



**REQUEST FOR BOARD ACTION**

ITEM NO. 15.

**DATE OF MEETING:** January 7, 2013

**REQUESTED BY:** Carolyn Moser, Health Director, Pender County Health Department

**SHORT TITLE:** Resolution Authorizing Reclassification of a WIC Contractor to a Full-time Processing Assistant IV Position.

**BACKGROUND:** The Health Department is requesting moving a contract WIC Processing Assistant to a full-time Processing Assistant IV employee position. The Processing Assistant IV is a grade 57. The contractor has been working in the position for 2 years. The health department desires to turn the position into a full time employee position. State funds in the WIC program cover 100% of this salary, thus no additional funding is needed.

**SPECIFIC ACTION REQUESTED:** To consider a resolution to move a contract Processing Assistant IV position to permanent employment.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.

  
Initial

**RESOLUTION**

**NOW, THEREFORE BE IT RESOLVED** by the Pender County Board of Commissioners that

the board hereby authorizes moving a contract Processing Assistant IV (Grade 57) to a full-time position. The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Brown \_\_\_ McCoy \_\_\_ Tate \_\_\_ Ward \_\_\_ Williams \_\_\_

\_\_\_\_\_  
George R. Brown, Chairman      1/7/13  
Date

\_\_\_\_\_  
ATTEST      1/7/13  
Date