

OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
WEDNESDAY, JUNE 26, 2024 at 4:00 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 (04/11/2024)
- VI. COMMITTEE BUSINESS
 - 1. Letter dated June 17, 2024, from Ms. Jamie Dean, Health Officer/Director, Monroe County Health Department, requesting approval to transition a part-time Public Health Nurse Coordinator to a full-time position and to add two (2) part-time nursing positions to the staff at the Monroe County Health Department (MCHD). The requested positions are 100% funded within the current MCHD budget through the Comprehensive Agreement with Michigan Department of Health and Human Services.
- VII. NEW BUSINESS
- VIII. OLD BUSINESS
- IX. CITIZENS TIME
- X. INFORMATION
- XI. COMMISSIONERS TIME
- XII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
APRIL 11, 2024 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 Thursday, April 11, 2024. Chairman Richardville called the meeting to order at 4:37 p.m.

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

PRESENT: Mark Brant, Greg Moore, Jr., Randy Richardville (arrived at 4:37), David Swartout and David Vensel

ABSENT: None

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

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

IV. APPROVAL OF AGENDA (04/11/2024)

Motion by Commissioner Brant, supported by Commissioner Vensel to approve the April 11, 2024 Agenda as presented.

Voice vote taken. Motion carried.

V. APPROVAL OF MINUTES (11/02/2023)

Motion by Commissioner Vensel, seconded by Commissioner Swartout to approve the November 2, 2023 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VI. COMMITTEE BUSINESS

1. Letter dated March 22, 2024, from Ms. Donna Kuti, Director, Monroe County Central Dispatch, requesting approval to add one (1) part-time 911 GIS Specialist position effective April 21, 2024. This position would be funded through the Monroe County Central Dispatch which is currently 100% funded through 911 surcharge funds.

Ms. Kuti explained the request.

Motion by Commissioner Swartout, supported by Commissioner Vensel to accept the communication, place it on file, and recommend to the full Board to approve adding one (1) part-time 911 GIS Specialist position effective April 21, 2024, to be funded through the through 911 surcharge funds.

Roll call by Clerk as follows:

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

Motion carried.

- Letter dated March 22, 2024, from Ms. Jessica Chaffin, Court Administrator, 1st District Court-Monroe County, requesting an additional allocation to the 1st District Court's 2024 budget in the amount of \$12,904 to cover the additional hours and pay associated with the Magistrate weekend call-in pay.

Ms. Chaffin explained the request and answered questions.

Motion by Commissioner Brant, supported by Commissioner Swartout to accept the communication, place it on file and recommend to the full Board to approve an additional allocation to the 1st District Court's 2024 budget to cover the additional hours and pay associated with the Magistrate weekend call-in pay. Further, recommend a supplemental appropriation up to \$12,904 from the 2024 County Contingency Account to fund the amount not covered by the 1st District 2024 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 April 4, 2024 from Mr. Jacob Perry, Director of Information Technology, County of Monroe, requesting approval of two (2) policies as follows:
 - Policy #802-System Authentication (Update to Existing Policy)
 - Policy #810-Multi-Factor Authentication (New Policy)

Mr. Perry explained the request and answered questions.

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

Voice vote taken. 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.

June 17, 2024

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

Re: Request for Approval to transition Part-Time Nurse Coordinator to Full-Time and Add Two Part-Time Nurse Positions

Dear Chairman Richardville and Commissioners:

This letter serves as a request for approval to transition a part-time Public Health Nurse Coordinator to a full-time position and to add two part-time nursing positions to the staff at the Monroe County Health Department (MCHD). This Michigan Department of Health and Human Services (MDHHS) has dedicated additional funding to all local health departments for both the Essential Local Public Health Services and the Children's Special Health Care (CSHCS) programs due to expanded eligibility criteria and programmatic requirements.

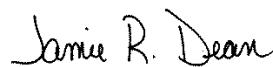
It is anticipated that the full-time coordinator position will be filled by an internal candidate already in the part-time role. This coordinator will assure compliance with state and federal guidelines, coordinate client services, participate in state meetings and oversee program performance and quality assurance as well as provide comprehensive nursing services. This position is also responsible for program evaluation, preparation and review of program policies and procedures.

Public health nurses are necessary for effective and efficient program function by protecting and enhancing the health of our residents. The additional staff will allow the Health Department to meet the additional needs in the community due to the expanded eligibility guidelines established in the CSHCS program and also work in our Communicable Disease programs by coordinating efforts with local health care providers and school personnel and conducting disease investigations.

The requested positions are 100% funded within the current Health Department budget due to the increased grant funding distributed to the Health Department through our Comprehensive Agreement with MDHHS.

Thank you for your review of this request and please contact me with any questions or need for additional information.

Sincerely,



Jamie R. Dean, B.S., M.S.Ed.
Health Officer/Director
Monroe County Health Department

HIRING REVIEW FORM

Department: Health Department

Vacancy Job Title: Full-Time Public Health Nurse Coordinator

Brief Job Description:

Coordinates and administers assigned programs within the Health Department. Assures compliance with state and federal guidelines, coordinates client services, participates in state meetings, oversees program performance and quality assurance and provides comprehensive nursing services.

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 Michigan Department of Health and Human Services has dedicated additional funding to all local health departments for both the Essential Local Public Health Services and the Children's Special Health Care programs due to expanded eligibility criteria and programmatic requirements. Public health nurses are necessary for effective and efficient program function by protecting and enhancing the health of our residents.

Completed By: Jamie Dean, Health Officer/Director

DATE: 6/17/2024

Human Resources/ Finance Use:

Conclusion:

Finance: The requested positions are 100% funded within the current Health Department budget due to increased grant funding.

HR: HR is in agreement with the request.

Finance Reviewer: Sue Maier

DATE: 06/17/2024

HR Reviewer: Jeff McBee

DATE: 06/17/2024

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

HIRING REVIEW FORM

Department: Health Department

Vacancy Job Title: Part-Time Public Health Nurse

Brief Job Description:

Provides comprehensive nursing services in preventive health, home health and clinic programs including assessment, diagnosis, teaching, counseling and prevention services to individuals, families and groups to promote health and wellness to clients in the County.

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:

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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.)

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DATE: 06/17/2024

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2024	60126	union_03	RYE13	8	PT PHN COORDINATOR	\$42,978	\$ 4,156	\$ 47,134
ACTUAL COST	THROUGH 6/9/24	60126	union_03	RYE13	8	PT PHN COORDINATOR	\$20,286	\$ 1,961	\$ 22,247
						AVAILABLE BUDGET	\$22,692	\$ 2,194	\$ 24,886
PROPOSED	FULL TIME EFF 061024	60126	union_03	RYE13	9	FT PHN COORDINATOR	\$43,565	\$ 20,451	\$ 64,016
PROPOSED	DOH: 061024 STEP 1	60126	union_03	RYE11	1	PT PUBLIC HEALTH NURSE	\$16,777	\$ 1,622	\$ 18,399
PROPOSED	DOH: 061024 STEP 1	60126	union_03	RYE11	1	PT PUBLIC HEALTH NURSE	\$16,777	\$ 1,622	\$ 18,399
						PROPOSED COST-2 STEP 1 PT PHN'S	\$77,118	\$ 23,696	\$100,814
						COST/(SAVINGS)-2 STEP 1 PT PHN'S	\$54,426	\$ 21,501	\$ 75,928
PROPOSED	FULL TIME EFF 061024	60126	union_03	RYE13	9	FT PHN COORDINATOR	\$43,565	\$ 20,451	\$ 64,016
PROPOSED	DOH: 061024 STEP 1	60126	union_03	RYE11	1	PT PUBLIC HEALTH NURSE	\$16,777	\$ 1,622	\$ 18,399
PROPOSED	DOH: 061024 STEP 5	60126	union_03	RYE11	5	PT PUBLIC HEALTH NURSE	\$18,883	\$ 1,826	\$ 20,708
						PROPOSED COST-1 STEP 1 PT PHN & 1 STEP 5 PT PHN	\$79,224	\$ 23,899	\$103,124
						COST/(SAVINGS)-1 STEP 1 PT PHN & 1 STEP 5 PT PHN	\$56,532	\$ 21,705	\$ 78,237
PROPOSED	FULL TIME EFF 061024	60126	union_03	RYE13	9	FT PHN COORDINATOR	\$43,565	\$ 20,451	\$ 64,016
PROPOSED	DOH: 061024 STEP 5	60126	union_03	RYE11	5	PT PUBLIC HEALTH NURSE	\$18,883	\$ 1,826	\$ 20,708
PROPOSED	DOH: 061024 STEP 5	60126	union_03	RYE11	5	PT PUBLIC HEALTH NURSE	\$18,883	\$ 1,826	\$ 20,708
						PROPOSED COST-2 STEP 5 PHN'S	\$81,330	\$ 24,103	\$105,433
						COST/(SAVINGS)-2 STEP 5 PT PHN'S	\$58,638	\$ 21,909	\$ 80,547
FINANCE CONCLUSION:									
COST WILL BE COVERED BY ADDITIONAL REVENUE DISTRIBUTED BY STATE.									
ANNUAL PROPOSED	2024	60126	union_03	RYE13	9	FT PHN COORDINATOR	\$78,520	\$ 35,776	\$114,296
ANNUAL PROPOSED	2024-STEP 1	60126	union_03	RYE11	1	PT PUBLIC HEALTH NURSE	\$30,757	\$ 2,974	\$ 33,731
ANNUAL PROPOSED	2024-STEP 5	60126	union_03	RYE11	5	PT PUBLIC HEALTH NURSE	\$34,618	\$ 3,347	\$ 37,966
ANNUAL PROPOSED	2024-STEP 1	60126	union_03	RYE11	1	PT PUBLIC HEALTH NURSE	\$30,757	\$ 2,974	\$ 33,731
ANNUAL PROPOSED	2024-STEP 5	60126	union_03	RYE11	5	PT PUBLIC HEALTH NURSE	\$34,618	\$ 3,347	\$ 37,966