

Warren County Health Services
 Health Services Committee
 AGENDA FOR
 June 22, 2020
 Information Submitted By: Ginelle Jones, DPH/DPS

Health Services Committee Members: Peter McDevitt, Douglas Beaty, Ronald Conover, Daniel Bruno, Edna Frasier, Brad Magowan, and Susan Shepler,

Committee meeting called to order by Chairperson

Motion to approve the minutes of the May 18, 2020 Committee meeting.

I. Action Agenda/New Business

Request Resolution:	To approve filling full time Public Health Nurse #35. The position is a Grade 21 and the salary is \$50,816. Attachment #7
Rationale:	Nursing position is needed and Health Services is in continuous recruitment. The position is revenue generating, based on insurance reimbursement. This position was already approved, however the intent to fill form needs to be extended.

Request Resolution:	To approve filling part time (up to 20 hrs/wk) Infant Feeding Advocate. The position is a Grade 3 and the salary is \$28,026, prorated to \$13.47/hr. Attachment #8
Rationale:	The Infant Feeding Advocate position is required by the Women Infant and Children (WIC) Program and is 100% reimbursable with WIC grant funding. This position was already approved, however the intent to fill form needs to be extended.

Request Resolution:	To approve filling part time Medical Records Coder. The position is a Grade 10 and the salary is \$37,633, prorated to \$ 18.09/hr. Attachment #9
Rationale:	This position optimizes revenue for the Certified Home Health Agency (CHHA). This position was already approved, however the intent to fill needs to be extended.

Request Resolution:	To approve filling full time Public Health Program Manager. The position is a Grade 21 and the salary is \$50,816. The position became vacant 6/12/2020 due to a resignation. Attachment #10
Rationale:	This position is vital to the department and assists with all the programs. This position also assists homecare with the electronic medical record. The position is reimbursable through State Aid and the General Public Health Works Grant.

Request Resolution:	Request for transfer funds in 2020. Attachment #6
Rationale:	Tawn Driscoll, Fiscal Manager, will be available during the meeting to discuss.

Referral/Pending Items

There are no pending items at this time.

II. Information for Discussion/Review

Report of Expenditures, Revenues, Overtime and Per Diem Use for 2020

Please see **Attachment #1**.

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

Revenue and Expense Comparison Report for 2019 vs 2020

Please see **Attachment #2**.

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

Status of Referrals

Please see **Attachment #3** for the report.

Emergency Response and Preparedness

Please see **Attachment #4** for the report.

Rabies Report:

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

Meeting Authorizations: None at this time.

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

COVID19 Update

IV. Motion to adjourn the Health Services Meeting

Attachments:

1. Report of Expenditures, Revenues, Overtime and Per Diem Use
2. Revenue and Expense Comparison Report for 2019 vs 2020
3. Report of Referrals Status
4. Emergency Response and Preparedness Activities Report
5. Rabies Report
6. Resolution Request- Budget Transfer
7. Intent to Fill: Public Health Nurse #35 (Extension)
8. Intent to Fill: Infant Feeding Advocate (Extension)
9. Intent to Fill: Medical Records Coder (Extension)
10. Intent to Fill: Public Health Program Manager

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2020 AS OF 6/15/2020 4:17:53 PM

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

CODE(S): 4010, 4013, 4054, 4190, 4018, 4189, 4191, 4192

EXPENSES	2020 BUDGETED	2020 YTD ACTUAL	2019 Prior Year Totals
Salaries - Regular	\$2,604,419.00	\$924,606.49	\$2,336,500.49
Salaries - Overtime	\$182,000.00	\$43,218.31	\$134,008.56
Salaries - Part Time	\$515,105.00	\$113,861.41	\$381,165.43
100's PERSONAL SERVICES	\$3,301,524.00	\$1,081,686.21	\$2,851,674.48
200's EQUIPMENT	\$70,746.00	\$31,956.65	\$67,509.57
400's CONTRACTUAL	\$6,352,828.06	\$1,467,071.03	\$6,443,478.52
800's EMPLOYEE BENEFITS	\$1,480,387.00	\$562,880.01	\$1,343,185.24
TOTALS	\$11,205,485.06	\$3,143,593.90	\$10,705,847.81

REVENUES	2020 BUDGETED	2020 YTD ACTUAL	2019 Prior Year Totals
	\$8,757,649.42	\$1,627,247.21	\$8,091,251.71

* Note: We are in the process of closing May for both the CHHA and MCH Programs. Also included is the WIC accrual for April of \$29,842. Totals above do also include expenses related to COVID 19 activities. Year to date the total COVID-19 expenses are \$21,466. A majority of these expenses are within Salaries and Fringe. At this time, we have been approved funds from the State to offset these costs.

Warren County Health Services

Salaries Comparison

2020 v 2019

as of 5/24/20 Year to date Payroll and 5/26/19

	YTD 2020	YTD 2019	YTD 20v19	% Change	Total Budget 2020	to 12/31/19 Total Actual 2019
Total of All Depts						
Regular Salaries	\$924,606.49	\$916,655.62	\$7,950.88	0.87%	\$2,604,419.00	\$2,336,500.49
Overtime Salaries	\$43,218.31	\$47,648.05	(\$4,429.74)	-9.30%	\$182,000.00	\$134,008.56
Part Time Salaries	\$113,861.41	\$168,169.41	(\$54,308.00)	-32.29%	\$515,105.00	\$381,165.43
TOTALS	\$1,081,686.21	\$1,132,473.08	(\$50,786.87)	-4.48%	\$3,301,524.00	\$2,851,674.48
% current YTD Salary to Total Budget	32.76%	39.71%				

*Source: Detail G/L report for all Salary Category from 1/1/20-6/15/20.

Overall, total salaries are \$50,786.87 or 4.48% under 2019 Salaries. Regular salaries are over due to yearly increases. Part time salaries are under due to lack of utilization of nurses YTD due to COVID activities. However to note that \$11,081 or 25.64% of the Overtime salaries are strictly related to COVID-19 duties. Also to note, Part Time salaries related to COVID is 1.05%. Salaries are currently 32.76% of the 2020 budget where last year was 39.71 % of YTD.

**Warren County Health Services
Revenue and Expense Comparison 2020 vs 2019
as of 06/15/20 before Payroll**

EXPENSES	2020 YTD Actual as of 6/15/20 G/L	2019 YTD as of 06/7/19 G/L	Variance
Salaries - Regular	\$924,606.49	\$916,655.62	\$7,950.87
Salaries - Overtime	\$43,218.31	\$47,648.05	(\$4,429.74)
Salaries - Part Time	\$113,861.41	\$168,169.41	(\$54,308.00)
100's PERSONAL SERVICES	\$1,081,686.21	\$1,132,473.08	(\$50,786.87)
200's EQUIPMENT	\$31,956.65	\$15,765.26	\$16,191.39
400's CONTRACTUAL	\$1,467,071.03	\$1,855,222.53	(\$388,151.50)
800's EMPLOYEE BENEFITS	\$562,880.01	\$584,613.79	(\$21,733.78)
TOTALS	\$3,143,593.90	\$3,588,074.66	(\$444,480.76)

REVENUES	2020 YTD ACTUAL	2019 Prior YTD	Variance
	\$1,627,247.21	\$1,677,971.66	(\$50,724.45)

*Note: Above are the expenses as of 6/15/20, in which the 6/7/20 payroll has not yet been posted, therefore we have to compare to the 5/24/20 payroll dates to the 5/26/19 payroll in 2019. The General Ledger for 2019 is as of 6/7/20. Keep in mind, expenses reflect a week more in 2020 vs 2019.

Comments:

Salaries: (please see previous page) overall are \$50,786.87 or 4.48% below 2019 as of the 5/24/20 payroll posting date. Salaries for 2020 are 32.76% of the budget YTD where they were 39.71% of the 2019 budget as of last year. As stated, due to COVID activities Per Diem and Part Time staff are not being utilized in both the CHHA and Public Health Departments. All clinics remain cancelled at this time.

For Equipment, the difference is primarily with the purchase of vehicles. Year to date we have received two new vehicles and last year at this time was one was purchased. This year we were able to also trade in three 2012 vehicles to lower our total expense. We are expecting our third vehicle to be delivered by end of June.

Contractual Expenses: These are higher than last year due to timing of invoices primarily related to Preschool and Early Intervention expenses. Due to COVID, protocols have had to be set in place for Tele visits and the processes were delayed until the state approved those visits. Therefore we are behind last year in visits/payments.

Employee Benefits: Employee benefits are slightly under 2019, due to the reduction in usage of Part time and per diem employees and positions that remain open within the CHHA.

Revenues: Revenues for 2020 reflects two payments for Stimulus Funds received by the State for our CHHA in total of \$157,752.71. The patient census has increased due to the opening of elective surgeries and physician visits. Therefore the CHHA is seeing an increase in referrals and we anticipate as more routine activities increase, so will referrals for Homecare. At this time however, the Public Health clinics remain closed until further notice.

ATTACHMENT #2

Warren County Health Services
Patient Referrals (May or May not have become Patients)
CHHA Division

CATEGORY	01/2019	02/2019	03/2019	04/2019	05/2019	06/2019	07/2019	08/2019	09/2019	10/2019	11/2019	12/2019	
SN Referral	119	97	89	88	104	83	74	94	93	91	81	92	
PRI	0	2	4	0	1	0	1	2	2	2	1	1	
SN Referrals per month	119	99	93	88	105	83	75	96	95	93	82	93	
PT Referral	65	48	54	48	61	51	47	55	54	51	57	55	
PT only	13	5	8	12	14	12	10	11	14	10	11	8	
Total Referrals per month	132	104	101	100	119	95	85	107	109	103	93	101	1249
	-4	-13	-21	-19	-21	-55	-10	-50	-29	-46	-12	-6%	

CATEGORY	01/2020	02/2020	03/2020	04/2020	05/2020	06/2020	07/2020	08/2020	09/2020	10/2020	11/2020	12/2020	
SN Referral	97	88	97	58									
PRI	0	3	0	1									
SN Referrals per month	97	91	97	59	0								
PT Referral	49	45	42	31									
PT only	12	6	7	3									
Total Referrals per month	109	97	104	62	0	372							
	-17	-7	3	-38									

RE-VISITS	01/2019	02/2019	03/2019	04/2019	05/2019	06/2019	07/2019	08/2019	09/2019	10/2019	11/2019	12/2019
SN Re-visits							826	789	768	840	685	656
LPN Re-visits							110	132	104	94	90	89
PT Re-visits							318	261	308	357	292	310
OT Re-visits							65	58	51	70	85	77
Speech Re-visits							1	21	12	9	5	6
Total Re-visits per month							1320	1261	1243	1370	1157	1138

RE-VISITS	01/2020	02/2020	03/2020	04/2020	05/2020	06/2020	07/2020	08/2020	09/2020	10/2020	11/2020	12/2020
SN Re-visits	630	548	746	643								
LPN Re-visits	72	62	59	70								
PT Re-visits	326	289	254	190								
OT Re-visits	50	42	61	58								
Speech Re-visits	0	1	4	1								
Total Re-visits per month	1078	942	1124	962	0							

ATTACHMENT #4
BT ACTIVITY SHEET
BP1 (new) - 7/1/19 - 6/30/20

Page 1

Topic Color Codes

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

5/1	Office	Fit Test Therapists	J'nelle Oxford	Response
5/1	Conference Call	PHEP Coordinators Meeting	Dan Durkee	Response
5/7	Webinar	Health Emergency Preparedness Coalition Quarterly Meeting – Mandated (Spoke about testing site and other response activities	J'nelle Oxford	Update - Regional
5/11-5/12		Distributed Supplies to Nursing Homes in Response to Governor's Executive Order issued on May 10 th	Dan Durkee, Ginelle Jones, Pat Belden, Donald Stack, OES Staff	
5/11	Conference Call	Weekly Update w/EMS and County Partners regarding COVID Response	Dan Durkee	Update
5/18-5/22	Webinar	Contact Tracing training: 75 certificates (21 full time Health Services Staff, 15 part time/per diem Health Services Staff, 10 full time Warren County staff from other departments, and 29 volunteers)		Training/Response
5/18	Conference Call	Weekly Update w/EMS and County Partners regarding COVID Response	Donald Stack	Update

ATTACHMENT #4
BT ACTIVITY SHEET
BP1 (new) - 7/1/19 - 6/30/20

Page 2

Topic Color Codes

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

6/5	Webinar	Capital District – Public Health Emergency Preparedness Coordinators Meeting	J'nelle Oxford	Update - Regional
6/25	Webinar	Health Emergency Preparedness Coalition Quarterly Meeting – Mandated (Spoke about testing site and other response activities) 0 mandatory	Dan Durkee	Update-Regional
Ongoing	Office	COIVD-19 Response	Most Office staff	Response

Warren County Public Health Rabies Program May 2020

Town	Different Address Owner/Victim <small>*Follow up by Town ACO</small>				Same Address Owner/Victim <small>* Follow up by Public Health</small>				Out of Town Owner <small>*Follow Up by Public Health</small>				Strays Follow Up by Public Health <ul style="list-style-type: none"> • Vet's Office • Victim Watching • Victim Treated Rabies PEP • Euthanized Follow Up by ACO Animal needs to be captured and taken to Animal Hospital. Public Health to check after confinement					
	Cats	Dogs		Cats	Dogs		Cats	Dogs		Vet	Victim Watched	Treated with PEP	Refused PEP	Euthanized	ACO Capture			
	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD						
Bolton			1			1		1										
Chester													1					
Glens Falls				1				1				1						
Hague																		
Horicon							1											
Johnsburg																		
Lake George		1						1	1									
Lake Luzerne																		
Queensbury			2	1				2	1					2				
Stony Creek																		
Thurman										1								
Warrensburg							1							1				
Totals		1	3	2		1	5	4			1	1	1	1	2			

*UTD- Up to date

*PEP- Post exposure prophylaxis

Total Bites for month – 22

Specimens tested for rabies this month- 2

Positive specimens for rabies- 0

People pre-approved for rabies post exposure treatment- 4

Rabies Clinics this month- none

Next Rabies Clinic- To be determined

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

SIGNED: 

TRANSFERS FOR 2020 BUDGET

DATE: June 22, 2020

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4010.110	Health Services (CHHA)-Full Time Salaries	A.4018.0030.110	Disease Program- Full Time Salaries	\$10,000.00
	A.4010.810	Health Services (CHHA)-Retirement Expense	A.4018.0030.810	Disease Program-Retirement Expense	\$1,580.00
	A4010.830	Health Service (CHHA)-Social Security Expense	A.4018.0030.830	Disease Program-Social Security Expense	\$620.00
	A.4010.831	Health Services (CHHA)-Medicare Expense	A.4018.0030.831	Disease Program-Medicare Expense	\$145.00

Total Transfers **\$12,345.00**

1. To transfer additional funds from CHHA to PH for a FT nurse that is temporarily working on the PH Side assisting with COVID related duties. (Salary and Fringe expenses)

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

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: 36.0
Title of Position: Public Health Nurse #35 Base Salary of Position: \$50,816 *2019 Contract 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: 12/21/2018
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other Insurance Reimbursement _____% Vaiale 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. Nov 6/19/20

Human Resources Director has approved this form when initialed. 12/10/20

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.

This position exempt from hiring freeze due to medical necessity

Administrator Signature [Signature] Date 6/10/20

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 6/15/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 6/22/20

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: Part Time Not to Exceed 20 hrs/wk Infant Feeding Advocate Base Salary of Position: \$28,026 (\$13.47/hr) *2019 Contract Grade: 3
Filling at Step # (If Known): _____
Budget code and title: A.4013 WIC Part Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Lang#13262/ worthy Date of Vacancy: 12/6/19
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State WIC 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. 2019/19/20
Human Resources Director has approved this form when initialed. 12/6/20

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.

100% Federally funded

Administrator Signature [Signature] Date 6/10/20

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 L. B. M. [Signature] Date 6/15/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 6/22/20

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 Homecare Payroll Dept. No: 36.00
Title of Position: Medical Records Coder- Part Time 24-26 hrs/wk Base Salary of Position: Hourly Rate \$18.09/Budgeted \$27,461 Grade: 10
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 2020 Budget Date of Vacancy: _____
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____% Helps pursue revenue

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. APV 6/10/20
Human Resources Director has approved this form when initialed. AG 6/18/20

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.

This position is part of a revenue enhancement plan developed in the 2020 budget.

Administrator Signature [Signature] Date 6/10/20

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 6/15/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 6/22/20

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 *2019 Contract Grade: 21
Filling at Step # (If Known): _____
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: #13110/ Oxford Date of Vacancy: 6/12/2020
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. POV 6/9/20
Human Resources Director has approved this form when initialed. AD 6-8-20

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 6/10/20

Exempt from hiring freeze due to essential public health + COVID services.

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 6/15/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 6/22/20