

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 17-11-28-04

IN THE MATTER OF APPROVING THE 2013-2017 COMMUNITY DEVELOPMENTAL DISABILITIES PROGRAM CARRY-OVER FUNDS PLAN, AUTHORIZING SIGNATURES AND DELEGATING AUTHORITY FOR ITS SUBMISSION BY H&HS

WHEREAS, the Board of Commissioners has accepted revenues pursuant to the extension of an Intergovernmental Agreement with the Oregon Department of Human Services (DHS) for the provision of services under the Community Developmental Disabilities Program; and

WHEREAS, this State Agreement allows for the carry-over of unspent funds from prior fiscal years/biennia, if approved for expenditure by the State Department of Human Services upon receipt of a formal request and submission of details concerning the intended uses of the carried-over funding; and

WHEREAS, DHS has requested submission of the attached report for the two prior biennia (2013-2015 and 2015-2017) in order to review and determine the efficacy of permitting Lane County to allocate these unexpended funds in the current State Biennium; and

WHEREAS, DHS requires that the report be submitted under four signatures, including the Chair of the Board of County Commissioners and one other Board Member; and

WHEREAS, the proposed program plan has been reviewed and found to be correct and in good order by the Department of Health & Human Services (H&HS), the Developmental Disabilities Advisory Committee, the Developmental Disabilities Program Manager and, now, the Board of County Commissioners;

NOW, THEREFORE, the Board of Commissioners of Lane County **ORDERS** as follows:

1. The attached 2013-2017 Community Developmental Disabilities Program Carry-Over Funds Plan, proposing a total expenditure of \$418,762.93 during the period July 1, 2017 through June 30, 2019, is approved; and
2. Authority is delegated to the Chair, Vice-Chair and to Commissioner Sorenson of the Board of Commissioners, to sign the required State document on behalf of the BCC; and
3. Authority is delegated to the Department of Health & Human Services to submit the fully signed Plan to DHS, prior to November 30, 2017.

ADOPTED this 28th day of November, 2017.

APPROVED AS TO FORM
Date 11/14/17
SL
LANE COUNTY OFFICE OF LEGAL COUNSEL



Pat Farr, Chair
Lane County Board of Commissioners

13-17 Carryover Details Tab

Total Accrued Carryover	The amount of funds remaining at the end of a Biennium that was not spent for a particular Service Element.
Standard Revenue (DHS Funded) Received	The amount of funds paid to a Contractor that are not tied to Local Match Funding.
Local Match Revenue (Federal Portion) Received	The amount of funds paid to a Contractor that are the Federal Portion of Local Match Funding.
Other Revenue used to cover unmet funding needs Received	The funds used by a Contractor not related to Federal Fund or State Funds Standard Revenue or Federal funds for Local Match Revenue, Example - City or County Tax Revenue.
Expense for Providing services during the period Carryover Balance	The actual amount of revenue from all sources listed above expended for the Service Element. This is the funds remaining after Total of Previous Carryover, Standard Revenue, Local Match Revenue (Federal Portion), Other Revenue (not Federal or State Funds) minus the Actual expenses for the Service Element.
Requested carryover to be retained beyond	The amount of Carryover Funds a Contractor is requesting to retain for specific purposes for the same Service Element in the next Biennium.
Unplanned Carryover Funds	The amount of Carryover Funds subject to recovery due to no request for an approved plan of carryover useage.

Various Planned Use Tabs

Description of Planned Use of Carryover Funds	The Details on how the requested Carryover Funds will be used in the next Biennium. Example - Increased Staffing Payroll or New technology/Software not previously funded.
Anticipated Date funds expended Amount	The actual last date expected for the particular item to be funded with the Carryover Funds. The total amount of Carryover Funds expected to be used towards the line item.

Contact & Signature Page

Contract Number 13-15	Enter your ODDS Contract Numbers for the 13-15 Biennium, you can find this in eXPRS if you no longer recall the number.
Contract Number 15-19	Enter your ODDS Contract Numbers for the 15-19 Biennium, you can find this in eXPRS if you no longer recall the number.
Contractor Name	Enter the actual Contract Name used in eXPRS. Example - Multnomah County or Community Living Case Management Inc
Contact Name	Enter the name of the individual to contact for any questions related to the Carryover Report and authorization of Carryover Plan
Contact Title	Enter the Title for the Contact Person. Example - CDDP Director, Program Manager or Member of Advisory Committee
Contact Email	Enter a valid email address for communication with the Contact Person.
Contact Phone Number	Enter a valid Phone Number that allows for messages to communicate with the Contact Person.

The required Signee of the Carryover Report/Plan

Chairman, Board of Commissioners	Full Signature
Printed Name (Board of Commissioners)	Require a legible Printed Name
County Commissioner	Full Signature
Printed Name (County Committee)	Require a legible Printed Name
County Commissioner	Full Signature
Printed Name (County Committee)	Require a legible Printed Name
CMHP Director/ CDDP Director	Full Signature
Printed Name (CMHP Director/ CDDP Director)	Require a legible Printed Name
Chair, Developmental Disabilites Advisory Committee	Full Signature
Printed Name (Chair of Advisory Committee)	Require a legible Printed Name

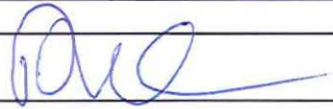
13-17 Carryover Report Contact & Signatures Page

Contract Number 13-15: 142134
 Contract Number 15-19: 148071
 Contractor Name: Lane County
 Contact Name: Ann Becker
 Contact Title: Accounting Analyst
 Contact Email: ann.becker@co.lane.or.us
 Contact Phone Number: 541-682-4277

This plan for utilizing carryover funds is submitted as part of the CDDPs biennial plan and budget information as required by ORS 430.662 (f) and 430.664 (2). The CDDP Board, Board of Commissioners, or indicated designee further signifies approval of this plan by their signatures. If a designee is signing please attach the order authorizing the designee for the CDDP Board or Board of Commissioners. The chair of the Developmental Disabilities Advisory Committee signifies by signing this form that the plan with respect to Developmental Disabilities Services has been compiled following provision of advice from the Advisory Committee to the CDDP, and program director on community needs and priorities (All CDDPs are required to have a Developmental Disabilities Advisory Committee per ORS 430.644 (3)).

Chairman, Board of Commissioners

Pat Farr, Chair



11/28/17

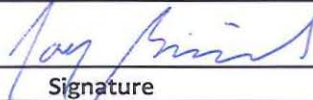
Printed Name

Signature

Date

County Commissioner

Jay Bozievich, Vice-Chair



11/28/17

Printed Name

Signature

Date

County Commissioner

Peter Sorenson, Commissioner



11-28-2017

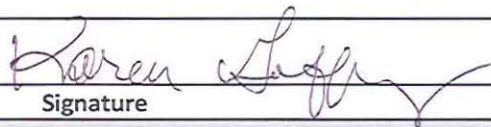
Printed Name

Signature

Date

CMHP Director/ CDDP Director

Karen Gaffney, Director, Health & Human Svcs



11/28/17

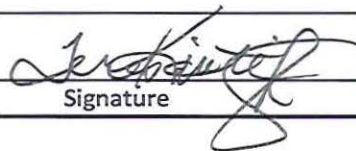
Printed Name

Signature

Date

Chair, Developmental Disabilities Advisory Committee

Teresa Kintigh, Chair



11/29/17

Printed Name

Signature

Date

Carryover Report 7/1/2013 through 6/30/2017

SE Number	Service	Total Accrued Carryover as of: 6/30/13	Standard Revenue (DHS Funded) Received: 7/1/13 to 6/30/15	Local Match Revenue (Federal Portion) Received: 7/1/13 to 6/30/15	Other Revenue used to cover unmet funding needs Received: 7/1/13 to 6/30/15	Expense for Providing services during the period: 7/1/13 to 6/30/15	Carryover Balance as of: 6/30/15
DD 02	Local Administration	\$ 100,175.22	\$ 1,472,778.92		\$ 93,585.52	\$ 1,662,122.26	\$ 4,417.40
DD 48	Case Management	\$ 683,164.07	\$ 5,887,180.98		\$ 16,087.50	\$ 6,125,579.73	\$ 460,852.82
DD 55	Abuse Investigation		\$ 291,382.17			\$ 289,311.18	\$ 2,070.99
DD 157	Regional Crisis & Back Up Services	\$ 33,408.40	\$ 807,223.85	\$ -	\$ 2,354.00	\$ 792,637.80	\$ 50,348.45
Total		\$ 816,747.69	\$ 8,458,565.92	\$ -	\$ 112,027.02	\$ 8,869,650.97	\$ 517,689.66

SE Number	Service	Total Accrued Carryover as of: 6/30/15	Standard Revenue (DHS Funded) Received: 7/1/15 to 6/30/17	Local Match Revenue (Federal Portion) Received: 7/1/15 to 6/30/17	Other Revenue used to cover unmet funding needs Received: 7/1/15 to 6/30/17	Expense for Providing services during the period: 7/1/15 to 6/30/17	Carryover Balance as of: 6/30/17
DD 02	Local Administration	\$ 4,417.40	\$ 3,656,237.00	\$ 130,547.74	\$ 42,744.76	\$ 3,641,872.19	\$ 192,074.71
DD 48	Case Management	\$ 460,852.82	\$ 7,403,039.65			\$ 7,774,852.34	\$ 89,040.13
DD 55	Abuse Investigation	\$ 2,070.99	\$ 379,887.00			\$ 419,441.41	\$ (37,483.42)
DD 157	Regional Crisis & Back Up Services	\$ 50,348.45	\$ 812,077.45			\$ 724,777.81	\$ 137,648.09
Total		\$ 517,689.66	\$ 12,251,241.10	\$ 130,547.74	\$ 42,744.76	\$ 12,560,943.75	\$ 381,279.51

SE Number	Service	Carryover Balance as of: 6/30/17	Planned expenditure of carryover during the period: 7/1/17 to 6/30/19	Requested carryover to be retained beyond: 6/30/19	Unplanned Carryover Funds
DD 02	Local Administration	\$ 192,074.71	\$ 192,074.71	\$ -	\$ 0.00
DD 48	Case Management	\$ 89,040.13	\$ 89,040.13	\$ -	\$ 0.00
DD 55	Abuse Investigation	\$ (37,483.42)	\$ -	\$ -	\$ (37,483.42)
DD 157	Regional Crisis & Back Up Services	\$ 137,648.09	\$ 137,648.09	\$ -	\$ (0.00)
Total		\$ 381,279.51	\$ 418,762.93	\$ -	\$ (37,483.42)

Planned Use of Carryover Funds

Local Administration DD 02

Description of Planned Use of Carryover Funds	Anticipated Date Funds Expended	Amount
Office Space Expansion - Detail below		\$ -
-Added square footage costs for additional offices	6/30/2018	\$ 75,000.00
-Workstations - Laptop/Tablets	6/30/2018	\$ 60,000.00
-Office Furniture	6/30/2018	\$ 27,074.71
Note - this is an estimate and will probably exceed the cost of this estimate		
Abstraction Costs - scanning paper charts/files into Caseworthy software		\$ -
- 1.0 FTE - permanent OA (portion of duties)	6/30/2019	\$ 15,000.00
- 4 extra help staff allotted up to 520 hours per fiscal year	6/30/2019	\$ 15,000.00
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		\$ -
		\$ -
		\$ -
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		\$ -
		\$ -
		\$ -
		\$ -
Subtotal		\$ 192,074.71

Planned Use of Carryover Funds

Case Management DD 48

Description of Planned Use of Carryover Funds	Anticipated Date Funds Expended	Amount
Case Worthy EHR upgrade - Phase III-Electronic Health Record		\$ -
- Software cost		\$ 40,000.00
- Technical Services		\$ 29,040.13
Continuing Education 20 hours per SC per OARs		\$ -
-40 Services Coordinators - \$250 per year		\$ 20,000.00
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
Subtotal		\$ 89,040.13

Planned Use of Carryover Funds

Regional Crisis & Back Up Service DD 157

Description of Planned Use of Carryover Funds	Anticipated Date Funds Expended	Amount
Cover costs for Personnel COLA & MA Retro 7/1/17-9/30/17 The portion requested for personnel is due to the labor contract not being settled until Oct 2017. Staff received retro pay for the wage and market adjustment effective 7/1/17.	9/30/2017	\$ 3,000.00
Cover costs for Admin Allocation 10/1/17-6/30/18	6/30/2018	\$ 25,100.09
Cover costs for Indirect 10/1/17-6/30/18	6/30/2018	\$ 64,548.00
Cover costs for Indirect 7/1/18-6/30/19	6/30/2019	\$ 45,000.00
Lane County's Indirect plan is retrospective so DD 157 was not charged the full rate until 2 years after the start of the project. Lane County will continue to receive these charges for the rest of FY 17/18 and FY 18/19 and possibly a portion of FY 19/20.		\$ -
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Subtotal		\$ 137,648.09