

# **PRIOR NOTIFICATION FORM**

## **NOTICE OF MATTER TO BE SUBMITTED TO THE BOARD OF ALDERMEN**

TO (list applicable aldermen/women): Entire Board

DATE: **October 31, 2014**

FROM: Department Community Services Administrator  
Person Dr. Martha Okafor Telephone 946-7907

This is to inform you that the following matter affecting your ward(s) will be submitted to the Board of Aldermen.

Transfer #308-15-1– Transfer vacant position Utilization Monitor II (#13013) and accompanying funding from Commission on Equal Opportunity and Finance Dept. lapsed salaries to Community Service Administration. Position will be re-titled Special Projects Director to assist in such areas as advancing health equity, effective management of our commitment to end homelessness, reducing lead poisoning for children under 6 years of age, violence and avoidable injuries, morbidities and mortalities caused by preventable unhealthy behaviors and social determinants.

Check one if this an appointment to a commission

Democrat

Republican

Unaffiliated/Independent/Other \_\_\_\_\_

### **INSTRUCTIONS TO DEPARTMENTS**

1. Departments are responsible for sending this form to the alderperson(s) affected by the item.
2. This form must be sent (or delivered) directly to the alderperson(s) **before** it is submitted to the Legislative Services Office for the Board of Aldermen agenda.
3. The date entry must be completed with the date this form was sent the alderperson(s).
4. Copies to: alderperson(s); sponsoring department; attached to submission to Board of Aldermen.