



## SUMMARY REPORT

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**Agenda Date:** 2/25/2020

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**To:** County of Sonoma Board of Supervisors  
**Department or Agency Name(s):** Department of Health Services  
**Staff Name and Phone Number:** Dr. Celeste Philip, 565-4426  
**Vote Requirement:** Majority  
**Supervisorial District(s):** Countywide

**Title:**

Department of Health Services Public Health Staffing Allocations

**Recommended Action:**

Adopt a personnel resolution amending the Department allocation list to add 1.25 full-time equivalent positions and delete 1.50 full-time equivalent positions as detailed in the attached resolution within the Department of Health Services, effective February 25, 2020.

**Executive Summary:**

In August 2019 County Human Resources approved the reclassification of an existing 0.75 full-time equivalent Public Health Nurse II to a Senior Public Health Nurse based on the specialized caseload, complexity of medical determinations, program oversight responsibility, and independence of decisions. To meet the workload required of the Senior Public Health Nurse position, the Department is requesting a 0.25 full-time equivalent allocation increase. At the time the reclassification was approved, there was no identified funding to increase the Senior Public Health Nurse allocation. To make funding available to increase the Senior Public Health Nurse allocation to a 1.00 full-time equivalent allocation, the Department is requesting deletion of a recently vacated 0.50 full-time equivalent Public Health Nurse II allocation.

During the June 2019 budget hearings, the Department recommended deletion of a 1.00 full-time equivalent Senior Health Information Specialist allocation to help balance the Department's fiscal year 2019-2020 Budget. The Department is requesting that the Board restore the 1.00 full-time equivalent Senior Health Information Specialist allocation, effective February 25, 2020. To make funding available for the 1.00 full-time equivalent Senior Health Information Specialist allocation, the Department is requesting deletion of a vacant 1.00 full-time equivalent Health Information Specialist II allocation. In addition, the Department will utilize grant funding from the Prevention Tobacco Tax and Public Health Emergency Preparedness funds for the increased cost of the Senior Health Information Specialist allocation.

**Discussion:**

**Senior Public Health Nurse - California Children's Services, Public Health Division**

California Children's Services is a mandated program for medical eligibility and case management for chronically ill clients ages 0-21 years. Each public health nurse maintains a caseload of approximately 615 clients. To ensure staff are able to respond within five business days following the referral of a client to the California Children's Services Program, a full-time equivalent Senior Public Health Nurse is needed. The requested 0.25 full-time equivalent Senior Public Health Nurse allocation increase will allow staff to

adequately provide caseload coverage for these mandated services and to meet response requirements.

In August 2019 County Human Resources approved the reclassification of an existing 0.75 full-time equivalent Public Health Nurse II to a Senior Public Health Nurse based on the specialized caseload, complexity of medical determinations, program oversight responsibility, and independence of decisions. To meet the workload required of the Senior Public Health Nurse position, the Department is requesting a 0.25 full-time equivalent allocation increase. At the time the reclassification was approved, there was no identified funding to increase the Senior Public Health Nurse allocation. To make funding available to increase the Senior Public Health Nurse allocation to a 1.00 full-time equivalent allocation, the Department is requesting deletion of a recently vacated 0.50 full-time equivalent Public Health Nurse II allocation.

#### **Senior Health Information Specialist - Healthy Communities/Public Health Preparedness, Public Health Division**

During the June 2019 budget hearings, the Department recommended deletion of a 1.00 full-time equivalent Senior Health Information Specialist allocation to help balance the Department's fiscal year 2019-2020 Budget. The Department is requesting that the Board restore the 1.00 full-time equivalent Senior Health Information Specialist allocation, effective February 25, 2020. To make funding available for the 1.00 full-time equivalent Senior Health Information Specialist allocation, the Department is requesting deletion of a vacant 1.00 full-time equivalent Health Information Specialist II allocation. In addition, the Department will utilize grant funding from the Prevention Tobacco Tax and Public Health Emergency Preparedness funds for the increased cost of the Senior Health Information Specialist allocation.

In lieu of layoff, an existing staff member is currently performing the duties of the Senior Health Information Specialist. The Department utilized a vacant Senior Environmental Health Specialist allocation to under-fill the Senior Health Information Specialist position. The Senior Health Information Specialist provides support to the Tobacco Prevention and Public Health Preparedness teams. For Tobacco Prevention, the position is responsible for cross coordination of activities that support the work of the team; tracking of media information, website content changes and revisions, and coordination of the progress reporting for grants. For Public Health Preparedness, the Senior Health Information Specialist tracks and reviews grant activities and deliverables and prepares reports for state grants.

#### **Funding for Requested Positions**

The table below provides costs and revenue associated with the proposed position changes for fiscal years 2019-2020 and 2020-2021.

<b>Costs</b>	<b>FY 19-20 Cost/Revenue (\$)</b>	<b>FY 20-21 Cost/Revenue (\$)</b>
Senior Public Health Nurse (Add)	24,581	53,667
Public Health Nurse II (Delete)	(83,877)	(83,877)
Senior Health Information Specialist (Add)	43,720	161,916
Health Information Specialist II (Delete)	(124,488)	(124,488)
<b>Total Costs</b>	<b>(140,064)</b>	<b>7,218</b>
<b>Additional Revenues Generated</b>		
State/Federal	12,291	26,834

Other (Reimbursements)	(152,355)	(19,615)
<b>Total Revenue</b>	<b>(140,064)</b>	<b>7,218</b>

Department's Strategic Plan Alignment: Additional staffing allocations allow the Department to ensure a safe, healthy, and caring community for the residents of Sonoma County by facilitating the safe, effective, and efficient delivery of services.

**Prior Board Actions:**

On August 20, 2019 the Board adopted resolutions reflecting the recommendations of completed classification studies and other position allocation changes including amending the Department Allocation Tables of the Department of Health Services.

In June 2019 the Board approved the fiscal year 2019-2020 County budget.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 19-20 Adopted</b>	<b>FY 20-21 Projected</b>	<b>FY 21-22 Projected</b>
Budgeted Expenses	208,365	226,362	237,681
Additional Appropriation Requested	(140,064)		
<b>Total Expenditures</b>	<b>68,301</b>	<b>226,362</b>	<b>237,681</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	12,291	28,175	29,584
Fees/Other			
Use of Fund Balance	56,011	198,187	208,096
Contingencies			
<b>Total Sources</b>	<b>68,301</b>	<b>226,362</b>	<b>237,681</b>

**Narrative Explanation of Fiscal Impacts:**

The FY 19-20 costs of the requested allocations based on a start date of February 10, 2020 are as follows: Senior Public Health Nurse - \$24,581; Senior Health Information Specialist - \$43,720.

The increased cost for the additional 0.25 full-time equivalent allocation to the existing Senior Public Health Nurse will be offset by the deletion of a vacant 0.50 full-time equivalent Public Health Nurse II allocation funded by 1991 Health Realignment.

The increased cost for the Senior Health Information Specialist will be offset by the deletion of a vacant 1.00 full-time equivalent Health Information Specialist II funded 0.90 by Prevention Tobacco Tax and 0.10 by Public Health Emergency Preparedness funding.

Future year funding will be included in the appropriate year budgets.

**Staffing Impacts:**

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<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
Senior Public Health Nurse I	7,818 - 9,503	0.25	
Public Health Nurse II	7,272 - 8,841		0.50
Senior Health Information Management Specialist	5,733 - 6,969	1.00	
Health Information Specialist	5,329 - 6,477		1.00

**Narrative Explanation of Staffing Impacts (If Required):**

Requested staffing is intended to address staff deficiencies identified above.

**Attachments:**

Personnel resolution

**Related Items "On File" with the Clerk of the Board:**

None