

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Board of Health
INITIATED BY

County Board Staff Committee
SUBMITTED BY



Marie-Noel Sandoval, Health
Officer
DRAFTED BY

June 27, 2016
DATE DRAFTED

TO CREATE THE POSITION OF ENVIRONMENTAL HEALTH SUPERVISOR,
CREATE A CLASS DESCRIPTION AND ESTABLISH A PAY RANGE

1 WHEREAS, the Rock County Public Health Department requests that a 1.0 FTE Public Health Nurse
2 position be deleted and a 1.0 FTE Environmental Health Supervisor position be created; and,
3
4 WHEREAS, this change will address the increasing workload and changing Environmental Health
5 Programs scope of work as well as align with strategic planning goals and objectives and assure adequate
6 level of service to the public of Rock County; and,
7
8 WHEREAS, by assuring adequate level of service, the Rock County Public Health Department can
9 adequately meet the needs of the community, thereby improving the health status of Rock County
10 residents, thereby making Rock County a healthier place in which to live, play, work, and learn.
11
12 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled
13 this 14th day of July, 2016 moves to delete 1.0 FTE Public Health Nurse position and
14 create the position of a 1.0 FTE Environmental Health Supervisor, create the class description, and
15 establish Pay Range 25 (\$62,744.40-\$76,170.24).

Respectfully submitted,

BOARD OF HEALTH

Sandra Kraft, Chair

Louis Peer, Vice Chair

Richard Bostwick

Linda Garrett

Dr. Dean Peterson, DVM

Dr. Keith Konkol, M.D.

Dr. Connie Winter, DDS

Judith Wade, WHNP

Eric Gresens, R.Ph


16-7A-077

TO CREATE THE POSITION OF ENVIRONMENTAL HEALTH SUPERVISOR, CREATE A CLASS DESCRIPTION, ESTABLISH A PAY RANGE, AND AMEND THE 2016 BUDGET

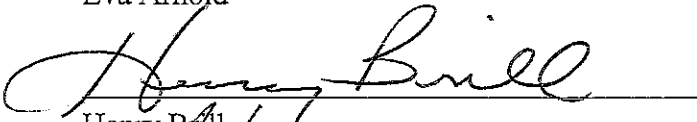
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COUNTY BOARD STAFF COMMITTEE

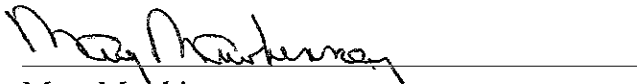

J. Russell Podzilni, Chair

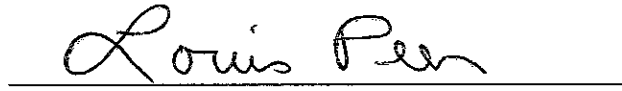

Sandra Kraft, Vice Chair

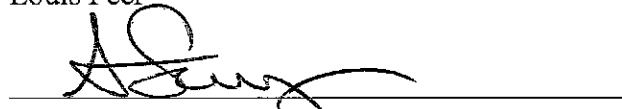

Eva Arnold

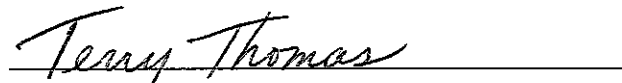

Henry Brill


Betty Jo Bussie


Mary Mawhinney


Louis Peer


Alan Sweeney


Terry Thomas

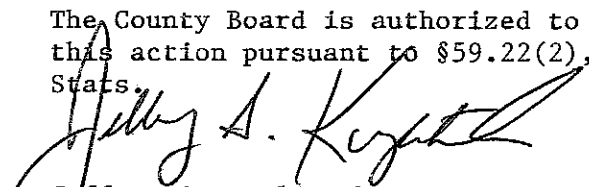
FISCAL NOTE:

This resolution deletes a 1.0 FTE Public Health Nurse position and creates a 1.0 FTE Environmental Health Supervisor position. The new position will be funded by the deletion of the Public Health Nurse position as well as savings from vacancies.


Sherry Oja
Finance Director

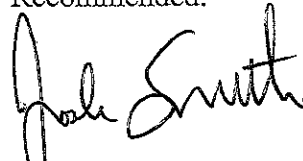
LEGAL NOTE:

The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

Executive Summary

In the last fifteen years, duties and responsibilities of the environmental health division have increased and adding an environmental health supervisor to the staff is necessary to continue the current level of service to the public and to anticipate and adjust to future workload. The Environmental Health Director currently fulfills both the environmental Health Director and Environmental Health Supervisor roles and duties as outlined below. With the expanding responsibilities of the Environmental Health Division, it is imperative we add the Environmental Health Supervisor position to enable the Division to adequately meet the needs of Rock County.

The Environmental Health Division responsibilities have grown since 1999 in the size of services existing at that time and in the number added since then. As laws changed and new community issues surfaced, the original 20 services grew to the current 35. Licensed public facilities have increased in number from 584 in 1999 to 949 in 2013; 1,054 permits were issued in 2010. The division is more involved with outside agencies with projects that enhance the impact of public health in the community; 208 Water Quality Planning, Brownfield Development, Rabies immunization Clinics, Prescription Drug Collection to name a few.

To meet this increasing work load the environmental health staff has increased their expertise across the various programs. Three staff have GIS expertise. Internal software programs were developed to streamline collection of data and program operations. Collaboration with outside agencies has extended the impact of our services. Public service announcements and social media reach the public with information that they would otherwise need to personally contact the department.

The current environmental health division calls for a day to day attention of monitoring program outputs and problems that crop up. The quality and quantity of work completed must meet the requirements of the Charter and contracts. Staff work load and schedules need coordination to meet urgent demands and/or staff absences. Social media have made our department more accessible to the public for complaints and requests for service.

State and federal agencies that oversee our programs have increasingly asked for more work and documentation from our department. Directives are often unclear and constant communication with these agencies is necessary to prevent and resolve conflicts. To be more effective in the community, collaboration with outside agencies and the local private sector has become an important component of the division. These groups have the contacts and expertise that magnifies what our department can accomplish on its own; Friends of Noah and the Rabies Clinic, and Food Safety Advisory Committee with food worker training initiatives. Building a relationship with outside agencies and private sector requires time and energy.

An environmental health supervisor will meet the day to day work of supervising the licensed facility programs. This person will see that staff schedules are developed, work assigned and the program metrics are met. Daily rescheduling of work assignments to meet unplanned work load will be the supervisor's responsibility. Citizen public health complaints are screened and assigned to staff. Each month the required grant reports will be submitted. The public health education by the environmental health division will be the responsibility of the supervisor including newsletters, PSA's, webpage information and health fairs with assistance of other EH staff. The supervisor will be back up in the absence of the Environmental health Director.

The position of Environmental Health Supervisor is distinguished from the Environmental Health Director who develops department policy and standard operation procedures, and coordinate work with outside agencies. Other duties include developing the annual budget, representing the division at 208 Water Quality planning and on local and state committees, responding to department policy complaints, researching grant opportunities and making application, managing state contracts, writing county public health ordinances, and preparing appeals and variances to the public health ordinance. The Environmental Health Director will establish program goals, objectives and metrics.

The goal of creating the Environmental health Supervisor position is to provide supervision to environmental health division staff and program and meet the legal obligations of the department contracts and requirements of state statutes with the following objectives:

- Objective A: meet legal requirements of local ordinances and state statutes.
- Objective B: Meet the legal requirements of contracts
- Objective C: Schedule staff work assignments
- Objective D: Establish EH program outcome and output measures

Objective E: Plan staff development

Objective F: Address future public health challenges

We have explored alternatives to address the changing role of the Environmental Health Division as follows:

Option 1– Hiring a supervisor would allow for supervision of staff, planning for staff development, and planning program services.

Option 2 – Hiring additional line staff will divide line staff workload, but not help managing the program.

Option 3 – Adding supervisory responsibility to line staff will add to EH director supervisory workload and would not necessarily result in better management. Each staff person would have added responsibility taking time from their current work and require more supervision.

Additional and evolving challenges for the Division are addressed below:

Food Safety Program – The FDA is increasing State oversight of local programs. Inspection reports are more detailed. Annual Program report documentation has increased. State review of local programs occurs more often and is more thorough. Staff training expectations have increase. School lunchroom program requires additional inspections.

Public Lodging – Documentation of smoke and carbon monoxide alarms added to inspection responsibility and coordination with fire safety inspections. Bed bug infestations are more common and will be more frequent in the future. Tourist rooming houses are becoming more popular in our area.

Pools – Pools include a variety of recreational features such as slides, splash pads and whirlpools. These add to the complexity of the inspections. Introduction of new mechanical and disinfecting technologies result in further staff training. The Centers for Disease Control has published a new Model Swimming Pool Code which will be implemented by the state in the next year or two.

Childhood Lead Poisoning Prevention – The CDC has lowered the lead poisoning level allowed in the blood of children, which increases the number of children with lead poisoning. The health department has taken on the lead inspections from the planning department for the community development block grant.

HUD expanded assessment report documentation that increases the time for inspections and reporting. In addition, the lead poisoning event in Flint Michigan will bring about further changes in lead poisoning prevention strategies.

Water Lab – Public use of the lab for private well testing has grown over the years. Our lab ran more than 1,642 tests in 2015. The town sampling program has 15% or more of private wells testing in a town compared to the typical annual average of 1 -2%.

Unwanted Pharmaceuticals – The first collection year in 2008 received 288 pounds of unwanted pharmaceuticals. The pounds collected have increased every year to a total in 2015 of 4,200 pounds. The program collaborates with six local law enforcement agencies and numerous volunteer pharmacists.

LEPC – Additional emergency response plans were requested this year. The state is rolling out a new software program to submit plans that will need further training of our staff.

WDNR Contract – additional documentation and correspondence is required by the state for unsafe wells. Additional testing is requested for chronic unsafe wells (15 wells in 2014). Well inspections are entered in a new state software program that increases reporting time.

Campgrounds – The promulgation of new regulations in 2016 will involve working with operators over the next few years to come into compliance.

Tick and Mosquito borne disease – Lyme's disease along with other tick borne diseases are becoming more common in our state as well as the tick species that carry them. The Zika virus mosquito has the potential to reach southern Wisconsin.

In order to increase efficiency and expand program capabilities while ensuring evidence-driven program planning with measurable outcomes for the Environmental Health Division of the Public Health Department, we request the addition of an Environmental Health Supervisor to our staff. This addition will ensure program stability by allowing for outcome-based strategic planning as well as providing division depth and allowing for succession planning. It will allow us to expand programs by having the ability to research and seek outside funding, as well as leverage our capabilities by forming and fostering community partnerships. The department will be better positioned to develop and implement successful

public policy and ensure that public health ordinances are updated with consideration to appeals and variances. It will also afford us the ability to incorporate new initiatives such as customer regulatory and permit compliance training. The public will be better served through utilization of modern technology and communication methods for more timely response to needs and concerns.

The major responsibilities of the supervisor will be:

1. Performs first-line supervisory responsibilities of Environmental Health Staff
2. Under direction of the Environmental Health Director, is accountable for carrying out the work objectives of the Environmental Health Program
3. Develops and implements staff training and development plans
4. Develops the performance evaluation program within the unit
5. Analyzes data and compiles reports and documents
6. Responsible for performing field work and other duties as assigned including any of the functions described for subordinate positions as appropriate.
7. Designee for Environmental Health Director duties during Environmental Health Director absence.

There will be minimal budgetary impact as the creation of this new position will be coupled with the deletion of an existing one.