



IV.-D.

Agenda Item

County of Hanover

Board Meeting: September 24, 2014

Subject: Position Reclassification and Transfer & Appropriation – Community Services Board
- \$8,509

**Summary of
Agenda Item:**

The Hanover Community Services Board has an existing part-time position (Training Specialist, Grade 19; 26 hours/week) that supports the housing voucher program through the Virginia Housing Development Authority. Previously, 84 vouchers were funded to support the housing needs of individuals receiving services through the CSB. In July, the agency was notified that an additional 50 vouchers were being funded, bringing the total number of vouchers to 134.

In order to increase capacity to support additional vouchers, the CSB is requesting the existing position be changed to a full-time Case Manager (Grade 25). The position is currently vacant; hiring in a full-time status and at this grade allows the agency to more comprehensively support the housing needs of, and resources available for, individuals served by the CSB who lack adequate housing. The current waiting list for housing vouchers stands at 112. Funding is provided through VHDA to cover administrative costs associated with this program.

The Finance Department concurs with the attached budget transfer and Human Resources concurs with the personnel action.

**County
Administrator's
Recommended
Board Motion:**

Approve the position reclassification and transfer and appropriation of \$8,509 to the Community Services Board

COUNTY OF HANOVER, VIRGINIA
Budget Supplement Detail

Department: Community Services Board

General Fund

Expenditures:

Additions to Expenditures

Community Services Board

Salaries and Wages 1,730

FICA 132

VRS 2,810

Health Insurance 3,814

Group Life Insurance 23

Total additions to expenditures \$ 8,509

Net change to expenditures: \$ 8,509

Revenues:

Additions to Revenues

Categorical State Aid

Virginia Housing Development Authority 8,509

Total additions to revenues \$ 8,509

Net change to revenues: \$ 8,509

Net change to fund \$ 8,509