



AGENDA COVER MEMO

Memorandum Date: July 01, 2019

Order Date: July 30, 2019

TO: Board of County Commissioners

DEPARTMENT: Department of Health & Human Services

PRESENTED BY: Karen Gaffney, Director

AGENDA ITEM TITLE: IN THE MATTER OF ADDING ONE FULL-TIME (1.0 FTE)
ACCOUNTING CLERK 2 POSITION, IN FUND (288)
WITHIN THE DEPARTMENT OF HEALTH & HUMAN
SERVICES

I. MOTION

In the Matter of Adding One Full-time (1.0 FTE) Accounting Clerk 2 position in Fund (288) Within the Department of Health & Human Services.

II. AGENDA ITEM SUMMARY

The Board will be asked to approve the addition of one full-time (1.0 FTE) Accounting Clerk 2 position within the Department of Health & Human Services.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Board approved Health & Human Services' FY20 budget as part of the County budget via BO 19-06-18-02.

B. Policy Issues

There are no negative implications related to funding this position.

C. Board Goals

This action meets the Board's strategic priority of a Safe and Healthy County. Lane County strives to provide services that positively impact the health, safety and quality of life of our community.

D. Financial and/or Resource Consideration

The cost for one regular, full-time (1.0 FTE) Accounting Clerk 2 position for the remainder of FY20, including salary and benefits, is \$56,974.

A September 15, 2019 start date has been used to calculate position cost.

The position will be funded through program billing revenue. Appropriation of revenue and expenditures for these positions will be made during the next supplemental budget process.

E. Health Implications

Access to and use of primary health services can prevent hospitalizations and serious health outcomes and can have a positive impact on quality of life, the ability to work, and the ability to participate in other activities which contribute to overall health.

F. Analysis

The Community Health Centers and Lane County Behavioral Health, the two largest divisions served by Clinical Financial Services, have continued to expand services and staffing levels over the last several years, but CFS staffing has not grown proportionately to meet the revenue cycle demands. There has been a 20% increase in billable encounters over the last fiscal year with a team of only 8 billing staff managing the volume of over 150K encounters and supporting over 140 providers. In addition to the increase in volumes of existing work, we anticipate a marked increase in the level of complexity in identifying and billing the correct Medicaid payer with the high probability of multiple CCO payers in 2020 with CCO 2.0. There is work currently underway to prepare for these changes and updates to workflows and training needs of clinical staff will require increased resources in Clinical Financial Services.

The additional Accounting Clerk 2 position will allow staff to better assist the clinical staff with Medicaid eligibility determinations and increase screening of billable services prior to submission to payers, improving accuracy and preventing delays in reimbursement. Clinical Financial Services utilized Extra Help staff in Fiscal Year 18/19 to assist with critical tasks as it pertains to Medicaid billing and utilization claims reporting for grant funding. This work could not be completed without the additional staffing resource and has demonstrated the need for an additional permanent position to remain compliant with program requirements and avoid lost revenue.

G. Alternatives/Options

1. Approve the addition of one regular, full-time (1.0 FTE) Accounting Clerk 2 position in Fund (288) within the Department of Health & Human Services.
2. Direct the Department of Health & Human Services to add some of the requested FTE addition.
3. Direct the Department of Health & Human Services to not make any FTE changes at this time.

IV. RECOMMENDATION

Approve number one above.

V. TIMING/IMPLEMENTATION

If approved, recruitment will begin immediately. Hiring and increased FTE is anticipated to occur in September of 2019.

VI. ATTACHMENT

Board Order

Supplemental Position Table

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO:

IN THE MATTER OF ADDING ONE FULL-TIME
(1.0 FTE) ACCOUNTING CLERK TWO POSITION,
IN FUND (288) WITHIN THE DEPARTMENT OF
HEALTH & HUMAN SERVICES

WHEREAS, increased demand for Clinical Financial services requires Health & Human Services to add one full-time (1.0 FTE) Accounting Clerk 2 position; and

WHEREAS, the positions will be funded through program billing revenue; and

WHEREAS, appropriation of revenue and expense for the new positions will be made during the next supplemental budget process.

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

1. Approve the addition of one regular, full-time (1.0 FTE) Accounting Clerk 2, in Fund (288) within the Department of Health & Human Services.

ADOPTED this _____ day of July, 2019.

APPROVED AS TO FORM

Date _____

Pete Sorenson, Chair
Lane County Board of Commissioners

Supplemental Position Table

Job Code	Position Title	Dept ID	Fund	FTE	Effective Date	Position Cost	Benefit Cost	Position Location
A021	Accounting Clerk 2	3427081	288	1.0	9/15/19	\$ 28,865.75	\$ 28,865.75	CFS