

HUMAN RESOURCES DEPARTMENT
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Date: February 16, 2021

To: Board of Supervisors

From: Mary J. Thee, Human Resources Director/Asst. County Administrator

Subject: Request to Fill - Clinical Services Manager

The Clinical Services Manager, Roma Taylor was scheduled to retire in June, 2020. She extended her retirement to continue to serve her community during the Covid-19 pandemic thru February, 2021. Roma serves in a key departmental position in the community efforts to fight the pandemic through testing, contact tracing and establishing a vaccine clinic. Her dedication and efforts, along with other key Health Department personnel, have been indispensable in our community response. Roma has once again agreed to extend her retirement to May, 2021 to assist in the transition of her position.

As the vaccine clinics ramp up in the community it is important to have continuity. We have been working with the Health Department on recruiting and filling that position. They have selected a candidate, however, the individual is not able to start until March 29, 2021. We recognize that what is best for the community is to have a smooth transition in the position. Therefore we're requesting the authority to overfill the position from March 29 until Roma's retirement in May. We believe this allows Roma and the Health Department sufficient time to onboard the new Clinical Services Manager.

After review with the Budget and Administrative Services Director we're assured the departmental budget can cover any additional costs.

Cc: Ed Rivers, Health Director
Amy Thoreson, Deputy Health Director

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

February 18, 2021

APPROVAL OF THE REQUEST TO OVERFILL THE CLINICAL SERVICES MANAGER POSITION.

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the request to overfill the Clinical Services Manager position for up to two months to facilitate a smooth transition is hereby approved.
- Section 2. This resolution shall take effect immediately.