

January 12, 2004

Lee County Board Of County Commissioners
Agenda Item Summary

Blue Sheet No. 20040042

1. **REQUESTED MOTION:**

ACTION REQUESTED: Establish a part-time grant funded position in the Department of Human Services to assist with the administration of contracts.

WHY ACTION IS NECESSARY: Due to the volume of contracts and the various funding sources used the existing staff needs assistance with contract administration and monitoring.

WHAT ACTION ACCOMPLISHES: Allows Human Services to hire a part-time grant funded position.

2. **DEPARTMENTAL CATEGORY:**

05

COMMISSION DISTRICT #

C5C

Countywide CW

3. **MEETING DATE:**

01-27-2004

4. **AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. **REQUIREMENT/PURPOSE:**
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

6. **REQUESTOR OF INFORMATION:**

- A. COMMISSIONER N/A
- B. DEPARTMENT Human Services
- C. DIVISION N/A
- BY: Am M. Arnall

Am M Arnall 1/13/04

7. **BACKGROUND:**

The workload of the existing contract specialists has been reviewed and a proposed reassignment of duties developed. As of November 1, 2003, Contracts staff manage 61 different contracts totaling \$12.3 million dollars using seven funding sources. Effective January 2004, new contracts will be issued for the agencies awarded funds through the State Challenge grant and the Federal Emergency Shelter grant.

This position will allow current duties to be reassigned so that each contract specialist can focus on similar types of projects and funding sources. Sufficient grant administrative funds are available to cover the cost of salary and associated fringe benefits for a part-time position. Grants which will fund this position are the Supportive Housing Program and the Emergency Shelter Grant. Human Services has received the Supportive Housing Program grant since 1995 and became an entitlement for the Emergency Shelter Grant in 2003. When grant funds can no longer support this position, the position will be deleted.

8. **MANAGEMENT RECOMMENDATIONS:**

9. **RECOMMENDED APPROVAL:**

A	B	C	D	E	F				G
Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager
<i>[Signature]</i>	N/A	<i>[Signature]</i>	N/A	<i>[Signature]</i>	OA	OM	Risk	GC	<i>[Signature]</i>
					<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

10. **COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty

Date: 1/13/04

Time: 10:20 AM

Forwarded To:

Budget 1/13/04 11:03 AM

RECEIVED BY COUNTY ADMIN: RK

1/13/04

11:25 AM SCR

COUNTY ADMIN

FORWARDED TO: PL

1/14/04

MO 04