

THE STATE OF TEXAS §

COUNTY OF HARRIS §

The Commissioners Court of Harris County, Texas, Met in a regular session at its regular term at the Harris County Administration Building in the City of Houston, Texas, on \_\_\_\_\_,

with the following members present:

Judge Hidalgo	County Judge
Rodney Ellis	Commissioner, Precinct No. 1
Adrian Garcia	Commissioner, Precinct No. 2
Tom S. Ramsey, P.E.	Commissioner, Precinct No. 3
Lesley Briones	Commissioner, Precinct No. 4

and the following members absent: \_\_\_\_\_,

constituting a quorum, when among other business, the following was transacted:

**ORDER AUTHORIZING HARRIS COUNTY PUBLIC HEALTH to temporarily transfer general funds for the National Science Foundation Convergence Grant from Vanderbilt University.**

Commissioner \_\_\_\_\_ introduced an order and moved that Commissioners Court adopt the order. Commissioner \_\_\_\_\_ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ramsey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Briones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The meeting chair announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

**IT IS ORDERED** that the County Judge is authorized to approve Harris County Public Health to apply to provide temporary transfer funds in the amount of \$17,000.00 from General Fund –1000, for the Vanderbilt University / National Science Foundation Convergence, for the funding period effective October 01, 2024 to September 30, 2025. We also request permission to extend 3 position(s) associated with this grant.

The documents are attached hereto and incorporated herein and incorporated as if set out in full word for word. Harris County is authorized to do any and all things necessary or convenient to accomplish the purpose of this Order.

**REQUEST FOR SIMULTANEOUS SUBMISSION OF  
GRANT AWARD AND REVENUE CERTIFICATION TO  
COMMISSIONERS COURT**

Department Name Public Health Services	Department Number 275	Date 8/28/24
Department Contact Name Richard Williams	Department Contact Telephone Number 832-927-7414	
Date to Present the Grant Award to Commissioners Court for Acceptance 9/19/24	Grant Award Amount to be Certified \$17,000.00	
Grant Awarding Agency National Science Foundation		

**Reason for Simultaneously Submitting Grant Award and Revenue Certification to Commissioners Court**

Grant begins 10/1/24  
Temporary Transfer to cover personnel expenses.

**DEPARTMENT APPROVAL**

**Richard A. Williams** Digitally signed by Richard A. Williams  
Date: 2024.08.29 15:10:10 -05'00'

\_\_\_\_\_  
Official/Department Head or Designee Signature

\_\_\_\_\_  
Date

**AUDITOR'S OFFICE APPROVAL**

\_\_\_\_\_  
Grants Accounting Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Auditor or Chief Assistant County Auditor Signature

\_\_\_\_\_  
Date

## POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Public Health Services

Business Unit Number: 27500

**SECTION I – TYPE OF REQUEST**

Function	Check Applicable	Comments
Position Update	<input checked="" type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input type="checkbox"/>	Requires Commissioners Court approval
Is computer usage < 25%?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does not require annual Cybersecurity training if "Yes"

**SECTION II – REASON FOR REQUEST**

NSF Grant Position Extensions

**SECTION III – PROPOSED EFFECTIVE DATE**

Proposed Effective Date	<u>10/5/24</u>	Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From: <u>10/01/2024</u> To: <u>9/30/25</u>	

**SECTION IV – POSITION DATA**

Current <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>	Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position.</i>
	Number of Positions
Position Title	Tech, NSF Grant Sequencing
Job Code Number	000368
Job Code Description	Technician II
Position Number	10005741
Company (CS, FC, HC, JV or PA)	HCT
Business Unit	27500
Home Department ID Number	27560230
Location	DEFAULT
Full Time, Part Time or Temporary	Full-time
Budgeted Hours	40.00
Salary Range Maximum	24.52
FLSA Code	N
Reports To Position Number	10005367
Fund Code	2601
Funding Department ID Number	27560230
Account ( <i>Same for all Business Units</i> )	<u>510010</u>
Business Unit PC ( <i>Projects or Grants only</i> )	PH001
Project/Grant ( <i>Projects or Grants only</i> )	100001000001176
Activity ID ( <i>Projects or Grants only</i> )	<u>10002</u>
	510010
	510010
	10002

<p style="font-size: 1.2em; font-weight: bold;">Richard A. Williams</p>	<p>Digitally signed by Richard A. Williams  Date: 2024.08.28 12:23:50 -05'00'</p>	<p style="font-size: 1.2em; font-weight: bold;">8/28/24</p>
<p><b>Business Unit Approval (Business Unit Head or Designee)</b></p>	<p><b>Date</b></p>	

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	Number of Positions
Position Title	NSF Grant Sequencing Lead
Job Code Number	000369
Job Code Description	Technician III
Position Number	10025492
Company (CS, FC, HC, JV or PA)	HCT
Business Unit	27500
Home Department ID Number	27560230
Location	DEFAULT
Full Time, Part Time or Temporary	Full-time
Budgeted Hours	40.00
Salary Range Maximum	38.53
FLSA Code	N
Reports To Position Number	10005358
Fund Code	2601
Funding Department ID Number	27560230
Account ( <i>Same for all Business Units</i> )	<u>510010</u>
Business Unit PC ( <i>Projects or Grants only</i> )	PH001
Project/Grant ( <i>Projects or Grants only</i> )	100001000001176
Activity ID ( <i>Projects or Grants only</i> )	<u>10002</u>
	510010
	Business Unit PC ( <i>Projects or Grants only</i> )
	Project/Grant ( <i>Projects or Grants only</i> )
	Activity ID ( <i>Projects or Grants only</i> )

<b>Richard A. Williams</b>	Digitally signed by Richard A. Williams Date: 2024.08.28 12:23:22 -05'00'	<b>8/28/24</b>
<b>Business Unit Approval (Business Unit Head or Designee)</b>		<b>Date</b>

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	Number of Positions
Position Title	Tech, NSF Grant Field
Job Code Number	000368
Job Code Description	Technician II
Position Number	10026242
Company (CS, FC, HC, JV or PA)	HCT
Business Unit	27500
Home Department ID Number	27560230
Location	DEFAULT
Full Time, Part Time or Temporary	Full-time
Budgeted Hours	40.00
Salary Range Maximum	24.52
FLSA Code	N
Reports To Position Number	10005367
Fund Code	2601
Funding Department ID Number	27560230
Account ( <i>Same for all Business Units</i> )	<u>510010</u>
Business Unit PC ( <i>Projects or Grants only</i> )	PH001
Project/Grant ( <i>Projects or Grants only</i> )	100001000001176
Activity ID ( <i>Projects or Grants only</i> )	<u>10002</u>

<p style="font-size: 1.2em; font-weight: bold;">Richard A. Williams</p>	<p>Digitally signed by Richard A. Williams  Date: 2024.08.28 12:22:51 -05'00'</p>	<p style="font-size: 1.2em; font-weight: bold;">8/28/24</p>
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