

(AGENDA ITEM NO. 2A)

**CITY COUNCIL
CITY OF CAMBRIDGE**

January 28, 1985

INTRODUCED BY CITY MANAGER ROBERT W. HEALY

AN ORDER CONCERNING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING JULY 1, 1984

ORDERED: That the following transfer be made in the General Fund of the City of Cambridge:

<u>FROM</u>	<u>AMOUNT</u>	<u>TO</u>	<u>AMOUNT</u>
Ambulatory/Cambridge Hospital		Ambulatory/Cambridge Hospital	
Salaries and Wages	\$235,220.00	Other Ordinary Maintenance	\$170,220.00
		Travel and Training	<u>65,000.00</u>
			\$235,220.00

REASON(S)

Provide funds for Nursing per-diems, workmen compensation claims, Nurse Anesthetists services and membership fees.

In City Council January 28, 1985.

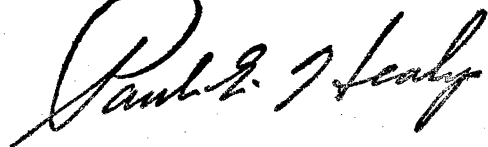
Adopted by a yea and nay vote:-

Yeas 7; Nays 0; Absent 2.

Attest:- Paul E. Healy, City Clerk.

A true copy;

ATTEST:-



(AGENDA ITEM NO. 2B)

**CITY COUNCIL
CITY OF CAMBRIDGE**

January 28, 1985

INTRODUCED BY CITY MANAGER ROBERT W. HEALY

AN ORDER CONCERNING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING JULY 1, 1984

ORDERED: That the following transfer be made in the General Fund of the City of Cambridge:

<u>FROM</u>	<u>AMOUNT</u>	<u>TO</u>	<u>AMOUNT</u>
Health Salaries and Wages	\$10,000.00	Health Other Ordinary Maintenance	\$10,000.00

REASON(S)

Provide funds for School Health per-diems.

In City Council January 28, 1985.

Adopted by a yeas and nays vote:-

Yeas 7; Nays 0; Absent 2.

Attest:- Paul E. Healy, City Clerk.

A true copy;

ATTEST:-



City of Cambridge

MASSACHUSETTS

AGENDA ITEM NO. 2 (A)

In City Council January 28, 198 5

RE: TRANSFER OF \$235,220. FROM THE AMBULATORY/CAMBRIDGE HOSPITAL FUND SALARY & WAGES ACCOUNT

	YEA	NAY	ABSENT	PRESENT
Mr. Daniel J. Clinton			✓	
Mr. Thomas W. Danehy	✓			
Mr. Francis H. Duehay	✓			
Ms. Saundra Graham			✓	
Mr. David E. Sullivan	✓			
Mr. Walter J. Sullivan	✓			
Mr. Alfred Vellucci	✓			
Ms. Alice K. Wolf	✓			
Mayor Russell	✓			

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C. C. 108
 12/1/85
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City of Cambridge

MASSACHUSETTS

AGENDA ITEM NO. 2(B)

RE: TRANSFER OF \$10,000. IN THE HEALTH DEPT.

In City Council

January 28,

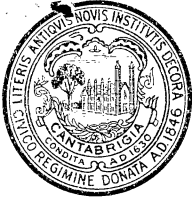
1985

	YEA	NAY	ABSENT	PRESENT
Mr. Daniel J. Clinton			✓	
Mr. Thomas W. Danehy	✓			
Mr. Francis H. Duehay	✓			
Ms. Saundra Graham			✓	
Mr. David E. Sullivan	✓			
Mr. Walter J. Sullivan	✓			
Mr. Alfred Vellucci	✓			
Ms. Alice K. Wolf	✓			
Mayor Russell	✓			

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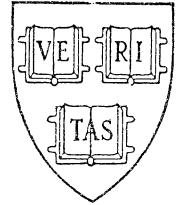
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The Cambridge Hospital

Affiliated with
Harvard Medical School



January 3, 1985

Mr. Robert W. Healy, City Manager
City of Cambridge
City Hall
Cambridge, MA 02139

Dear Mr. Healy,

I am writing to formally request your assistance in placing before the City Council for its' approval a total of five (5) budgetary transfers within the Department of Health and Hospitals.

A transfer of \$100,000 is needed within the Department of Nursing to address a shift in staffing. During this fiscal year, per diem staffing has been relied upon to a greater extent than anticipated to address peak staffing needs. As a result, the surplus of \$100,000 in the Salaries and Wages accounts (400) is to be transferred to the other Ordinary Maintenance-Services (600) accounts so as to finance these contractual needs. It should be noted that this staffing approach overall has had a positive impact upon nursing staffing expenditures.

Due to the resolution of a number of industrial accident claims that have resulted in lump sum settlements, the monies budgeted for such settlements as well as related medical services and supplies are insufficient. A transfer of \$40,000 is, therefore, required in the Personnel Department to finance industrial accident expenditures for the remainder of the year. The transfer will be made from the hospital's fuel account which has surplus monies resulting from the worldwide decrease in oil prices.

A transfer of \$135,220 is required from the Anesthesia's department's Salaries and Wages (400) account to their Other Ordinary Maintenance-Services (600) account. This transfer is the result of a decision to finance the services of nurse anesthetists through a contractual, rather than a payroll arrangement.

A transfer of \$25,000 is needed to finance budgetary shortfalls in the hospital's Travel and Training (800) account. This shortfall is primarily attributable to increases in the hospital's major membership affiliations; e.g., Massachusetts Hospital Association, American Hospital Association, etc. This transfer is to be made from the Obstetrics/Gynecology department which has surplus monies as a result of the delay in the implementation of the Massachusetts General Hospital program affiliation.

Finally, a transfer of \$10,000 from the School Health Department Salaries and Wages (400) account to their Other Ordinary Maintenance-Services

Mr. Robert Healy

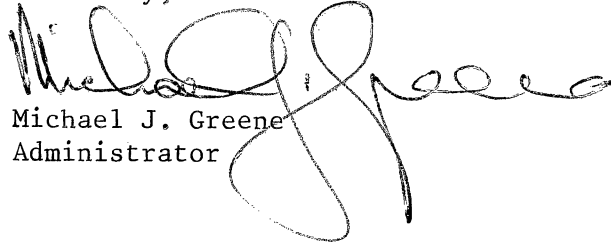
January 3, 1985

Page Two

(600) account is necessary so as to fund the use of per diem nurses. The department is currently operating at short staffing with two nursing vacancies.

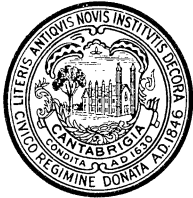
I appreciate your consideration and assistance in this matter.

Sincerely,

A handwritten signature in dark ink, appearing to read "Michael J. Greene". The signature is fluid and cursive, with a large loop at the end.

Michael J. Greene
Administrator

MJG/nas



The Cambridge Hospital

Affiliated with
Harvard Medical School



THE CAMBRIDGE HOSPITAL

FY 85 BUDGET

COUNCIL TRANSFER

1) Nursing

Per diem useage is often a cost-effective method of addressing short staffing that results from a hike in census or short staffing due to vacancies, sick calls, etc.

Transfer \$100,000 Nursing Salaries and Wages to Other Ordinary Maintenance-Services
FY 85 Nursing Per Diem - Appropriation \$104,015

FY 85 Nursing Salaries and Wages - Appropriation \$6,554,000*

*includes FY 84 and FY 85 salary increases

400's	Budgeted YTD Salaries (1/12/85)	\$3,578,936	
	Actual YTD Salaries (1/12/85)	<u>(\$3,410,428)</u>	
		\$ 168,508	surplus YTD
600's	Budgeted YTD Per diems (1/12/85)	\$ 56,168	
	Actual YTD Per diems (1/12/85)	<u>(\$ 126,468)</u>	
		(\$ 70,300)	deficit YTD

Projected Year End

Salaries and Wages	\$168,805	surplus YTD
	<u>50,000</u>	surplus 1/13-6/30/85
	\$218,508	
	<u>(\$100,000)</u>	transfer to per diems
	\$118,508	surplus year end
Per Diems	(\$126,468)	expended YTD 1/12/85
	<u>(75,000)</u>	projected exp. 1/13-6/30/85
	(\$201,468)	
	104,015	budgeted
	<u>100,000</u>	transfer from S&W
	\$ 2,547	balance

*Note: \$204,000 included in FY 86
budget submission

2) Industrial Accident

Exceptional number of lump sum settlements paid year to date.

Transfer of \$40,000 H.V.A.C. Fuel Surplus (520) to Personnel-Judgment and Damages (880)

FY 85 Industrial Accidents Appropriation	\$ 57,500	
Temporary transfer from Travel & Training	<u>10,000</u>	
	\$ 67,500	
Budgeted YTD Fuel (12/31/84)	\$204,000	
Actual YTD Fuel	<u>(\$115,560)</u>	
	\$ 88,400	surplus YTD
Budgeted YTD Industrial Accident (1/9/85)	\$30,475	
Expended YTD Medical Services, Supplies, Drugs	<u>(\$23,994)</u>	
Expended YTD Lump Sum Settlements	<u>(\$40,105)</u>	
	(\$36,625)	deficit YTD

Projected Year End

Fuel - assumes due to seasonality, as well as trailers, etc, that 2nd half appropriation will be needed	\$88,400	surplus YTD
	<u>(\$40,000)</u>	transfer
	48,400	surplus
Industrial Accidents - expended YTD	(\$64,099)	(12/31/84)
projected expended	<u>(40,000)</u>	(1/1-6/30/85)
projected FY 85 expenditures	(\$104,099)	
budgeted	57,500	
temporary transfer from T&T	10,000	
transfer from fuel account	<u>40,000</u>	
	\$ 3,401	balance

*Note: \$95,000 included in FY 86 budget submission for Industrial Accidents

3) Nurse Anesthetists

With the phaseout of the Anesthesia resident training program, monies for nurse anethetist coverage were budgeted in the salaries and wages account with little comparable staffing data available. It was later determined to be more efficient to process payment to these individuals through their controlling supervisory group, Anesthesia and Pulmonary, Inc. Funds budgeted will not be sufficient. The shortfall will be financed through a surplus in the Storeroom that will result from a lower patient census than anticipated. This secondary transfer will not require Council action.

Transfer \$135,220 from the Anesthetists Salaries and Wages to their Other Ordinary Maintenance-Services Accounts

FY 85 Anesthetists Staffing - Appropriation	\$135,220	
to be transferred to OOM-Services		
Projected FY 85 Anesthetists Expenditures	<u>(\$188,560)</u>	
	<u>(\$ 53,339)</u>	shortfall
Transfer from Storeroom OOM	<u>55,000</u>	
	<u>\$ 1,661</u>	balance
FY 85 Storeroom Medical & Surgical Resources - Appropriation	\$965,000	
FY 85 Projected Storeroom M&S Expenditures	<u>(890,000)</u>	
Surplus Year End	\$ 75,000	
Transfer to Anesthetists OOM	<u>(\$ 55,000)</u>	
	<u>\$ 20,000</u>	balance

*Note: The Anesthesia physician monies for the period 1/1/85 - 6/30/85 were used to finance the nurse anesthetists during the first six (6) months of the fiscal year.

4) Travel and Training

The majority of the hospital's Travel and Training account (\$44,000) is needed for Massachusetts Hospital Association (\$28,595) and American Hospital Association (\$10,458) dues. There has been a significant increase in these dues as well as a greater emphasis on employee development that has resulted in a shortfall in this account. The corresponding monies exist in the OB/GYN account due to the delay in the MGH program affiliation which is now underway, but for which no physician dollars will be needed for the remainder of this year.

Transfer \$25,000 from the OB/GYN OOM-Services account to Fiscal Services Travel and Training account.

FY 85 Fiscal Travel and Training - Appropriation	\$ 44,000
Transfer to Industrial Accident Account	<u>(\$ 10,000)</u>
Adjusted Budget	\$ 34,000
 Projected Year END Travel & Training Expenditures	 <u>(\$ 58,000)</u>
Deficit	<u>(\$ 24,000)</u>
Transfer from OB/GYN	<u>\$ 25,000</u>
Projected Year End Balance	\$ 1,000

5) School Health

Per diem coverage by one nurse will be used to cover two nurse vacancies for the remainder of the fiscal year.

Transfer \$10,000 from the School Health Salaries and Wages to their Other Ordinary Maintenance account.

FY 85 School Health Salaries and Wages - Appropriations	\$164,230
FY 85 Projected School Health S&W Expenditures	<u>(\$140,000)</u>
Projected Year End Surplus	\$ 24,230
Transfer to OOM-Services for Per Diem Coverage	<u>(\$ 10,000)</u>
Projected Year End Balance	\$ 14,230



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

Tel. 498-9011

EXECUTIVE DEPARTMENT

ROBERT W. HEALY

City Manager

January 28, 1985

To the Honorable, the City Council:

Attached please find for your review and actions two orders requesting the transfer of funds within the Health and Hospital Department's FY85 operating budget.

The first order requests the transfer of \$235,220.00 from the Ambulatory/Cambridge Hospital Fund Salaries and Wages to the Fund's Other Ordinary Maintenance account in the amount of \$170,220.00 and to the Travel and Training account in the amount of \$65,000.00.

The second order requests the transfer of \$10,000.00 from the Health Department's Salaries and Wages account to the Department's Other Ordinary Maintenance account.

These actions will provide funds for Nursing Per Diem personnel, Nurse Anesthetists, Industrial Accident claims and membership fees.

I have also enclosed a communication from Michael J. Greene, Administrator of the Cambridge Hospital, giving a detailed analysis of this request.

Passage of the attached orders is recommended.

Very truly yours,

Robert W. Healy
City Manager

RWH/mbf

F'36

Re: two orders requesting the transfer of
funds in the amounts of \$235,220. and \$10,000.
in the Health Dept.

In City Council,

January 28, 1985

1/28/85
Two Orders
MR - Adopted -
A

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