

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:

Lina Hidalgo	County Judge
Rodney Ellis	Commissioner, Precinct No. 1
Adrian Garcia	Commissioner, Precinct No. 2
Tom S. Ramsey, P.E.	Commissioner, Precinct No. 3
R. Jack Cagle	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 create 12 new position(s) associated with ARPA Maternal and Child Health Program.

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. Cagle	<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 on behalf of Harris County Public Health (HCPH) authorization to create 12 new position(s) associated with the ARPA Maternal and Child Health Program. The funding period is effective July 19, 2022 to December 31, 2026.

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.

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 type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

ARPA MCH: Program Manager

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>08/13/2022</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>7/19/2022</u> To: <u>12/31/2026</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	1
Position Description (Title)		Position Description (Title-30 Spaces Max)	MCH Program Manager
Job Code Description		Job Code Description	
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	27500
Home Department ID Number		Home Department ID Number	27540130
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full time
Budgeted Hours		Budgeted Hours	2080
Salary Range Maximum		Salary Range Maximum	47.06
FLSA Code		FLSA Code	N/A
Reports To Position Number		Reports To Position Number	N/A
Fund Code		Fund Code	2651
Funding Department ID Number		Funding Department ID Number	27540130
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	ARPA_MATERNAL
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	Program
Resource Type (Not currently used)		Resource Type (Not currently used)	

Richard Williams

Digitally signed by Richard Williams
DN: cn=Richard Williams, o=Harris County Public Health, ou=Financial Services,
email=Richard.Williams@phs.hctx.net, c=US
Date: 2022.07.21 12:14:09 -0500

Business Unit Approval (Business Unit Head or Designee)

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 type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

ARPA MCH: Assistant Program Manager

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>08/13/2022</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>7/19/2022</u> To: <u>12/31/2026</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	1
Position Description (Title)		Position Description (Title-30 Spaces Max)	MCH Assistant Program Manager
Job Code Description		Job Code Description	
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	27500
Home Department ID Number		Home Department ID Number	27540130
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full time
Budgeted Hours		Budgeted Hours	2080
Salary Range Maximum		Salary Range Maximum	35.36
FLSA Code		FLSA Code	N/A
Reports To Position Number		Reports To Position Number	N/A
Fund Code		Fund Code	2651
Funding Department ID Number		Funding Department ID Number	27540130
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	ARPA_MATERNAL
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	Program
Resource Type (Not currently used)		Resource Type (Not currently used)	

Richard Williams

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Business Unit Approval (Business Unit Head or Designee)

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 type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

ARPA MCH: Community Health Coordinators

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>08/13/2022</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>7/19/2022</u> To: <u>12/31/2026</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	8
Position Description (Title)		Position Description (Title-30 Spaces Max)	Community Health Coordinators
Job Code Description		Job Code Description	
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	27500
Home Department ID Number		Home Department ID Number	27540130
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full time
Budgeted Hours		Budgeted Hours	2080
Salary Range Maximum		Salary Range Maximum	35.77
FLSA Code		FLSA Code	N/A
Reports To Position Number		Reports To Position Number	N/A
Fund Code		Fund Code	2651
Funding Department ID Number		Funding Department ID Number	27540130
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	ARPA_MATERNAL
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	Program
Resource Type (Not currently used)		Resource Type (Not currently used)	

Richard Williams

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Business Unit Approval (Business Unit Head or Designee)

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 type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

ARPA MCH: Clinical Counselor

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>08/13/2022</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>7/19/2022</u> To: <u>12/31/2026</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	2
Position Description (Title)		Position Description (Title-30 Spaces Max)	Social Worker I
Job Code Description		Job Code Description	000327
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	HC
Business Unit		Business Unit	27500
Home Department ID Number		Home Department ID Number	27540130
Location		Location	DEFAULT
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	Full time
Budgeted Hours		Budgeted Hours	2080
Salary Range Maximum		Salary Range Maximum	35.77
FLSA Code		FLSA Code	N/A
Reports To Position Number		Reports To Position Number	N/A
Fund Code		Fund Code	2651
Funding Department ID Number		Funding Department ID Number	27540130
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	HC001
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	ARPA_MATERNAL
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	Program
Resource Type (Not currently used)		Resource Type (Not currently used)	

Richard Williams

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Business Unit Approval (Business Unit Head or Designee)

Date