



# HEALTH & HUMAN SERVICES Fort Bend County

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M. desVignes-Kendrick, MD, MPH, FAAP  
Director

Kaye Reynolds, MPH, MT (ASCP)  
Deputy Director

## MEMORANDUM

To: Honorable Judge Robert E. Hebert  
Commissioner Richard Morrison, Precinct 1  
Commissioner Grady Prestage, Precinct 2  
Commissioner Andy Meyers, Precinct 3  
Commissioner James Patterson, Precinct 4

From: M. desVignes-Kendrick, MD, MPH  
Director, Health & Human Services *M. desVignes-Kendrick*

Date: January 5, 2012

Re: Front Desk Receptionist  
Rosenberg Annex

Facilities Management and Planning has informed Health & Human Services that after the Human Resources and Risk Management departments move out of the Rosenberg Annex, the receptionist/billing clerk, currently funded under the Facilities budget, will be moved to another location.

This memo is to request a transfer from non-departmental contingency funds to provide capital for a replacement position for the building's front desk. This will allow the County to continue the high quality of public service the position provides.

The HHS departments and offices at this facility (Environmental Health, Clinical Health Services, Social Services, Veterans Service, Public Health Preparedness, HHS Administration), as well as Indigent Health and Elections/Voter Registration, have many clients entering the building each day. The front desk receptionist answers many questions regarding locations, program availability, and directions to other facilities if a constituent has reached the Annex in error.

In addition, this position manages incoming and outgoing mail for all departments in the building and maintains the scheduling of meeting rooms at the facility. The position will also be used to support clerical functions of the HHS Administration and subordinate departments in the building.

The total cost of this requested position is projected at \$30,873.

Your consideration is appreciated.

Animal Services  
Debbi Horrocks, Director

Clinical Health Services  
Nancy Drake, RN, Director

Emergency Medical Service  
Daniel Kosler, CP, Director

Environmental Health  
Troy Scalco, RS DR, Director

Social Services  
Hopie Solomon, LSW, Director

Office of Veteran Services  
Dwight Marshall, VSO