



Budget Change Request

Change request information

Title OHHP New FTE Request Rent Assistance Specialist
Number B-41-03 Department 41 - Social Services
Requester Corrine Marson
Published by Jennifer Smith Publish Date 2023-08-30
Change Type Policy Change

Board outcome *(to be entered by budget after Board action)*

Board Decision

Board Changes

Funds affected

Fund 1400 - Housing &
General Fund Affected? No More Than One Fund Affected? No

Policy request priority and connection to the strategic plan

Priority # 1 Strategic Plan Thriving Individuals,

Does this request include federal, state, or private grants?

Grant Funded? None

Grantor and timeframe

Does this request affect current positions or propose new positions?

HR Payroll e-mailed? Yes Position Impact Adds Position(s)

Current position numbers affected

What do you need and why? Include any unexpected and external requirements.

Statement of Need

OHHP has staff that focus on homeless services and development of affordable housing. We do not have a position that focuses on rental housing, including tenant-landlord relations. There are several factors that would make the creation of a new position focused on this issue to be a benefit to OHHP and the County. 1) Commerce has started a new permanent rent assistant program. Additional staff capacity to oversee this program would be beneficial. 2) PHSS no longer has a dedicate Healthy Homes coordinator position. The person in this position frequently supported tenants to connect them to resources when there were conflict with landlords. This new position could take on some of this role. 3) The Regional Housing Council is looking to address engage on housing policy issues and rental housing policy is a likely issue the RHC will address, including implementation of a Fair Housing Plan. This position could play a policy coordination role on rental housing policy across the region for the RHC.

How will this change the performance of your office or department?

Statement of Need

Adding this resource will make OHHP a greater resource for the community by providing a point of contact for tenants to contact to get connected to resources, elevating issues of low income tenants in our community, and support the implementation of fair housing activities.

Expenditure, FTE and revenue assumptions plus current budget level

Assumptions

Current Budget Level

Local Home Fund is projected to collect approximately \$480,000 in admin funding per year. 1406 funds are not a new source of funds, but legislation passed in 2023 now allows jurisdictions to use 10% of collected funds for admin costs. This will result in about \$90,000 in new admin revenue for OHHP.

What happens if this isn't funded? Are there other options?

Impacts and Alternatives

If not funded, the work will fall on existing OHHP staff. The required contract management work and RHC support work would be completed, but deeper engagement with tenants and only policy would likely not occur.

How does this request affect other offices and departments?

Impact to Other Departments None

Which Other Departments are Affected?

Operating Transfer Needed? No

Operating Transfer Coding and Amount

Personnel Information

FTE	Number	Name	Start Date	End Date
1.00	@ Social Services Prog Spec II / nonu15	SOCIAL SERVICES PROG SPEC II		
1.00	< Total			

Operating Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
----------	-------------	--------------------	--------------	------	------

Capital Revenue Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
----------	-------------	--------------------	--------------	------	------

Operating Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
1400C640	510000	SALARIES		78,120	80,460.00

1400C640	521000	SOCIAL SECURITY		5,976	6,156.00
1400C640	522000	RETIREMENT		7,335	7,555.00
1400C640	523000	MEDICAL/DENTAL/LIFE		26,016	27,276.00
1400C640	524000	WORKERS COMPENSATION-L&I		360	360.00
1400C640	525000	UNEMPLOYMENT COMPENSATION		234	241.00
1400C640	526000	PAID FAMILY MEDICAL LEAVE		170	175.00
1400C640	527000	LONG TERM DISABILITY		445	459.00
1400C640	531000	SUPPLIES		1,000	500.00
1400C640	535000	SMALL TOOLS & MINOR EQUIPMENT		2,000	500.00
1400C640	591000	IF PROFESSIONAL SERVICES		6,300	6,300.00
			Total:	127,956.00	129,982.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
----------	-------------	--------------------	--------------	------	------