



# Board Agenda Item 44

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DATE: September 21, 2021  
TO: Board of Supervisors  
SUBMITTED BY: David Luchini, RN, PHN, Interim Director, Department of Public Health  
SUBJECT: Salary Resolution Amendment

**RECOMMENDED ACTION(S):**

1. **Approve Amendment to the Salary Resolution adding two Health Educator positions, one Staff Analyst I/II/III position, one Program Technician I/II position, and two Health Education Specialist positions and deleting three Licensed Vocational Nurse I/II positions, two Communicable Disease Specialist I/II positions and one Account Clerk I/II/III position from Public Health Org 5620, effective September 20, 2021, as reflected in Appendix D; and**
2. **Adopt Budget Resolution increasing FY 2021-22 appropriations and estimated revenues in the amount of \$4,456,586 in the Public Health Org 5620 (4/5 vote).**

There is no additional Net County Cost (NCC) associated with the recommended actions. Approval of the first recommended action will amend Public Health's Salary Resolution adding the following positions to the Department of Public Health to begin program work on the new Advancing Health Literacy grant and the COVID-19 related health disparities grant. Health Educators (HE) will oversee program staff and interface with partners and subcontractors, with one splitting their time equally among both grants, and one dedicated solely to addressing health equity issues within the Department as well as with outside partner organizations. The Staff Analyst (SA) I/II/III will help the Department's Office of Health Policy and Wellness (OHPW) Division with the administrative duties and grant sub-contracts of the two new grants. The Program Technician (PT) I/II position will assist OHPW program staff working on the new grants and perform related clerical activities. The Health Education Specialist (HES) positions will each be assigned to one of the new grants to work with the HEs and help with the day-to-day grant activities, interface with partner organizations and/or provide technical assistance, provide guidance to contractors in the field, and assist with scope of work activities. Approval of the recommended action will also delete three Licensed Vocational Nurse (LVN) I/II positions, two Communicable Disease Specialists (CDS) I/II positions and one Account Clerk I/II/III position. Approval of the second recommended action will increase the Department's FY 2021-22 appropriations and estimated revenues in the amount of \$4,456,586. This item is Countywide.

**ALTERNATIVE ACTION(S):**

If the Board does not approve the recommended actions, the Department will not be funded to hire appropriate staff to begin work on the new grant activities and risk completion of the required grant objectives. Not approving the recommended actions will also require the Department to possibly shift staff working on current programs and cause service delivery delays in other areas, jeopardizing current and future funding opportunities.

**FISCAL IMPACT:**

There is no increase in NCC associated with the recommended actions. The total annual cost for these

positions is estimated at \$505,678 for FY 2021-22 and will be funded with the Advancing Health Literacy to Enhance Equitable Community Responses to COVID-19 grant (Advancing Health Literacy grant) and the COVID-19 Health Disparities grant (Health Disparities grant) funds. The Department will have a salary savings of \$414,330 by deleting the positions listed above. Approval of the second recommended action will increase FY 2021-22 appropriations and estimated revenues in the amount of \$4,456,586 to correctly reflect the estimated increase in funds. Should funding for these positions be exhausted, the positions will be deleted. Sufficient appropriations and estimated revenues will be included in the Department's Org 5620 future budget requests.

**DISCUSSION:**

The Department's vision to expand partnerships and grow our OHPW into a Division has resulted in two new federal grant awards that align with the Department's long-term strategy which includes assisting in building the capacity for community-based organizations (CBO) to address COVID-19 related health disparities, as well as, other underlying health issues which include social determinants of health. The addition of the recommended positions will allow the Department to continue with the daily operations and maintenance of its existing agreements while moving forward to help our community mitigate the impact felt from the COVID-19 pandemic through the implementation of the Advancing Health Literacy grant and the Health Disparities grant funds.

The recommended action will add:

- Health Educator (#1) -This position will be a new position for the Department in that its function will serve as the Health Equity Officer for the Department, a requirement of the grant funding. This position will work on health equity issues both within the Department as well as with partner organizations, especially sub-contractors and will interface with the State Public Health Department to align statewide, regional, and local activities. This position will supervise the Program Technician added through this Board Agenda Item (BAI).
- Health Educator (#2) - The second Health Educator position will support the Advancing Health Literacy grant at 50% as well as the Health Disparities grant at 50% and will support the day-to-day activities of the grant including interfacing with partners and sub-contractors, overseeing program staff, and assisting with activities to ensure program deliverables are being completed. This position will supervise the 2 Health Education Specialist positions.
- Staff Analyst - These two grants are anticipated to create several sub-contracts. The requested Staff Analyst is needed to assist with the administrative duties including: writing contracts and preparing contracts to go to the Board, preparing BAIs, reviewing invoices, assisting with budget modifications and other contractual issues as well as other managerial responsibilities.
- Program Technician - This position will provide support to all program staff for both new grants. This position will complete all required paperwork for office supply, purchases, requisitions, travels, mileage reimbursements, and make sure project staff completes required County forms for all appropriate activities. The PT will perform data entry, audit files, assist with other technical tasks and act as front office staff greeting and directing visitors.
- Health Education Specialist (#1) - This position will support the Advancing Health Literacy grant by supporting the Health Educator with day-to-day programmatic activities such as interfacing with partner organizations, conducting research for new health literacy materials, and providing guidance to contractors in the field as well as assisting with other outreach and grant related program needs.
- Health Education Specialist (#2) - This position will support the Health Disparities grant by supporting the Health Educator with day-to-day programmatic activities such as interfacing with partner organizations, providing technical assistance to partners, and assisting with scope of work activities

in the field as well as assisting with other outreach and grant related needs.

The total number of positions added through this BAI is six. The Department also seeks to delete six vacant positions. During the onset of the County's COVID-19 response efforts, the Department added ten CDS classifications and ten LVN classifications. The CDS' were to be assigned to contract tracing and the LVNs were to help vaccinate the community. After a review of current staffing levels and partnerships in the community, as well as staffing changes, the Department feels comfortable deleting two CDS classifications and three LVN classifications. The Department also is requesting to delete a long time vacant Account Clerk position based on current staffing and technology changes within the Business Office.

REFERENCE MATERIAL:

BAI #43, July 13, 2021

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix D  
On file with Clerk - Budget Resolution (Org 5620)

CAO ANALYST:

Ron Alexander