

**Warren County Health Services
Health, Human and Social Services Committee
AGENDA FOR
November 20, 2018
Information Submitted By: Ginelle Jones, DPH/DPS**

Health and Human Services Committee Members: Frasier, McDevitt, Braymer, Leggett, Loeb, Diamond, Hyde, Magowan, Sokol

Committee meeting call to order by Chairperson

Motion to approve the minutes of the October 29, 2018, 2018 Health and Human Services Committee meeting.

I. Action Agenda/New Business:

Request Resolution:

To amend the current contract, effective January 1, 2019, with North Country Home Services, Inc. to reflect the 2019 home health aide rate of \$31.20/hr. (Attachment #6)

Rationale:

North Country Home Services, Inc. provides home health aide services to patients in the northern part of the county. Year to date (January 2018-October 3, 2018), the CHHA has paid this agency \$2033. The 2018 rate was \$30/hr. The requested rate reflects a 0.04% increase. The anticipated increase is estimated to be less than \$150/year. This is dependent on the number of patients that need to be served and there are no other agencies serving this area.

Request Resolution:

For Budget Adjustment, please refer to **Attachment #1**.

Rationale:

Tawn Driscoll, Fiscal Manager will explain the need at the meeting

Referral/Pending Items

There are no pending items at this time.

II. Information for Discussion/Review

Report of Revenues and Expenditures for 2018

Please refer to **Attachment #2**.

Tawn Driscoll, Fiscal Manager, will be present at the meeting to review the report and answer any questions.

Revenue and Expense Comparison Report for 2017 vs 2018

Please refer to **Attachment #3**.

Tawn Driscoll, Fiscal Manager, will be present at the meeting to review the report and answer any questions.

Status of Referrals

Please refer to **Attachment #4**

Emergency Response and Preparedness

Please see **Attachment #5** for the monthly report.

Program Updates

Intent to Fill Forms Completed (Attachments 7 A-L)

Children of Special Needs Program Manager (7 A)
Office Specialist (7 B)
Public Health Program Manager (7 C)
Public Health Program Coordinator (7 D)
Registered Professional Nurse #11 (7E)
Public Health Nurse #22 (7 F)
Public Health Nurse #35 (7 G)
Community Health Nurse #20- Part Time (7 H)
Quality Assurance Evaluator #1- Per Diem (7 I)
Quality Assurance Evaluator #2- Per Diem (7 J)
Quality Assurance Evaluator #3- Per Diem (7 K)
WIC Nutrition Facilitator- Part Time (7 L)

As we enter the final month of the year and reflect on the challenges, growing pains, and changes the Health Services Department has experienced in 2018, I can't help but express appreciation and give full credit to the staff in all the various programs, including support, fiscal, and administrative. We have a dedicated and resilient staff that has ensured our programs and services were not compromised. I also would like to express appreciation to the County Administration, Supervisor Frasier, and the Health Services Committee, for supporting the department's staff, programs, services, and initiatives.

III. Privilege of the floor to discuss any additional items to come before Committee

IV. Motion to adjourn the Health Services Meeting

Attachments:

1. Budget Adjustment Request
2. Report of Revenues and Expenditures for 2018
3. Revenue and Expense Comparison Report for 2017 vs 2018
4. Status of Referrals
5. Emergency Response and Preparedness Activities Report
6. Contract Amendment Request with North Country Home Services, Inc.
7. Intent to Fill Forms (A-L)

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: Amanda Allen, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

SIGNED: _____

DATE: November 20, 2018

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4189.130	Bioterrorism-Part Time Salaries	A.4189.110	Bioterrorism-Full Time Salaries	\$2,000.00
	A.4189.130	Bioterrorism-Part Time Salaries	A.4189.260	Bioterrorism-Other Equipment	\$2,985.00
	A.4189.830	Bioterrorism-Social Security Expense	A.4189.410	Bioterrorism-Supplies	\$1,000.00
	A.4189.831	Bioterrorism-Medicare Expense	A.4189.423	Bioterrorism-Phone Expense	\$250.00
2.	A.4013.110	WIC -Full time salaries	A.4013.120	WIC-Overtime Salaries	\$15.00

Total Transfers **\$6,250.00**

- 1 To transfer funds for Bioterrorism Grant to reflect actual expenses. Currently not utilizing Part time salaries, move to Full time. Also funds needed for expenses approved by State.
- 2 To transfer funds for WIC to cover overtime for year end.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Fund			

Please state reason for transfer request:

Total

Please file original request with Clerk of the Board and retain copy for your records

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2018 AS OF 11/13/2018 5:29:55 PM

FUND(S): A, CL, D, DM, EF, GI, MS, SD, V

CODE(S): 4010, 4013, 4016, 4054, 4190, 4018, 4189

EXPENSES	2018 BUDGETED	2018 YTD ACTUAL	2017 Prior Year Totals
Salaries - Regular	\$2,636,957.69	\$1,880,021.32	\$2,254,816.25
Salaries - Overtime	\$132,000.00	\$95,211.56	\$99,343.63
Salaries - Part Time	\$534,144.32	\$362,574.70	\$416,387.62
100's PERSONAL SERVICES	\$3,303,102.01	\$2,337,807.58	\$2,770,547.50
200's EQUIPMENT	\$122,248.50	\$58,704.92	\$70,272.53
400's CONTRACTUAL	\$6,247,527.06	\$3,375,801.48	\$5,539,734.96
800's EMPLOYEE BENEFITS	\$1,627,698.99	\$1,139,254.34	\$1,455,471.45
TOTALS	\$11,300,576.56	\$6,911,568.32	\$9,836,026.44

REVENUES	2018 BUDGETED	2018 YTD ACTUAL	2017 Prior Year Totals
	\$8,934,647.47	\$4,723,935.72	\$7,616,169.70

We are currently working on the the month of October for the CHHA and MCH billing. Accrued above is \$8,797 for the IAP Grant for July to September.

Warren County Health Services

Salaries Comparison

2017 vs 2018

as of 10/28/18 Payroll

	YTD 2018	YTD 2017	YTD 18v17	% Change	Total Budget 2018	Total Actual 2017
Total of All Depts						
Regular Salaries	\$1,880,021.32	\$1,867,738.44	\$12,282.88	0.66%	\$2,636,957.69	\$2,254,816.25
Overtime Salaries	\$95,211.56	\$81,150.84	\$14,060.72	17.33%	\$132,000.00	\$99,343.63
Part Time Salaries	\$362,574.70	\$348,562.77	\$14,011.93	4.02%	\$534,144.32	\$416,387.62
TOTALS	\$2,337,807.58	\$2,297,452.05	\$40,355.53	1.76%	\$3,303,102.01	\$2,770,547.50
% current YTD Salary to Total Budget	70.78%	82.92%				

*Source: Detail G/L report for all Salary Category from 1/1/XX-10/28/XX

Overall, total salaries are \$40,355.53 more than total 2017 Salaries in part due to the annual negotiated contracted increases and additional expenses for retirements.

In all categories, salaries are higher YTD for 2018 compared to 2017. We have lost a few per diem nursing staff and continue to recruit for full time nurses.

Since the implementation of the new Crescendo system used by our CHHA, overtime has increased to allow the nurses to do charting and maintain patients. This has slowed down.

Overall, Salaries are up slightly by 1.76% compared to 2017. At this time, we currently are 70.78% of the 2018 budget where in 2017, we were 82.92% of the final actual expenses.

ATTACHMENT #2

**Warren County Health Services
Revenue and Expense Comparison 2018 vs 2017
as of 11/13/18 G/L**

EXPENSES	2018 YTD Actual as of 11/13/18 G/L	2017 YTD as of 11/11/17 G/L	Variance
Salaries - Regular	\$1,880,021.32	\$1,867,738.44	\$12,282.88
Salaries - Overtime	\$95,211.56	\$81,150.84	\$14,060.72
Salaries - Part Time	\$362,574.70	\$348,562.77	\$14,011.93
100's PERSONAL SERVICES	\$2,337,807.58	\$2,297,452.05	\$40,355.53
200's EQUIPMENT	\$58,704.92	\$64,081.28	(\$5,376.36)
400's CONTRACTUAL	\$3,375,801.48	\$3,648,092.55	(\$272,291.07)
800's EMPLOYEE BENEFITS	\$1,139,254.34	\$1,211,309.18	(\$72,054.84)
TOTALS	\$6,911,568.32	\$7,220,935.06	(\$309,366.74)

REVENUES	2018 YTD ACTUAL	2017 Prior Year to Date Totals	Variance
	\$4,723,935.72	\$4,601,601.93	\$122,333.79

Notes:

Salaries: (please see previous page) Overall are \$40,355.53 or 1.76% above 2017 as of the 10/28/18 payroll date. All salaries are slightly above 2017 YTD salaries. This increase continues to correlate with the annual negotiated contract salary increases and additional retirement costs. Overall, 2018 salaries are 70.78% of budget while this time last year we were at 82.92% of the final total salaries. Overtime has increased due to the fact that there has been an increase in referrals, the implementation of the new Crescendo system for the CHHA and due to staffing shortage.

Contractual expenses: Expenses at this time for 2018 are below 2017 by \$272,291.07. This remains due to timing of invoices and this variance is related to primarily the Preschool program and for the CHHA for therapy expenses. We have received approved increases for the 2018 rates for Preschool services and with the transportation company utilized to transport the children effective 9/1/18. Therefore, invoices are being processed.

Employee Benefits: Employee benefits are below last year by \$72,0654.84 and correlates with the the nursing position shortages that we have experienced during the year and by allowing us to utilize per diem employees. As we hire new employees to replace those that have retired, this variance will however be less. To note, Retiree Health has not been posted yet for November.

Revenues: Revenues are above 2017 by \$122,333.79. The Homecare has been very busy with referrals and visits amd the staff effort is greatly appreciated.

**Warren County Health Services
Patient Evaluations
CHHA Division**

CATEGORY	01/2016	02/2016	03/2016	04/2016	05/2016	06/2016	07/2016	08/2016	09/2016	10/2016	11/2016	12/2016	
SN eval	102	111	99	106	104	102	120	123	85	106	101	104	
SN IV eval	9	6	12	8	10	10	4	10	4	13	7	11	
PRI	4	6	1	7	6	3	6	2	5	10	3	1	
SN Evals per month	115	123	112	121	120	115	130	135	94	129	111	116	
PT Evals	76	76	62	66	68	77	69	82	69	67	71	65	
PT only	25	26	19	23	18	20	20	27	16	26	21	27	
Total Evals per month	140	149	131	144	138	135	150	162	110	155	132	143	1689

CATEGORY	01/2017	02/2017	03/2017	04/2017	05/2017	06/2017	07/2017	08/2017	09/2017	10/2017	11/2017	12/2017	
SN eval	97	109	124	94	109	86	101	96	101	102	90	93	
SN IV eval	7	6	14	4	3	8	7	7	6	5	8	5	
PRI	3	2	3	4	3	0	6	3	4	1	3	3	
SN Evals per month	107	117	141	102	115	94	114	106	111	108	101	101	
PT Evals	78	47	71	57	64	59	63	61	70	63	68	56	
PT only	27	9	18	16	18	19	18	26	18	17	26	23	
Total Evals per month	134	126	159	118	133	113	132	132	129	125	127	124	1552

CATEGORY	01/2018	02/2018	03/2018	04/2018	05/2018	06/2018	07/2018	08/2018	09/2018	10/2018	11/2018	12/2018	
SN eval	112	88	97	95	115	123	86	119	118	105			
SN IV eval	2	8	5	4	7	7	1 0**	0**	0**				
PRI	3	3	3	1	2	0	2	5	1	7			
SN Evals per month	117	99	105	100	124	130	89	124	119	112	0	0	
PT Evals	70	57	63	61	74	59	61	57	40	48			
PT only	19	18	17	19	16	20	6	18	15	22			
Total Evals per month	136	117	122	119	140	150	95	142	134	134	0	0	
	2%	-9%	-37%	1%	7%	37%	-37%	10%	5%	9%			

Data entirely from Crescenedo (phased out Encore) 8/1/18
 **Crescenedo does not have SN IV Eval on the report

Numbers current as of 11/14/18

ATTACHMENT #1
BT ACTIVITY SHEET
BPX - 7/1/18 - 6/30/19

Page 1

Topic Color Codes

Red/Chempack; Green/SNS; Blue/Mass Fatality; Black/Training;
 Purple/Special Needs; Orange/Drill; Black/Pan Flu

11/1	In Person	Attended Washington County BT Partner Meeting	Dan Durkee	Meeting
11/6	In Person	Presented at Glens Falls High School Career Class Public Health EPR Coordinator	Dan Durkee	
11/7	Webinar	Completed the NIMS Refresher Course	Dan Durkee/J'nelle Oxford	
11/7	In Person	Mass Fatality Update Meeting	J'nelle Oxford	Meeting
11/8		Began work on the new Public Health asset Distribution Plan Template	Dan Durkee	SNS
11/13	In Person	Regional Public Health EPR Coordinators Meeting – Ballston Spa	Dan Durkee/J'nelle Oxford	Meeting
12/4	In Person	Quarterly Health Emergency Preparedness Coalition Meeting – State Mandated	Dan Durkee/J'nelle Oxford	Training
12/12	In Person	Continuities of Operations Planning –	J'nelle Oxford	Training
12/17	In Person	Quarterly Provider Partnership Meeting @ GFH	Dan Durkee/J'nelle Oxford	TTX Drill

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Health Services

DATE: November 20, 2018

- (a) Purpose of Contract Change: **To amend current contract, effective January 1, 2019 with North Country Home Services, Inc to reflect new 2019 home health aide rate of \$31.20/hour.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **67/2018, 53/2017**
- (c) Name of Contractor: **North Country Home Services, Inc**
- (d) Address of Contractor: **22 Church St, Saranac Lake, NY 12983**
- (e) Contractor's Contact Person and Telephone Number: **Rebecca Leahy/
Phone: 518-891-5611**
- (f) Commencement Date of Extension: **January 1, 2019**
- (g) Termination Date of Extension:
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount **\$31.20**
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: **A.4010.470 Health Services Contracts****

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS

ADMINISTRATIVE OFFICE

Rebecca Leahy, R.N., President & CEO
D. Scott Tooker, Treasurer & CFO
25 Church Street, Saranac Lake, NY 12983
Phone (518) 891-5611
Fax (518) 891-2055



SERVICE OFFICES

Malone (518) 483-4502
Plattsburgh (518) 566-0183
Saranac Lake (518) 891-2641
Ticonderoga (518) 585-9820

"The Heart of Home Health Care"

25 Church Street • Saranac Lake, NY 12983 • (518) 891-2641 • Fax (518) 891-2055

November 13, 2018

Patricia Auer, Director
Warren County Health Services
1340 State Rt. 9
Lake George, NY 12845

Dear Patricia:

North Country Home Services Board of Directors has approved the home health aide rate for the 2019 year. The following is your rate:

<u>2018 Rate</u>	<u>2019 Rate</u>
\$30.00	\$31.20

We thank you for the privilege of serving your agency. It is a pleasure working with you and your staff.

Sincerely,

Rebecca Leahy, RN
President/CEO

Warren County Board of Supervisors

RESOLUTION NO. 67 OF 2018

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, MCDEVITT, BRAYMER, LEGGETT, LOEB, DIAMOND, HYDE, MAGOWAN AND SOKOL

AMENDING RESOLUTION NO. 53 OF 2017 TO REFLECT AN INCREASE IN RATES FOR PARAPROFESSIONAL CARE SERVICES PROVIDED BY NORTH COUNTRY HOME SERVICES FOR THE HEALTH SERVICES DEPARTMENT

WHEREAS, Resolution No. 53 of 2017 authorized an amendment agreement with North Country Home Services, Inc. (the "Agency") for paraprofessional care services under the CHHA Program, and

WHEREAS, the Director of Public Health/Patient Services has advised that the Home Health Aide rate for North Country Home Services, Inc. will be increasing to Thirty Dollars (\$30.00) per hour for 2018, now, therefore, be it

RESOLVED, that the rates for the services for 2018 be and hereby are, increased as follows:

<u>CONTRACTOR/ AGENCY</u>	<u>PURPOSE</u>	<u>ESTIMATED CONTRACT AMOUNTS/RATES</u>
North Country Home Services, Inc.	Paraprofessional Care Services-CHHA	Home Health Aide \$30.00/hr

and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an amendment agreement with North Country Home Services, Inc. to reflect the rate change, effective January 1, 2018, in a form approved by the County Attorney, and be it further

RESOLVED, that unless there should be a material change in contract terms or a change in rates/costs, a further Board resolution will not be necessary for the Chairman of the Board of Supervisors to execute contracts for continuous one year terms, provided appropriations for such contracts are made in the Health Services budget and the Department Head recommends continuation of the contracts, and be it further

RESOLVED, that other than the changes outlined herein, all other terms and conditions of Resolution No. 52 of 2017 will remain the same.

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: Health Services Payroll Dept. No: 37.03
Title of Position: Children With Special Needs Program Manager Base Salary of Position: \$50,816 Grade: 21
Filling at Step # (If Known): 10 (\$61, 519)
Budget code and title: A.4054.0060.110; Early Intervention- Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: New Position for January 2019 Date of Vacancy: January 1, 2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State caseload 39 % Other Partially % & EI Admin Grant & DSS billing

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. 11/19/18
Human Resources Director has approved this form when initialed. 11/19/18

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 11/19/18

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 Frank E. Thomas Date 11/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services
 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 Edna A. Frasier Date 11/20/18

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: Health Services Payroll Dept. No: 36.05
Title of Position: Office Specialist Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known): 15 (\$42, 536)
Budget code and title: A.4018.110; Preventive Program Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Reinstatement / New Position for January 2019 Date of Vacancy: January 1, 2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State 36 % Other _____ %

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. 11/19/18
Human Resources Director has approved this form when initialed. 11/19/18

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 11/19/18

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 Francis E. Thomas Date 11/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services

- 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 Edna A. Franer Date 11/20/18

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: Health Services Payroll Dept. No: 36.05
Title of Position: Public Health Program Manager Base Salary of Position: \$50,816 Grade: 21
Filling at Step # (If Known): \$51,702 (Budgeted)
Budget code and title: A. 4018.110; Preventive Program Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: New Position for January 2019 Date of Vacancy: January 1, 2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State 36% Other _____%

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. 11/19/18
Human Resources Director has approved this form when initialed. 11/19/18

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 11/19/18

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 Frank E. Thomas Date 11/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human + Social Services
 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 Edna A. Trana Date 11/20/18

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: Health Services Payroll Dept. No: 36.03
Title of Position: Public Health Program Coordinator Base Salary of Position: \$46,492 Grade: 18
Filling at Step # (If Known): _____
Budget code and title: A.4018.0040.110; Health education Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: TBD Date of Vacancy: Anticipated January 1, 2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State ³⁶ _____% Other _____%

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. 11/19/18
Human Resources Director has approved this form when initiated. 11/19/18

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 11/19/18

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 Frank E. Thomas Date 11/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human + Social Services
 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 Edna O'Farrell Date 11/20/18

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: Health Services Payroll Dept. No: 36.00
Title of Position: Registered Professional Nurse #11 Base Salary of Position: \$47,523 Grade: 19
Filling at Step # (If Known): _____
Budget code and title: A.4010.110; Health Services Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: New Position for January 2019 Date of Vacancy: January 1, 2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other Insurance Reimb % Variable based on caseload

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. 11/19/18
Human Resources Director has approved this form when initialed. 11/19/18

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 11/19/18

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 Frank E. Thomas Date 11/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Human + Social Services
 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 Edna A. Fraser Date 11/20/18

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: Health Services Payroll Dept. No: 36.00
Title of Position: Public Health Nurse #22 Base Salary of Position: \$50,816 Grade: 21
Filling at Step # (If Known):
Budget code and title: A.4010.110; Health Services Full Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No./Last Name: New Position for January 2019 Date of Vacancy: January 1, 2019
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State [X] Other Insurance Reimb % Variable based on caseload

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] 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.
Human Resources Director has approved this form when initialed. 11/19/18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 11/19/18

BUDGET OFFICER COMPLETES THIS SECTION

[X] 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 Frank E. Thomas Date 11/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services
[X] 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 Edna A. Traver Date 11/20/18

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: Health Services Payroll Dept. No: 36.00
Title of Position: Public Health Nurse #35 Base Salary of Position: \$50,816 Grade: 21
Filling at Step # (If Known): _____
Budget code and title: A.4010.110/ Health Services Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #13119/ Hauser Date of Vacancy: 12/21/18
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other Insurance % Variable depending on caseload

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. 11/19/18
Human Resources Director has approved this form when initialed. 11/19/18

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 11/19/18

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 Frank E. Thomas Date 11/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services

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 Edna A. Garcia Date 11/20/18

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: Health Services Payroll Dept. No: 36.07
Title of Position: Community Health Nurse #20- Part Time Base Salary of Position: \$49,557 /Prorated Grade: 20
Filling at Step # (If Known):
Budget code and title: A.4018.0030.130/ Disease Program Part Time Salaries Union [X] Non-Union []
This position is vacated due to: [X] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: #7794/ Kane Date of Vacancy: 9/28/18
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] % [X] State 36 [] % [] Other [] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] 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.
Human Resources Director has approved this form when initialed. 11/19/18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/19/18

BUDGET OFFICER COMPLETES THIS SECTION

[X] 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 Frank E. Thomas Date 11/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human + Social Services
[X] 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 Edna A. Frasier Date 11/20/18

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: Health Services Payroll Dept. No: 36.00
Title of Position: Quality Assurance Evaluator #1- PD Base Salary of Position: \$100/Unit Grade: N/A
Filling at Step # (If Known):
Budget code and title: A.4010.130; Health Services Part Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: New Position for January 2019 Date of Vacancy: January 1, 2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

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.
Human Resources Director has approved this form when initialed. 11/19/18

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 11/19/18

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 11/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human + Social Services
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 11/20/18

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: Health Services Payroll Dept. No: 36.00
Title of Position: Quality Assurance Evaluator #2- PD Base Salary of Position: \$100/Unit Grade: N/A
Filling at Step # (If Known):
Budget code and title: A.4010.130; Health Services Part Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: New Position for January 2019 Date of Vacancy: January 1, 2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

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.
Human Resources Director has approved this form when initialed.

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 Date 11/19/18

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 Frank E. Thomas Date 11/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human + Social Services
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 Date 11/20/18

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: Health Services Payroll Dept. No: 36.00
Title of Position: Quality Assurance Evaluator #3- PD Base Salary of Position: Up to \$2000/\$100/Unit Grade: N/A
Filling at Step # (If Known):
Budget code and title: A.4010.130; Health Services Part Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: New Position for January 2019 Date of Vacancy: January 1, 2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

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.
Human Resources Director has approved this form when initialed.

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 Date 11/19/18

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 Frank E. Thomas Date 11/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human + Social Services
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 Date 11/20/18

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: Health Services Payroll Dept. No: 36.01
Title of Position: WIC Nutrition Facilitator- Part Time Base Salary of Position: \$43,390 (Up to 20 hrs) Grade: 16
Filling at Step # (If Known):
Budget code and title: A.4013.130/ WIC Part Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: TBO Date of Vacancy: Anticipated January 1, 2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 100% State 100% Other %

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.
Human Resources Director has approved this form when initialed. 11/19/18

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 11/19/18

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 Frank E. Thomas Date 11/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services
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 Edna A. Fourni Date 11/20/18