

# **REQUEST FOR BOARD ACTION**

## **HENDERSON COUNTY BOARD OF COMMISSIONERS**

**MEETING DATE:** September 20, 2023

**SUBJECT:** Temporary Project Position – Health Department

**PRESENTER:** Steve Smith, Health Director

**ATTACHMENTS:** No

### **SUMMARY OF REQUEST:**

The Henderson County Department of Public Health recently received a retirement notice from the staff member with primary responsibilities for Vital Records and the Child Fatality Prevention Team. Both obligations are connected to direct statutory responsibilities and involve complex tasks. The department respectfully requests an overlap of four (4) work weeks of training for a new hire with the existing staff member (Processing Assistant IV) to assure a smooth transition with these mandates.

Given the department's trend of lapsed salaries each year, an additional project position for four (4) work weeks can be accommodated within the existing budget. The department has discussed this need and proposal with Henderson County Human Resources.

### **BOARD ACTION REQUESTED:**

The Board is requested to approve a temporary project position to allow an overlap of personnel (Processing Assistant IV) for four (4) work weeks to accomplish essential training for Vital Records and the Child Fatality Prevention Team.

#### **Suggested Motion:**

*I move the Board approve a temporary project position for four (4) work weeks to accomplish essential training for Vital Records and the Child Fatality Prevention Team.*