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MEMORANDUM

DATE: December 6, 2018

TO: Chair and Members of the Personnel and Finance Committee

FROM: Janel Heinrich, Director & Lesly Scott, Public Health Supervisor

SUBJECT: **Approval to fill 1 vacant position: #1016 – Public Health Nurse – (N18)**

County Ordinance 29.52(15) requires the Personnel and Finance Committee, along with the County Executive, to approve filling positions that are new or have been vacant longer than six months. I am seeking approval to fill the above vacant position, Public Health Nurse #1016 (N18).

The position description is attached.

Please let me know if you need any additional information. Thank you for your attention to this matter.