
Yamhill County

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Office of County Administrator

LAURA S. TSCHABOLD
COUNTY ADMINISTRATOR

KEN HUFFER
DEPUTY ADMINISTRATOR

MEMORANDUM

TO: Board of Commissioners

Date: June 10, 2016 

FROM: Laura Tschabold, County Administrator

CC:

RE: **2016-17 Last Call for Budget Changes**

This is the time of year when department heads finalize last minute changes to their approved 2016-17 fiscal year budgets. Attached you will find change requests from the following departments:

Health and Human Services
Planning Department
Sheriff's Jail Budget
Sheriff's Patrol Budget
Road Department

I will review these requests with you during the June 14, 2016 Informal Session.

RECOMMENDATION

Approve the above budget adjustments to the approved version of the 2016-17 budget.

Accepted by Yamhill County
Board of Commissioners on

6.16.16 by Board Order
16-239

Laura Tschabold

From: Christina Malae
Sent: Thursday, June 09, 2016 9:17 AM
To: Allen Springer; Mary Starrett; Stan Primozich; Laura Tschabold; Ken Huffer
Cc: Silas Halloran-Steiner; Craig Hinrichs; Becky Weaver
Subject: HHS 16-17 Adopt Budget Changes
Attachments: 16-17 Adopt budget change request.xlsx

Hello Commissioners, Laura and Ken:

The attached file is a compilation of HHS 2016-2017 budget change requests for Board consideration. We reviewed our changes between the APPROVED and ADOPT budgets and detailed those that were more than a \$10,000 variance. As in the past, due to our requirements under A87 rules, this does not capture the small line item changes. As I mentioned at the budget presentation, there are several things that have shifted since the first budget model and we have made those adjustments for the ADOPT budget based on current information.

Here are the major changes:

1. Direct contracting with the State for our Adult Mental Health Initiative (AMHI) and Rental Assistance Programs (RAP). This revenue was previously passed to us via Mid-Valley Behavioral Care Network (MVBCN) and will represent approximately an 8% increase in revenue overall for those programs.
2. A \$406,000 estimate for additional Oregon Health Plan (OHP) revenue paid to us via our subcapitation for a new plan benefit, Applied Behavioral Analysis, that goes into effect on July 1, 2016 as well as a revised forecast for the pay for performance dollars paid to us by Yamhill CCO under our delegation agreement.
3. An award of \$386,000 for a peer-delivered services grant from the State.
4. As a result of additional State revenue, we propose to add the Secure Crisis Respite program (016-172) with 8.0 FTE to support this 6-bed, 24/7 program. This will be supported by additional revised awards from the State totaling \$510,180.
5. Due to the increase in OHP revenue, we propose adding 2.0 Spec II (406.23) FTE in Adult Behavioral Health (016-174). Additionally, we propose adding a Program Supervisor for the Accounting/Insurance team and an additional 1.0 FTE of a Senior Accounting clerk to support the growing need since the OHP expansion.
6. Revised beginning balance includes variable revenue forecasts. As a reminder, our accounts receivable are not finalized until early fall for services provided through June 30.

Most of these recommendations are a result of new state grant and OHP funding streams that have been awarded to us since the 167 Budget Committee meetings. The OHP funds will be received under our sub-capitation arrangement as we have done in previous years; the mix of services and supports for members will be established in partnership with Yamhill CCO and will result in a combo of service delivery between county and community based partners.

If approved, I believe that the FY 2016-2017 Adopt budget should have sufficient expense authority to make mid-year adjustments should we encounter surprises along the way.

I recommend the Board approve the FY 2016-2017 Adopt budget as recommended. Please let me know if you have any questions.

Silas Halloran-Steiner
Director, Yamhill County Health and Human Services Department
Phone: (503) 434-7523
Cell: (503) 435-7572

HHS
16-17 Adopt budget change request

#	Type	Account Name	Account Code	Current Budgeted amount	Amount of Requested Change (+/-)	Revised Budget	FTE Change	Explanation
1	REV	BEGINNING BALANCE	016-001-301.01	11,226,422	1,134,346	12,360,768		Anticipated beginning balance increase due to June projections of variable revenue and movement of capital expenses out of 156 into 167.
2	REV	LOCAL CONTRACTS	016-073-346.13	183,907				Moved MYBCN Contract for the Rental Assistance Program to 334.11 as a direct contract with the state.
3	REV	LOCAL CONTRACTS	016-075-346.13	232,072	(37,818)	194,254		Amity school contract not continued
4	REV	PRIVATE INSURANCE	016-075-346.11	44,335	18,054	62,389		Variable revenue forecasts suggest that we will collect add'l revenue this year (substantial enough within that program to warrant a change)
5	REV	PUBLIC INSURANCE (OHP)	016-070-346.12	1,221,952	20,000	1,241,952		Variable revenue forecasts suggest that we will collect add'l revenue this year (substantial enough within that program to warrant a change)
6	REV	PUBLIC INSURANCE (OHP)	016-073-346.12	2,223,716	(256,957)	1,966,759		Redistributed OHP revenue to other programs due to add'l state grant funding awarded to CSS.
7	REV	PUBLIC INSURANCE (OHP)	016-079-346.12	6,656,458	679,092	7,345,550		\$406K for Applied Behavioral Analysis (ABA) + additional pay-for-performance forecast added
8	REV	PUBLIC INSURANCE (OHP)	016-174-346.12	6,324,465	423,945	6,748,410		Reallocated administrative OHP \$ to Adult Behavioral Health to support 2 new TTRS homes and 2.0 FTE in additional Spec II staff AM/Hi, Peer-Delivered Services award and Rental Assistance grants direct from the state.
9	REV	STATE HEALTH GRANT	016-073-334.11	473,802	808,964	1,282,766		
10	REV	STATE HEALTH GRANT	016-172-334.11	365,225	517,680	882,905		Jail Diversion and Crisis grant awards totaling \$510,180 plus 3% COLA on previously existing state grant funds for 15-17 biennium
11	REV	STATE HEALTH GRANT	016-174-334.11	906,914	29,724	936,638		3% COLA awarded on existing state grant lines for the 15-17 biennium
12	REV	Minor various revenue changes						
		TOTAL REVENUE			3,337,010			
13	EXP	CONTRACT SERVICES	016-172-611.02	20,174	16,801	36,975		Add'l expenses for the start of the Secure Crisis Respite Program, including an LMP retainer
14	EXP	DENTAL INSURANCE	016-172-493.20	25,990	14,052	40,042		Associated benefits costs for the 8.0 FTE added for the new Secure Crisis Respite Program
15	EXP	DP EQUIP PURCHASE	016-079-801.04	-	150,000	150,000		Added historic budgeted expense for equipment. Was omitted from a previous 167 budget inadvertently.
16	EXP	DP SOFTWARE	016-079-800.06	-	80,000	80,000		Added historic budgeted expense for equipment. Was omitted from a previous 167 budget inadvertently.
17	EXP	ENDING BALANCE	016-093-990.01	4,846,425	(664,771)	4,181,654		Add'l revenue used to support the startup costs for the Secure Crisis Respite program in 016-172.
18	EXP	GRANT EXPENSES	016-073-611.30	323,980	366,079	690,059		Add'l Peer-Delivered Services Grant Award/Expenses to be subcontracted.
19	EXP	GRANT EXPENSES	016-172-611.30	51,148	226,652	277,800		Three months of contractor costs associated with the new Secure Crisis Respite program.
20	EXP	GRANT EXPENSES	016-174-611.30	455,714	20,228	475,942		Increase in certified recovery mentor contract with Provoking Hope for the new TTRS homes.
21	EXP	HS ASSOCIATE	016-073-406.20	435,695	(39,539)	396,156	(1.00)	Reclassification of new Peer Housing Specialist from an Associate to Spec I
22	EXP	HS ASSOCIATE	016-172-406.20	446,195	197,576	643,771	5.00	Additional staff for Secure Crisis Respite Program
23	EXP	HS SPECIALIST 1	016-073-406.22	437,104	46,221	483,325	1.00	Reclassification of new Peer Housing Specialist from an Associate to Spec I
24	EXP	HS SPECIALIST 1	016-075-406.22	587,053	(29,541)	557,512	(0.47)	Deletion of .475 FTE in Family & Youth program (restructuring of vacant positions)
25	EXP	HS SPECIALIST 2	016-174-406.23	1,981,268	99,039	2,080,307	2.00	Add'l 2.0 FTE in Adult Behavioral Health
26	EXP	HS SPECIALIST 2	016-172-406.23	170,537	103,966	274,503	2.00	Additional staff for Secure Crisis Respite Program
27	EXP	HS SPECIALIST 3	016-172-406.24	54,665	56,593	111,258	1.00	Additional staff for Secure Crisis Respite Program
28	EXP	MEDICAL INSURANCE	016-xxx-493.10	3,540,291	113,146	3,653,437		Associated benefits costs for the 8.0 FTE added for the new Secure Crisis Respite Program, 2.0 Spec II FTE in ABH, 1.0 Billing Supervisor (401.25) and 1.0 Senior Accounting Clerk
29	EXP	LAND ACQUISITION	016-079-810.01	-	1,150,000	1,150,000		Moved scheduled purchase of Bierly and the land for the Wellness center from 15-16
30	EXP	OHP SUBCONTRACTED SERVICES	016-079-613.04	2,347,648	64,224	2,411,872		OHP Admin \$ reinvested in services
31	EXP	OHP SUBCONTRACTED SERVICES	016-174-613.04	385,217	38,500	423,717		OHP Admin \$ reinvested in services
32	EXP	OUT OF PLAN SERVICES	016-079-613.06	2,330,239	583,837	2,914,076		Applied Behavioral Analysis (new YCCO benefit as of July 1, 2016) plus additional Incentive \$ forecasted for OHP (that will be placed back into local contracts for services).
33	EXP	OVERTIME	016-172-481.00	18,000	12,000	30,000		Associated benefits costs for the 8.0 FTE added for the new Secure Crisis Respite Program
34	EXP	PROGRAM MANAGER 2	016-174-401.28	67,307	(67,307)	-	(1.00)	Reclass Blanca Marquez from a Program Mgr II to PM III (spread across all HHS) based on the 25.23 FTE she is responsible for managing.
35	EXP	PROGRAM MANAGER 3	016-xxx-401.35	387,820	69,955	457,775	1.00	Reclass Blanca Marquez from a Program Mgr II to PM III (spread across all HHS) based on the 25.23 FTE she is responsible for managing.
36	EXP	PROGRAM SUPERVISOR	016-xxx-401.25	58,979	49,793	108,772	1.00	Add'd 1.0 FTE of a Billing Supervisor spread across all HHS
37	EXP	REGIS NURSE 3	016-XXX-406.08	464,156	205,182	669,338	1.00	Add'd 1.0 FTE of PNP time (Andrea Kessinger), allocated in Adult Behavioral Health (31 hours) and Family & Youth
38	EXP	RETIREMENT	016-XXX-492.00	875,874	102,209	978,083		Associated benefits costs for the 8.0 FTE added for the new Secure Crisis Respite Program
39	EXP	SENIOR ACCT CLERK	016-xxx-402.14	159,989	35,854	195,843	1.00	Add'l 1.0 FTE of Senior Accounting Clerk time (spread across Adult Behavioral Health, ERO and CSS programs).
40	EXP	SOCIAL SECURITY	016-172-491.00	65,208	26,849	92,057		Associated benefits costs for the 8.0 FTE added for the new Secure Crisis Respite Program
41	EXP	SOCIAL SECURITY	016-174-491.00	274,363	14,779	289,142		Associated benefits costs for the 2.0 add'l Spec II FTE added in Adult Behavioral Health
42	EXP	VEBA	016-172-493.15	18,588	10,050	28,638		Associated benefits costs for the 8.0 FTE added for the new Secure Crisis Respite Program
43	EXP	Minor various expense changes (changes under 10K)			284,583			
		TOTAL EXPENSES			3,337,010		12.53	

Laura Tschabold

From: Mike Brandt
Sent: Friday, June 03, 2016 4:17 PM
To: Laura Tschabold
Cc: Ken Huffer; Becky Weaver
Subject: FW: ***Last Call for 2016-17 Budget Changes***

From: Mike Brandt
Sent: Wednesday, June 1, 2016 9:36 AM
To: Mike Brandt
Subject: FW: ***Last Call for 2016-17 Budget Changes***

Here are our proposed budget revisions for 2016-17. Although the total amount is very minor, the changes to FTE are important to get in the budget.

Last Call Revision Requests for FY 2016-17 Planning and Development Budget

Account Name	Account Code	Current Budgeted Amount	Amount of Requested Change (+/-)	Revised Budget	Requested FTE
Senior Office Specialist	010-020-402.03	\$48,730	-\$23,148	\$25,582	.75
Building Inspection Assistant	010-020-403.13	\$45,568	+28,733	\$74,301	1.75
Extra Help	010-020-482.00	\$200,000	-\$5,585	\$194,415	

The above revisions are proposed to the 2016-17 budget. The changes are cost neutral resulting in no increase to the total personnel expenditures and no increase to the total expenditures. In addition, the FTE has been changed to reflect an overall increase from 13.35 FTE to 13.70 FTE (Senior Office Specialist reduced from 1.15 to .75 FTE and Building Inspection Assistant increased from 1.0 to 1.75 FTE). These changes are due to the sudden retirement of Linda Lowe.

If you have questions, let me know and I can elaborate. Thank you and have a good, hot, weekend. mb



Yamhill County Sheriff's Office

535 NE 5th Street, Room 143, McMinnville, Oregon 97128-4595

Business Office: (503) 434-7506 • Fax: (503) 472-5330

Jail: (503) 434-7507 Jail Fax: (503) 434-7534 Email: sheriff@co.yamhill.or.us

MEMO

Sheriff Tim Svenson

Date: 05/26/2016

To: Board of Commissioners & Laura Tschabold

From: Sheriff Tim Svenson

Re: 2016/2017 Budget Change request

This request covers the telephone revenue in the jail. With the recent FCC rulings, we are modifying our current contract to eliminate any revenue that is generated by these telephone companies.

Account Name	Account Code	Current Budgeted Amount	Amount of Requested Change (+/-)	Revised Budget
Telephone	010-041-362.30	\$40,000	-\$40,000	\$0
Ending Balance Jail	010-041-990.01	\$79,155	-\$40,000	\$39,155

Sincerely,

Sheriff Tim Svenson



Yamhill County Sheriff's Office

535 NE 5th Street, Room 143, McMinnville, Oregon 97128-4595
Business Office: (503) 434-7506 • Fax: (503) 472-5330
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MEMO

Sheriff Tim Svenson

Date: 05/24/2016

To: Board of Commissioners & Laura Tschabold

From: Sheriff Tim Svenson

Re: 2016/2017 Budget Change request

This request covers the in & out reflecting sales of foreclosure homes. This current fiscal year, we have seen an increase in dollar amounts of the homes sold at auction. By increasing the revenue and expense line for those sales, it will assist in not having to adjust mid budget year.

Account Name	Account Code	Current Budgeted Amount	Amount of Requested Change (+/-)	Revised Budget
Sheriff's Sales	010-043-342.37	\$3,000,000	\$2,000,000	\$5,000,000
Sheriff's Sales expense	010-043-685.37	\$3,000,000	\$2,000,000	\$5,000,000

Sincerely,

Sheriff Tim Svenson

Laura Tschabold

From: Laura Tschabold
Sent: Thursday, June 09, 2016 3:00 PM
To: Laura Tschabold
Subject: FW: OTIB Loan #49 - Newberg-Dundee Bypass Phase #1 Loan Modification

From: Catherine C. Lindberg
Sent: Wednesday, June 08, 2016 9:46 AM
To: Laura Tschabold <tschabold@co.yamhill.or.us>; Becky Weaver <weaverb@co.yamhill.or.us>; Ken Huffer <hufferk@co.yamhill.or.us>
Cc: John Phelan <phelanj@co.yamhill.or.us>
Subject: RE: OTIB Loan #49 - Newberg-Dundee Bypass Phase #1 Loan Modification

Account Name	Account Code	Current Budgeted Amount	Amount of Requested Change (+/-)	Revised Budget
Loan Interest Payment	011-060-795.00	\$123,651	\$21,176	\$144,827
Rock	011-060-515.03	\$764,650	-\$21,176	\$743,474

Laura,
Per John, Public Works has taken the additional interest payment out of rock, the budget adjustment line item. Please let me know if there are questions.

*Catherine
Public Works*