



Resolution
Board of Supervisors
County of Columbia
New York

RESOLUTION NO.: 191-2013

DATE: June 12, 2013

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

AUTHORIZATION TO HIRE A TEMPORARY PER-DIEM CLERK TYPIST

UPON, recommendation of the Health/Medical Services Committee at a meeting held on the 14th day of May, 2013; of the Budget & Salary Review Committee at a meeting held on the 23rd day of May, 2013 and of the Finance Committee at a meeting held on the 4th day of June, 2013;

WHEREAS, the Department of Human Services/Mental Health Clinic has the need for an additional 7 hours per week of support services due to an increase in work load based on the clinic's census increasing by 50% over the past two years; and

WHEREAS, the Department of Human Services/ Mental Health Clinic has determined that the need, if filled, will bring revenue into the Mental Health Clinic by allowing the more senior billing staff to increase his capacity 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 up 15 hours of this person's time per week; and

WHEREAS, the Department of Human Services/ Mental Health Clinic has determined the Engagement and Outreach Specialist is anticipated to collect 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/ Mental Health Clinic will use Federal Salary Share dollars to pay for this temporary, per diem position and that at present the Federal Salary Share has a balance available of \$50,000.0;

NOW BE IT THEREFORE BE IT

RESOLVED that the Department of Human Services/ Mental Health Clinic is authorized to hire a temporary, per-diem clerk typist, grade 10 for up to 7 hours per week for an annual cost not to exceed \$5,000; and be it further

RESOLVED, that a certified copies of this resolution be forwarded to the Department of Human Services, the Payroll Department, the Human Resources Department, the Civil Service Commission, the Columbia County Attorney and the Columbia County Treasurer.

Approved:

County Attorney

**Resolution
Committee**

