



ECLEG NOV04'13 11:50:03

# COUNTY OF ERIE

**MARK C. POLONCARZ**  
COUNTY EXECUTIVE

November 5, 2013

Erie County Legislature  
92 Franklin Street  
Buffalo, NY 14202

**RE: Health Department Lead Hazard Control Program  
12/1/2011 -11/30/2014**

Dear Honorable Members:

The Erie County Department of Health currently operates a Lead Hazard Control Program funded by the U.S. Department of Housing & Urban Development Office of Healthy Homes and Lead Hazard Control. The purpose of the Lead Hazard Control Program is to reduce the prevalence of elevated blood lead levels in children through the mitigation and remediation of lead hazards in homes occupied by low income children under six years of age who are at risk for lead poisoning or have already been exposed to lead.

This resolution authorizes the Erie County Health Department to make personnel adjustments that will enhance the program's ability to efficiently maintain the rigorous documentation required by HUD for Lead Hazard Control programs.

Thank you for your consideration of this matter. If your Honorable Body requires any further information, kindly contact the Department of Health or our office and we will be happy to accommodate your request.

Sincerely yours,

A handwritten signature in blue ink that reads "Mark C. Poloncarz".

Mark C. Poloncarz, Esq.  
Erie County Executive

MCP:bqs  
Enclosure

cc: Gale R. Burstein MD, MPH, FAAP

## **MEMORANDUM**

TO: Honorable members of the Erie County Legislature  
FROM: Department of Health  
DATE: October 15, 2013  
RE: Health Department Lead Hazard Control Program  
12/1/2011 –11/30/2014

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### **SUMMARY OF RECOMMENDED ACTION**

To authorize the deletion of one full-time position of Senior Clerk Typist, JG IV, position number 51011262, and creates one part-time position of Senior Clerk Typist JG IV

### **FISCAL IMPLICATIONS**

Positive. Will keep the Lead Hazard Control Grant within budget. Funds are available in the HUD grant for one (1) part-time Senior Clerk Typist.

### **BACKGROUND OF PROPOSAL**

A slight reduction in the funding available in the US Department of Housing and Urban Development's Lead Hazard Control grant has led to a shortfall in the personnel line for this grant. In order to keep the grant within budget, the full time Senior Clerk Typist position must be downgraded to a part time position.

### **CONSEQUENCES OF NEGATIVE ACTION**

The Erie County Department of Health will not be able to efficiently maintain the rigorous documentation required by HUD for Lead Hazard Control programs.

### **STEPS FOLLOWING APPROVAL OF MEASURE**

The Erie County Department of Health will work with the Department of Personnel to take the appropriate steps.

**A RESOLUTION SUBMITTED BY  
HEALTH DEPARTMENT**

**RE: Department of Health- Lead Hazard Control Staff**

WHEREAS, the Erie County Department of Health currently operates a Lead Hazard Control Program funded by the Department of Housing and Urban Development; and

WHEREAS, the Department of HUD, Office of Healthy Homes & Lead Hazard Control requires efficient and rigorous documentation of work performed by Lead Hazard Control programs; and

WHEREAS, qualified clerical staff are needed to assist in the documentation of the Erie County Department of Health's lead poisoning prevention efforts; and

WHEREAS, this grant has funds for and authorizes a personnel adjustment that deletes one full-time position of Senior Clerk Typist, JG IV, position number 51011262, and creates one part-time position of Senior Clerk Typist JG IV.

**NOW, THEREFORE, BE IT**

**RESOLVED**, that one full-time position of Senior Clerk Typist, JG IV position number 51011262, is hereby deleted and one (1) part-time position of Senior Clerk Typist, JG IV is hereby created as per B100 #7317.

The following personnel detail is hereby submitted:

**TITLE:** Senior Clerk Typist PT  
**Step:** 1  
**Annual Salary:** \$25,083

**FUNDING:** 100% HUD Reimbursed  
**CIVIL SERVICE:** No  
**CIVIL SERVICE LIST:** No

and be it further

**RESOLVED**, that the Director of Budget and Management is hereby authorized to transfer \$25,083 from the full time salary account to the part time account in the Lead Hazard Grant, and be it further

**RESOLVED**, that certified copies of this resolution be forwarded to the Department of Health, the Department of Personnel, the Office of the Comptroller, the Division of Budget and Management and the Department of Law.