

**From:** [DSHS Health Disparities](#)  
**To:** [Christian Jimenez](#); [Clark,Sandy \(DSHS\)](#)  
**Cc:** [Gilliam,Mike \(DSHS\)](#); [Eric Dickey](#); [Crocker,Colin \(DSHS\)](#); [VonAlexander,Julia \(DSHS\)](#); [Akhtar,Aelia \(DSHS\)](#)  
**Subject:** RE: Collin County, Budget Amendment Request  
**Date:** Wednesday, November 17, 2021 8:54:53 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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Good morning,  
Your requested changes are approved. A formal budget amendment is not required since you are moving less than 25% between categories; however, please keep in mind that the 25% threshold is cumulative and will count toward future requests.

Thanks,

**Jessica R. Hyde, MS, CHES**  
**Partnership Lead**

Center for Public Health Policy and Practice  
Texas Department of State Health Services  
PO Box 149347 MC 1911, Austin, TX 78714  
(O) 512.776.6573 (C) 512.963.8699  
[JessicaR.Hyde@dshs.texas.gov](mailto:JessicaR.Hyde@dshs.texas.gov)

*Hours: 7:30am – 4:30pm*

For information about COVID-19, please visit  
<https://dshs.texas.gov/coronavirus/>



**TEXAS**  
Health and Human  
Services

**Texas Department of State  
Health Services**

**From:** Christian Jimenez <cjimenez@co.collin.tx.us>  
**Sent:** Tuesday, November 16, 2021 9:10 AM  
**To:** Clark,Sandy (DSHS) <Sandy.Clark@dshs.texas.gov>; DSHS Health Disparities <healthdisparities@dshs.texas.gov>  
**Cc:** Gilliam,Mike (DSHS) <Mike.Gilliam@dshs.texas.gov>; Eric Dickey <edickey@co.collin.tx.us>  
**Subject:** Collin County, Budget Amendment Request

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DSHS Team,

Please review our request for a budget amendment. Our team has faced difficulty in hiring personnel and have assessed impacts to the budget and would like to request a change within our COVID-19 Health Disparities contract (**HHS001057600012**).

Collin County wishes to utilize funds that were originally budgeted for a Registered Nurse (RN) and redirect them for the employment of a PHEP Planner. The two positions are similar in salary and fringe costs on our county compensation plan and will enable us to complete the hiring of the Health Disparities Team for this project. Our team has faced delays in the hiring process and would like to adjust the number of months staff can be hired onto this project and will be closer on-track with our hiring timeline. The differences in salary/fringe will be redirected for an increase in Travel, Supplies, and Other category expenses. Our team has faced unprecedented difficulty in hiring the Registered Nurse (RN) position and instead we will plan to hire an additional new PHEP Planner on the COVID-19 Health Disparities grant.

Originally we planned to hire (1) Community Health Specialist, (1) Registered Nurse, and (1) PHEP Planner. Our new proposed hiring plan will be for the team to be (1) Community Health Specialist and (2) PHEP Planners.

The adjustments between the original and amended budget are outlined below. I have attached an updated budget template as well.

Budget Category	Original Budget	Amended Budget	Change
Salary	\$320,985	\$265,446	-\$55,539
Fringe	\$143,609	\$114,540	-\$29,069
Travel	\$1,680	\$11,200	\$9,520
Equipment	\$0	\$0	\$0
Supplies	\$28,820	\$44,203	\$15,215
Contractual	\$0	\$0	\$0
Other	\$4,906	\$64,611	\$59,873
Total	\$500,000	\$500,000	\$0

Please let us know if this request and budget is approved and if there is anything additional needed from us.

Thank you,

**Christian Jimenez**

Financial Analyst

Collin County Health Care Services

825 North McDonald Street, Suite 130

McKinney, TX 75069

(972)548-5619

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