

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Public Health	(2) MEETING DATE 11/8/2016	(3) CONTACT/PHONE Penny Borenstein / 781-5519	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List for Fund Center 160 - Public Health by deleting a 1.00 FTE Administrative Assistant III and adding a 1.00 FTE Supervising Administrative Clerk I to more effectively operate the Family Health Services Division. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board adopt the resolution amending the Position Allocation List for Fund Center 160 – Public Health by deleting a 1.00 FTE Administrative Assistant III and adding a 1.00 FTE Supervising Administrative Clerk I to more effectively operate the Family Health Services Division.			
(6) FUNDING SOURCE(S) State Immunization grant	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$2,329 (FY 2017-18)	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Morgan Torell			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director
Penny Borenstein, MD, Health Officer/Public Health Administrator

DATE: 11/8/2016

SUBJECT: Submittal of a resolution amending the Position Allocation List for Fund Center 160 - Public Health by deleting a 1.00 FTE Administrative Assistant III and adding a 1.00 FTE Supervising Administrative Clerk I to more effectively operate the Family Health Services Division. All Districts.

RECOMMENDATION

It is recommended that the Board adopt the resolution amending the Position Allocation List for Fund Center 160 – Public Health by deleting a 1.00 FTE Administrative Assistant III and adding a 1.00 FTE Supervising Administrative Clerk I to more effectively operate the Family Health Services Division.

DISCUSSION

Due to a recent retirement of an Administrative Assistant II (AA) in Public Health, the Family Health Services Division proposes to do a small reorganization that will allow for a more reasonable span of control and will strengthen program and staff oversight, particularly for support staff in the Nursing Clinical Unit. The Nursing Clinical Unit supports five clinic sites - Grover Beach, Morro Bay, Paso Robles, and two locations in San Luis Obispo. These clinics function under direction of two Supervising Public Health Nurses (SPHN), each of whom has responsibilities for clinic operations as well as related grant-funded programs.

One SPHN is assigned to oversee the Paso Robles clinic, the busiest clinic which provides reproductive health services such as family planning, women's cancer screening and sexually-transmitted disease care. This SPHN is also in charge of the Title X Family Planning grant and the Every Woman Counts – Cancer Detection Program. In this role this "North County" SPHN supervises 7.00 FTEs (4.00 PH Aides, 1.00 Nurse Practitioner, 1.00 Licensed Vocational Nurse, and 1.00 AA III.)

The other SPHN oversees the other four clinics in the Central/South County which offer fewer services in terms of both time (e.g., Morro Bay is only open one day a week) and scope (e.g., Grover Beach provides only immunizations and tuberculosis testing, the SART clinic in SLO provides urgent care for suspected abuse cases and limited reproductive health care.) This SPHN has responsibilities that include managing the Communicable Disease, Immunization, Lead Poisoning Prevention, and Suspected Abuse Review Team (SART) programs, in addition to supervising 12.75 FTE nursing and clerical staff (5.00 PH Nurses, 1.00 Nurse Practitioner, 1.00 Communicable Disease Investigator, 5.75 AA IIIs).

The Department is requesting to reallocate the vacant 1.00 FTE AA III to a 1.00 FTE Supervising Administrative Clerk (SAC) I. The requested change will move the daily oversight of administrative operations and staff supervision of 4.75 FTE AAs from the "Central/South County" SPHN to the SAC. The change in supervisory structure will leave the SPHN

with 8.00 employees as direct reports. Additionally, one AA (1.00 FTE) from the Epidemiology Unit, who does not currently report to the SPHN, will also be moved under the supervision of the SAC, resulting in a total of 5.75 FTE direct reports for the SAC. The proposed reallocation will enable the SPHN to improve performance and attend to priorities in a more efficient manner. With this diverse and pressing workload, it is often difficult to achieve an effective balance between the supervisory needs of support staff and the many requirements of several federal and state mandated programs.

The requested SAC position will relieve the SPHN of the day-to-day responsibilities for assuring clerical coverage at each clinic site, office management, staff assignments and cross-coverage, oversight of time studies and staff training needs, medical records management, and performance evaluations. Additionally, the SAC will provide a higher level of support to the SPHN and the Unit as a whole by way of advising on policies and procedures, facilitating quality and process improvement, development of forms and reference materials, providing budgetary recommendations for equipment and supply needs, and performing statistical data collection and reporting.

OTHER AGENCY INVOLVEMENT/IMPACT

The Health Agency coordinated with the Human Resources Department in bringing forward this recommendation.

FINANCIAL CONSIDERATIONS

There is a FY 2016-17 decrease in salary and benefit cost in the amount of \$397 for the recommended PAL change compared to the budget. The FY 2017-18 estimated increase is \$2,329 and the estimated increase at the maximum salary step for the positions is \$12,603. It is anticipated that the Supervising Administrative Clerk I position will be filled in January 2017. The current year budget includes the costs for 1.00 FTE Administrative Assistant III at Step 5 of 5. The table below reflects the position allocation changes and salary and benefit implications. Increasing costs due to salary steps in future years will be covered through an increase in the Immunization grant. This position is also offset through other multiple funding sources including Medi-Cal Administrative Activities, General Fund, and Realignment.

FY 2016-17 Estimated Expenses for Remaining 6 Months						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Supervising Administrative Clerk I	1.00	\$21,954	\$14,268	\$36,222	Step 1 for 6 months
Delete	Administrative Assistant III	-1.00	(\$22,235)	(\$14,384)	(\$36,619)	Step 5 of 5 for 6 months (Budgeted)
	Net Change FY 16-17	0.00	(\$281)	(\$116)	(\$397)	
FY 2017-18 Estimated Annual Expense						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Supervising Administrative Clerk I	1.00	\$46,114	\$29,454	\$75,568	Step 2 for 12 months
Delete	Administrative Assistant III	-1.00	(\$44,470)	(\$28,769)	(\$73,239)	Step 5 of 5 for 12 months
	Net Change FY 17-18	0.00	\$1,644	\$685	\$2,329	
Estimated Annual Expense at Maximum Step (5 of 5)						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Supervising Administrative Clerk I	1.00	\$53,372	\$32,470	\$85,842	Step 5 of 5 for 12 months
Delete	Administrative Assistant III	-1.00	(\$44,470)	(\$28,769)	(\$73,239)	Step 5 of 5 for 12 months
	Net Change at Max Step	0.00	\$8,902	\$3,701	\$12,603	

RESULTS

The requested classification change will contribute to an overall result of a more efficient and effective Public Health Department in support of the County's goal of a healthy and well governed community.

Specific results that are expected from this organizational change include:

- Performance Evaluations for subordinate staff on time - 100%
- Consistent front desk coverage by Administrative Assistants (rather than PHNs) – 100%
- Forms to be developed: Tracking use of private pay immunizations
Comprehensive supply inventory; e.g., vaccines, tuberculin antigens, medications
- Conduct monthly staff meetings to provide support team with updated information on any changes in regulations, rules, or policies and to get input from staff on procedural efficiencies and needs – 80% (10 of 12 monthly meetings)

ATTACHMENTS

1. PAL Resolution