

FORT BEND COUNTY FY 2009
 COMMISSIONER'S COURT AGENDA REQUEST FORM
 Return Completed Form to: Agenda Coordinator, County Judge's Office

Date Submitted: September 3, 2009	Submitted By: Kent Edwards
Court Agenda Date: September 8, 2009	Department: Human Resources
	Phone Number: 281-341-8631

SUMMARY OF ITEM:

Take all appropriate action on request for a new grant funded position, Licensed Vocational Nurse, Grade 9 of the Public Health Policy Group, effective September 8, 2009. (Fund: Clinical Health Grants)

RENEWAL AGREEMENT/APPOINTMENT YES NO
REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO

FINANCIAL SUMMARY:

BUDGETED ITEM: YES NO

FUNDNG SOURCE: Accounting Unit: _____ Account Number: _____
 Activity (If Applicable): _____

REQUIRES AUDITOR TO CERTIFY FUNDS: YES NO

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms may be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office (✓ when completed)
 If by E-Mail to ospindon@co.fort-bend.tx.us If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

<input checked="" type="checkbox"/> Auditor (281-341-3774)	<input checked="" type="checkbox"/> Comm. Pct. 1 (281-342-0587)
<input checked="" type="checkbox"/> Budget Officer (281-344-3954)	<input checked="" type="checkbox"/> Comm. Pct. 2 (281-403-8009)
<input type="checkbox"/> Facilities/Planning (281-633-7022)	<input checked="" type="checkbox"/> Comm. Pct. 3 (281-242-9060)
<input type="checkbox"/> Purchasing Agent (281-341-8642)	<input checked="" type="checkbox"/> Comm. Pct. 4 (281-980-9077)
<input type="checkbox"/> Information Technology (281-341-4526)	<input type="checkbox"/> County Clerk (281-341-8697)
<input type="checkbox"/> Other:	<input type="checkbox"/> County Atty (281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Take all appropriate action to request a new grant funded position, Licensed Vocational Nurse, Grade 9 of the Public Health Policy Group, effective September 8, 2009. (Fund: Clinical Health Grant)

Special Handling Requested (specify):



HUMAN RESOURCES DEPARTMENT
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR
Director of Human Resources

MEMORANDUM

²⁰
AGENDA ITEM

To: Judge Robert Hebert
Commissioner Richard Morrison
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner James Patterson

From: Kent Edwards,
Director of Human Resources

Subject: HR Agenda Items for September 8, 2009 Commissioners Court

Date: September 3, 2009

The following information is a summary of the HR Agenda Items for the September 8, 2009 Commissioners Court.

Agenda Item – New Positions – Clinical Health: The department is requesting a new Community Service Aide Position to assist in providing immunization and health services to county residents. This will be a grant funded position.

Agenda Item – New Positions – Clinical Health: The department is requesting a new Licensed Vocational Nurse Position to provide additional public health services to county residents. This will be a grant funded position.

These agenda items should have been included on the August 11, 2009 agenda when the Clinical Health Department accepted and signed Contract No. 2010-031694 between Fort Bend County and the Texas Department of State Health Services to receive grant funding in the amount of \$258,365 for local immunizations, with no cash match required by Fort Bend County. The department misunderstood and assumed the approval of full time positions would be included in this item.

Human Resources approves of the proposed item.

Should you have any questions, please do not hesitate to contact me 281/ 341-8631.

KE/bd