



Resolution
Board of Supervisors
County of Columbia
New York

RESOLUTION NO.: 311 -2011

DATE: September 14, 2011

BY SUPERVISOR _____
HEALTH/ MEDICAL SERVICES COMMITTEE
CHAIRMAN: LAWRENCE ANDREWS

AUTHORIZATION TO CREATE AND FILL A PART TIME CLERK TYPIST POSITION

UPON, recommendation of the Health/Medical Services Committee at a meeting held on the 16th day of August 2011, the Budget and Salary Review Committee at a meeting held on the 25th day of August 2011, and the Finance Committee at a meeting held on the 6th day of September 2011;

WHEREAS, the Department of Human Services/Behavioral Health Center has the need for an additional 10 to 15 hours per week of support services due to an increase in work load based on the clinic’s client base increasing by 50% over the past two years; and

WHEREAS, the Department has the additional need for support while the current engagement and outreach specialist is being trained to fill the need in the billing department as lead biller due to an impending retirement; and

WHEREAS, the Department of Human Services/Behavioral Health Center has determined that the need, if filled, will bring revenue into the Mental Health Clinic by allowing the senior billing staff to continue acting as an engagement and outreach specialist and allow this position to spend less time handling an ever growing need to fill requests for information from insurance companies, doctors and clients which now use 15 hours of this person’s time per week; and

WHEREAS, the Department of Human Services/Behavioral Health Center has determined the engagement and outreach specialist brings into the clinic an additional \$5,000 – \$10,000 annually in old and current accounts receivable while simultaneously keeping future accounts receivable balances from accumulating; and

WHEREAS, the Department of Human Services/Behavioral Health Center has determined that the engagement and outreach specialist will need to be eliminated without these additional resources added to the department;

NOW THEREFORE BE IT

RESOLVED, that the Department of Human Services/Behavioral Health Center is authorized to create and fill a PT clerk typist, GR10 to assist the Department of Human Services/Behavioral Health Center for approximately 10 to 15 hours per week for an annual cost not to exceed \$10,000 which will be expensed from the Federal Salary Share; and be it further

RESOLVED, that certified copies of this resolution be forwarded to the Columbia County Human Resources Department, the Payroll/ Accounts Payable Department, the Civil Service Commission, the Department of Human Services/Behavioral Health Center, the Columbia County Attorney, and the Columbia County Treasurer.

Approved:

County Attorney

**Resolution
Committee**

