

OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
THURSDAY, NOVEMBER 2, 2023 at 4:30 P.M.
125 EAST SECOND STREET — MONROE, MI 48161
(734) 240-7003

COMMITTEE MEMBERS:
Randy Richardville, Chairman
Mark Brant, Greg Moore, Jr., David Swartout and David Vensel

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES (09/19/2023)
- VI. COMMITTEE BUSINESS
 - 1. Letter dated October 19, 2023, from Ms. Jamie Dean, Health Officer/Director, Monroe County Health Department, requesting approval to add one full-time grant-funded Public Health Planner & Communication Coordinator position. This position is funded through the Strengthening PH Workforce and Infrastructure grant, which was approved by the Board of Commissioners on September 19, 2023. The request is to add this position immediately through September 30, 2027, the term of the grant.
- VII. NEW BUSINESS
- VIII. OLD BUSINESS
- IX. CITIZENS TIME
- X. INFORMATION
- XI. COMMISSIONERS TIME
- XII. ADJOURNMENT

The County of Monroe will provide necessary auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials at the meeting to individuals with disabilities upon one week's notice to the County of Monroe. Individuals with disabilities requiring auxiliary aids or services should contact the County of Monroe by writing or calling the following: Human Resources - 125 East Second Street, Monroe, MI 48161 or visit our website at www.co.monroe.mi.us.

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
SEPTEMBER 19, 2023 AT 4:30 P.M.

I. The Meeting of the Operations Committee of the Monroe County Board of Commissioners was held in the Board Chambers in the City of Monroe on Tuesday, September 19, 2023. Chairman Richardville called the meeting to order at 4:30 p.m.

II. Roll call by Deputy Clerk, Lisa Sanders as follows:

PRESENT: Mark Brant, Greg Moore, Jr., Randy Richardville, David Swartout and David Vensel

ABSENT: None

A quorum being present, the Operations Committee was able to conduct business.

III. PLEDGE OF ALLEGIANCE—Commissioner Vensel led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA (09/19/2023)

Motion by Commissioner Brant, supported by Commissioner Swartout to approve the September 19, 2023 Agenda as presented.

Voice vote taken. Motion carried.

V. APPROVAL OF MINUTES (05/11/2023)

Motion by Commissioner Vensel, seconded by Commissioner Moore to approve the May 11, 2023 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VI. COMMITTEE BUSINESS

1. Letter dated August 30, 2023, from Sheriff Troy Goodnough requesting approval of a transition plan for Animal Control Enforcement services and restructuring of Sheriff's Records Division & Administrative Staff as outlined. These plans are a cost savings of \$30,019.

Chairman Richardville read the request into the record and Sheriff Goodnough explained further and answered questions from the Committee. Central Dispatch Director, Donna Kuti added her support to the restructuring of the Records Division.

Motion by Commissioner Swartout, supported by Commissioner Moore to accept the communication, place it on file, and recommend to the full Board to approve the transition plan for Animal Control Enforcement services, the restructuring of the

Sheriff's Office Records Division, and the restructuring of the Sheriff's Office Administrative Division.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		
David Vensel		

Motion carried.

- Letter dated September 11, 2023, from Ms. Annamarie Osment, Monroe County Clerk, requesting approval to reclassify Courtroom Clerks and the Jury/Mediation Clerk effective September 25, 2023. No additional appropriation is necessary; the cost of the upgrades are included in the Clerk's 2023 budget.

Chairman Richardville read the request into the record and Ms. Osment explained further and answered questions.

Motion by Commissioner Brant, supported by Commissioner Vensel to accept the communication, place it on file, and recommend to the full Board to approve the reclassification of Courtroom Clerks and the Jury/Mediation Clerk with no additional appropriation as the cost of the upgrades are included in the Clerk's 2023 budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		
David Vensel		

Motion carried.

- Letter dated September 13, 2023, from Mr. Jeff McBee, Community Planning & Engagement Director requesting a part-time Veterans Services Assistant in the Veterans Affairs Department with an effective date of October 1, 2023. The cost of the additional position is included in the 2023 budget.

Chairman Richardville read the request into the record and Mr. McBee further explained and answered questions. Ms. Aundrea Armstrong, Deputy Administrator/Chief

Financial Officer added that this position will not go on payroll until October 3, 2023 and not October 1, 2023.

Motion by Commissioner Brant, supported by Commissioner Swartout to accept the communication, place it on file, and recommend to the full Board to approve the hiring of a part-time Veterans Services Assistant in the Veterans Affairs Department with an effective date of October 3, 2023.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		
David Vensel		

Motion carried.

4. Letter dated September 12, 2023, from Ms. Aundrea Armstrong, Deputy Administrator/Chief Financial Officer, requesting approval of five (5) policy updates to the following:

- Policy #401-Compensation
- Policy #404-Dental Care Benefits
- Policy #411-Health Care Benefits
- Policy #425-Term Life and Accidental Death and Dismemberment
- Policy #429-Vision Care Benefits

Chairman Richardville read the request into the record and Ms. Armstrong explained further and answered questions.

Motion by Commissioner Brant, supported by Commissioner Vensel to accept the communication, place it on file, and recommend to the full Board the updates to the aforementioned policies as presented.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		
David Vensel		

Motion carried.

- VI. NEW BUSINESS –None
- VII. OLD BUSINESS –None
- VIII. CITIZENS TIME – None
- IX. INFORMATION–None
- X. COMMISSIONERS TIME –
No comments by Commissioners.
- XI. ADJOURNMENT – With no further business, Commissioner Richardville adjourned the meeting at 4:50 p.m.

October 19, 2023

Mr. Randy Richardville, Chairman
Operations Committee
Monroe County Board of Commissioners
125 East Second Street
Monroe, MI 48161

Re: Request to create a Public Health Planner & Communication Coordinator Position

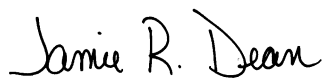
Dear Chairman Richardville and Committee Members:

The Monroe County Public Health Department is requesting your approval to add one full-time grant-funded Health Planner & Communication Coordinator position to our staff. This position is funded through the Strengthening PH Workforce and Infrastructure grant which was approved by the Board of Commissioners on September 19, 2023. We are requesting to add this position immediately through September 30, 2027, the term of the grant.

One of the core principles of the Strengthening PH Workforce and Infrastructure grant is to enhance the public health workforce. Through an internal assessment, it was determined that adding this position to our team would be a great benefit to our agency and the community. The addition of this position will improve proficiencies in education and outreach to the public. The new staff member will engage internal and external stakeholders and staff in communication activities to advance the department's visibility. It is planned to expand our online presence and enhance community outreach to provide education and promote health department services to a larger portion of our community. The position will also assist health department leadership with data collection, program monitoring and evaluation which is a critical component of our state accreditation. In addition, this person will serve as the Public Information Officer when needed.

No additional appropriation is required, the cost is included in the Strengthening PH Workforce and Infrastructure grant. Thank you for your consideration of this request.

Sincerely,



Jamie Dean, BS, MEd
Health Officer/Director
Monroe County Health Department

HIRING REVIEW FORM

Department: Health Department

Vacancy Job Title: Public Health Planner & Communication Coordinator

Brief Job Description:

Engage internal and external stakeholders and staff in communication activities to advance the department's visibility. Expand online presence and enhance community outreach to promote Health Department (HD) services to a larger portion on our community. Assist HD leadership with data collection, program monitoring and evaluation. Serve as the Public Information Officer as needed.

Budgeted Position:

☐ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

The addition of this position will address identified gaps within the HD related to community engagement and outreach as well as program planning and evaluation, integral components of the work of the department. A dedicated staff person trained in planning and communication will allow us to reach additional segments of the population, improve program delivery and ultimately improve health outcomes.

Completed By: Jamie Dean DATE: 10-19-2023

Human Resources/ Finance Use:

Conclusion:

Finance: No budget adjustment necessary. The cost of the additional position is funded by a grant accepted by the Board of Commissioners on 9/18/2023.

Human Resources: Employee will be hired in accordance with county policies.

Finance Reviewer: Sue Maier

DATE: 10/23/2023

HR Reviewer: Jeff McBee

DATE: 10/23/2023

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Monroe County
Public Health Planner & Communication
Coordinator

Department: Public Health

Wage Grade: Rye 11

ELSA Status: Non-Exempt

Affiliation: Non-Union

GENERAL SUMMARY:

Under the supervision of the Finance, Administration & Education Director, engage internal and external public health stakeholders and staff in communication activities to advance the department's community visibility. This includes creating, executing, and evaluating the department's communication plans, as well as preparing and disseminating health communication materials in a variety of formats and methods, implementing community engagement strategies, coordinating digital platforms, and planning and implementing marketing and branding activities. Implements data collection methods and tools to evaluate the effectiveness of programs. Gathers, organizes, and maintains data reports for program monitoring, evaluation, and improvement of program plans and grants to improve effectiveness in addressing community needs. Participates in Quality Improvement and Performance Management processes. Assists the department in organizing community outreach events and activities. Serves as the Health Department's Public Information Officer and spokesperson for emerging and critical public health threats.

ESSENTIAL FUNCTIONS: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Provide leadership and facilitation in the process of developing and applying evidence-based communication and engagement practices to community health improvement strategies into specific, measurable action plans in partnership with public and private organizations.
- Develop and implement department's annual communication plan to promote agency programs delivered through publications, reports, websites and various media platforms using techniques that best suit the target audience. Assist in maintaining department's website.
- Develop and manage the creation, editing, approval and production of agency electronic and social media communications and printed collateral.
- Respond to and monitor media and digital media platforms. Document, track and archive all agency-related media coverage.

- Assist program leadership in developing speeches, presentations and communication materials.
- In coordination with program leadership, implement data collection methods and tools to evaluate the effectiveness of programs and develop recommendations to improve health outcomes.
- Use quality improvement and performance management processes to improve the effectiveness of public health programs. This includes, but is not limited to: creating, implementing and evaluating performance standards and identifying, implementing and assessing program quality improvement processes.
- Participate in multi-disciplinary team meetings to address program needs; contribute to the development and coordination of strategic program plans.
- Assist in the development and coordination of community and agency partnerships to address community health priorities and improve population health; develop and implement processes to ensure public involvement and input. Serves as a point of contact for scheduling community outreach events.
- Assists in seeking grant funding and in writing grant applications.
- Serves as the Public Information Officer, developing messaging and materials in cooperation with the subject matter expert, to protect the health of the public.
- During a public health emergency, may be required to report for specialized duties or perform emergency response roles, inside or outside Monroe County.
- Performs related duties as assigned.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS: *(The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

Education: Possession of a Bachelor's Degree in Community Health, Public Health Communications, Marketing, Public Relations, Health Education, Communications or a related subject area. Possession of a Master's Degree preferred.

Experience: One (1) year in health communications, public health education, program development, implementation and evaluation.

Licenses and Certifications:
Must possess a valid driver's license.

Other Requirements:**Knowledge of:**

- Computer applications and online platforms related to the work
- Leading and evaluating public health programs
- Principles, practices and techniques of mass communication and community engagement
- Principles, practices and program parameters related to various areas of public health services
- Principles and practices of service program development and service delivery to varied populations
- Applicable laws, regulations, policies and procedures

Preference for knowledge of:

- Grant writing

Skill in:

- Using social media, emerging media and online communication tools
- Written and verbal communication
- Setting priorities and coordinating projects
- Using sound judgment within established policy and procedural guidelines

Ability to:

- Work Independently
- Multitask with strong organizational skills
- Perform a wide range of duties with accuracy and attention to detail
- Complete timely requests given by supervisor and follow all instructions precisely
- Work well with staff and the general public

Physical Requirements: (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)

- Ability to lift twenty (20) pounds

Working Conditions:

- Work performed in office conditions
- May also perform duties in a community setting
- Occasional work outside normal working hours

Point Factor Analysis

Job Title/ Factors	Education & Experience	Ed/ Ex #	Judgment & Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services & Operations	Document Concentration	Work Environment	Total Points	Grade	Grade Point Parameters
<u>Position</u>															
Public Health Planner & Communication Coordinator	313	d2	370	320	-	-	370	100	90	325	40	5	1933	11	1901-2050

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
PROPOSED-STEP 1	DOH: 11/20/23	60101	union_00	RYE11	1	Public Health Planning and Communication Specialist	\$ 5,655	\$ 991	\$ 6,646
						TOTAL COST/(SAVINGS)-STEP 1	\$ 5,655	\$ 991	\$ 6,646
PROPOSED-STEP 5	DOH: 11/20/23	60101	union_00	RYE11	5	Public Health Planning and Communication Specialist	\$ 6,357	\$ 1,114	\$ 7,470
						TOTAL COST/(SAVINGS)-STEP 5	\$ 6,357	\$ 1,114	\$ 7,470
FINANCE CONCLUSION:									
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF POSITION IS 100% GRANT FUNDED.									
ANNUAL PROPOSED-STEP 1	2023	60101	union_00	RYE11	1	Public Health Planning and Communication Specialist	\$51,464	\$ 25,828	\$77,292
ANNUAL PROPOSED-STEP 5	2023	60101	union_00	RYE11	5	Public Health Planning and Communication Specialist	\$57,849	\$ 27,009	\$84,858