



**Program #40040A - Financial and Business Management Services** 5/2/2022

**Department:** Health Department **Program Contact:** Wendy Lear  
**Program Offer Type:** Support **Program Offer Stage:** As Proposed  
**Related Programs:** 40041, 40042  
**Program Characteristics:**

**Executive Summary**

This program offer supports the essential financial and business management services of the Health Department. Services include financial reporting, account balancing, cash management, accounts payable services and budget development. Equity is a core value that informs all decisions, planning and service provision in the division.

**Program Summary**

This program provides financial reporting and forecasting, grant accounting, fiscal compliance, budget development, cash management and accounts payable services. Teams collaborate with the County's Budget Office and Central Finance units. Teams follow the County's budget, financial and administrative procedures, policies and practices. By managing complex federal, state, county and funder requirements, these fiscal stewards help ensure the department can achieve its mission.

The Financial and Business Management division is committed to centering equity in policy and practice and in service to the Health Department's value of racial equity and mission to reduce health disparities. The division will continually invest time and resources into identifying and then dismantling internal and external structures that contribute to inequity, including the culture of white supremacy. The division employs a finance strategy to preserve critical services and support infrastructure for improved health outcomes. We strive to build trusting partnerships with community partners we depend on and we genuinely engage with communities and staff to drive positive changes, especially in the areas of business, operational and financial management. We pride ourselves on our ability to recruit, retain and promote a diverse, inclusive and high-performing workforce. The division is working to advance the objectives outlined in the Workforce Equity Strategic plan by committing resources for an equity and inclusion committee and operationalizing its policy recommendations.

**Performance Measures**

Measure Type	Primary Measure	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer
Output	# of invoices processed	14562	17,000	12,500	12,500
Outcome	Avg # of days from receipt to recording revenue in County's accounting system.	12	10	10	8
Quality	Number of audit findings in County's annual financial audit.	2 finding	No findings	No findings	No Findings

**Performance Measures Descriptions**

'# of invoices processed' measures output for the accounts payable unit. The average number of days from receipt to recording revenue measures the cash management's unit's performance to process revenue. The division aims to avoid auditing findings for the department by prioritizing compliance and ensuring accurate and accessible documentation.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2022	2022	2023	2023
Personnel	\$5,466,471	\$0	\$6,027,134	\$0
Contractual Services	\$319,478	\$0	\$50,000	\$0
Materials & Supplies	\$78,090	\$0	\$81,627	\$0
Internal Services	\$2,764,133	\$0	\$2,889,724	\$0
<b>Total GF/non-GF</b>	<b>\$8,628,172</b>	<b>\$0</b>	<b>\$9,048,485</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$8,628,172</b>		<b>\$9,048,485</b>	
<b>Program FTE</b>	35.80	0.00	38.00	0.00

Program Revenues				
Other / Miscellaneous	\$12,548,445	\$0	\$13,730,453	\$0
<b>Total Revenue</b>	<b>\$12,548,445</b>	<b>\$0</b>	<b>\$13,730,453</b>	<b>\$0</b>

Explanation of Revenues

The \$13,730,453 in revenue is departmental indirect revenue. Indirect expenses are charged to personnel expenses on certain state and federal revenues. These funds are then used to cover the costs of the necessary services that support those federal and state funded programs. These services include HR, accounting, data management, and other services.

Significant Program Changes

**Last Year this program was:** FY 2022: 40040 Financial and Business Management Services

The last year has presented challenges related to the COVID-19 response, staffing changes, an influx of revenue with complex reporting and compliance requirements, and the development of new vendor relationships. There have been more than 20 staffing transitions throughout the division in the last 18 mths. This represents more than 25% of division positions. In addition to their regular duties, the team distributed more than 74K vaccine incentive gift cards valued at more than \$4 million. These cards incentivized thousands of Multnomah County residents to receive COVID-19 vaccines. Another \$4 million in client assistance payments to more than 8,000 clients is being issued this spring. Client assistance payments will help individuals and families meet basic needs. These efforts included trauma-informed approaches to troubleshooting and addressing participant concerns and questions.