



**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

<b>ITEM DATE:</b> 6/25/2019	<b>ITEM TIME:</b> 2:20pm

<b>FROM:</b>	Kelly Keith DHS
<b>TODAY'S DATE:</b>	6/14/2019
<b>AGENDA TITLE:</b>	DHS Economic Security Admin IV position

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>
<input checked="" type="checkbox"/> <b>ACTION ITEM</b>
<input type="checkbox"/> <b>DIRECTION</b>
<input type="checkbox"/> <b>INFORMATION</b>

**I. DESCRIBE THE REQUEST OR ISSUE:**

Request to increase 28 hour economic security technician (admin IV) to 40 hours a week. Request to keep vacant Admin III. Restructuring saves county money and is better services to the community.

**II. RECOMMENDED ACTION (*motion*):**

Approve reallocation of personnel funds to allow for this restructure.

**III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):**

**PROPOSED REVENUE (*if applicable*):** \$

**CURRENT BUDGETED AMOUNT:** \$

**PROPOSED EXPENDITURE:** \$

**FUNDING SOURCE:** State Allocation

**SUPPLEMENTAL BUDGET NEEDED:** YES  NO

*Explanation: This is a cost savings for the county not an increase to the budget. Supplemental forms filled out to demonstrate cost savings.*

**IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**

No regional impact



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

### V. BACKGROUND INFORMATION:

The 28 hour was created by the previous DHS director. It is a difficult position to fill and not in the best interest of the dept or community to have. When the front desk position was vacated this year, consideration was given to figure out how a restructure could better fit the community. Previously we had 2 front desk staff. With the office layout and the economic security process it better serves the community and staff to have a full time technician person instead so that there can be a technician at the front desk to immediately address needs of clients.

### VI. LEGAL ISSUES:

None

### VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

No conflicts

### VIII. SUMMARY AND OTHER OPTIONS:

Rehire vacant front desk person and keep technician at 28 hours a week.