



## REQUEST FOR BOARD ACTION

ITEM NO. 129.

**DATE OF MEETING:** July 8, 2013

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

**SHORT TITLE:** Resolution Authorizing Approval of Purchase Orders for Health Department Consultant Services Contracts for Fiscal Year 2013-2014: \$46,000

**BACKGROUND:** Sandra Brooks has been assisting with medical billing at the Health Department. Ms. Brooks assists with collections and resubmitting Medicaid claims. She comes with experience working at another health department for more than 30 years.

Custom Data Processing, Inc (CDP) is the program that Environmental Health uses for Food and Lodging. It is paperless and has proven to be efficient. CDP provides training and support services for the food & lodging.

The Flu vaccine is purchased from Sanofi. Orders for the flu vaccine are pre-booked one fiscal year in advance.

**SPECIFIC ACTION REQUESTED:** To consider a resolution authorizing purchase orders for Consultant Services contracts in the amount of \$46,000 for Fiscal Year 2013-2014.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.

CBW  
Initial

**RESOLUTION**

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

a purchase order is authorized to Sandra Brooks, Billing contractor in the amount of \$14,000, Custom Data Processing, Inc. in the amount of \$12,000 for consultant services contracts and Sanofi in the amount of \$20,000 for flu vaccine for Fiscal Year 2013-2014.

900076 404500	Contract Services (Sandra Brooks)	\$14,000
900050 404500	Contract Services (Custom Data Processing, Inc)	12,000
900057 404600	Medical Expenses (Sanofi)	<u>20,000</u>
	<b>TOTAL</b>	<b>\$46,000</b>

The Chairman/County Manager shall have the authority 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 7/8/13  
Date

\_\_\_\_\_  
ATTEST 7/8/13  
Date