Environmental Health
 - \$21,000 General Fund
 - \$33,000 Economic Development Funds
 - Clinic
 - \$17,000 General Fund
 - The BOCC instructed KCPH to request the remaining funds at the budget hearing
- The budget entered into Springbrook and shown in the documents includes only the \$131,000 of funding allocated, not the full \$169,000 required to avoid cuts
 - Shortage: \$38,000 for Communicable Disease work
- Staffing Impacts of shortage
 - Reduced currently posted Senior Community Health Nurse Position by .20 FTE to .80 FTE.
 - This position serves as the nursing supervisor for all nursing functions, the most critical core function being Communicable Disease investigation and prevention

- The communicable disease funding provided by the State is not adequate to cover the mandated function of the department and the supervision of those functions.
- Senior Community Health Nurse supervision responsibilities (related to CD)
 - Making sure all notifications of communicable diseases are handled within appropriate timelines and in accordance with investigative guidelines to protect the public. (OAR 333-018 & 333-019)
 - Ensuring 24-7 availability for disease reporting (emergency phone)
 - Overseeing Communicable Disease outbreak investigations that occur in Klamath County as required by (OAR 333-019-0000)
 - This includes working with Environmental Health staff or Public Health Emergency Preparedness team to ensure proper outbreak investigation and follow up.
 - Ensuring that control measures are understood and being followed during an outbreak
 - Involves working with public and other community partners to make sure information is available and understood about recommended control measures.
 - Ensuring that staff are following investigative guidelines and that department stays current on changes to investigative guidelines
 - Working with community partners to ensure that they are aware of reporting requirements (as outlined in ORS 433.004)
- Examples of outbreaks / prevention that require this position (in addition to daily requirements as shown above)
 - **Outbreak:** Noro virus in Fall of 2015
 - City and County schools both affected (24 schools beginning in October 2015)
 - Had to coordinate with both City and County school districts on prevention measures, as well as control measures.
 - **Prevention:** Pertussis Outbreak in 2013 (involved both Nursing Staff and Public Health Emergency Preparedness team)
 - Tdap Booster shot clinics at middle schools as preventive measure
 - Worked with local physicians and other community partners to identify infected individuals and contacts and determine need for vaccinations, antibiotics, or both.