

Health, Human and Social Services Committee
Mental Health/Office of Community Services

AGENDA

1/23/18

Committee Members: Chairwoman Frasier
 Supervisor McDevitt
 Supervisor Braymer
 Supervisor Diamond
 Supervisor Hyde
 Supervisor Leggett
 Supervisor Loeb
 Supervisor Magowan
 Supervisor Sokol

I. Action Agenda/New Business

1. Request to amend Resolution 507 of 2017 to correct a typographical error in the amount of the Northeast Parent and Child Services contract.
2. Intent to fill a vacant position – Mental Health Program Analyst (fully executed form to follow).

II. Motion to adjourn

Attachments:
Resolution Requests

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Mental Health/Office of Community Services

DATE: 1/23/18

- (a) Purpose of Request: To amend Resolution 507 of 2017 to correct a typographical error in the amount of the Northeast Parent and Child Services contract.
- (b) Details: The contract amount was incorrectly listed as \$6,044. The correct amount should be \$16,044.
- (c) Previous Resolution Number: 507 of 2017
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.4310 470, Mental Health Admin., Contract - \$59,396 (100% State Aid)

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Mental Health/Office of Community Services Payroll Dept. No: 39.00/A.4310
Title of Position: Mental Health Program Analyst Base Salary of Position: \$52,530 - \$54,053 (2) Grade: n/a
Filling at Step # (If Known): _____
Budget code and title: A.4310-110 Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 10202/ Wright Date of Vacancy: 11/4/17
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State 65 % Other 17 % Washington County

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. low 12/7/18
Human Resources Director has approved this form when initialed. AP 1-22-18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 1/23/18

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 1/23/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 1/23/18