

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Developmental Disabilities

PROGRAM: Community Developmental Disabilities Program (CDDP)

SUBJECT: New Service Coordinator Position

<p>I am respectfully requesting to create a new Service Coordinator position for the Developmental Disabilities program.</p> <p>There were additional requirements added this the 2021-2023 Contract with the Oregon Office of Developmental Disabilities (ODDS). One of the requirements is that a Service Equity Study completed by 6.30.22, and a Service Equity Plan developed by 6.30.23. Our current staffing levels do not allow for the additional tasks associated with the Service Equity work to be completed.</p> <p>Cost: approx. \$102,500 annually</p> <p>This position will be paid for with additional contract monies received through the 2021-2023 allocation from the state.</p>	<p>(X) <u>ACTION REQUESTED:</u></p> <p>It is respectfully requested that the CDDP be allowed to create a new Service Coordinator position, effective immediately.</p> <p><i>**Note: Request reviewed with Liaison Commissioner, HR Director and Finance Director prior to submission.</i></p>
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ATTACHMENTS:

Date: (8.20.21)

Submitted By: (Kim Beck)

*****For Internal Use Only*****

Checkoffs:

- () Exec. Asst.
- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)
- () Other-List:

To be notified of Meeting:

Needed at Meeting:

PLEASE RETURN THIS FORM AND ATTACHMENTS TO OFFICE MANAGER

Scheduled for meeting on: September 7, 2021

Action taken:

Follow-up: