

IN THE MATTER OF TRANSFERRING OF BUDGET SURPLUS OF FORT BEND COUNTY  
FOR THE YEAR 2012

On this the 10th day of January 2012, the Commissioners' Court, with the following members being present:

- Robert E. Hebert - County Judge
- Richard Morrison - Commissioner Precinct #1
- Grady Prestage - Commissioner Precinct #2
- Andy Meyers - Commissioner Precinct #3
- James Patterson - Commissioner Precinct #4

The following proceedings were had, to-wit,

THAT WHEREAS, theretofore, on September 20, 2011, the Court heard and approved the budget for the year 2012 for Fort Bend County; and

WHEREAS, on proper application, the Commissioners' Court has transferred an existing budget surplus to a budget of a similar kind and fund. The transfer does not increase the total of the budget.

The following transfers to said budget are hereby authorized:

Department Name: Health & Human Services Accounting Unit: 100635100

TRANSFER TO:

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
Salaries	61000	\$ 17,482
Payroll Taxes	62000	\$ 1,337
Retirement	62100	\$ 1,944
Unemp/WC	62300	\$ 210
Insurance - Group	62200	\$ 9,900
<b>TOTAL TRANSFERRED TO:</b>		<b>\$ <del>30,873</del> 30,783</b>

TRANSFER FROM:

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
Contingency	100409100-66500	\$ 30,783
<b>TOTAL TRANSFERRED FROM:</b>		<b>\$ 30,783</b>

EXPLANATION: Transfer funds for support of a receptionist position for the Rosenberg Annex

Department Head: *Denyja Hendricks* Date: 01/05/2012

\*\*\* USE WHOLE DOLLAR AMOUNTS ONLY \*\*\*

THE COUNTY OF FORT BEND

BY: *Robert E. Hebert*  
Robert E. Hebert, County Judge

<input type="checkbox"/>	GL Transfer
<input type="checkbox"/>	AC Transfer



# HEALTH & HUMAN SERVICES

## Fort Bend County

4520 READING ROAD ♦ SUITE A ♦ ROSENBERG, TX 77471  
OFFICE: 281-238-3233 ♦ FAX: 281-238-3355

23  
Backup

**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

**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