

Calhoun County Board of Health September 7, 2006 Meeting Minutes

ATTENDEES

Board of Health

Larry Anderson, Chair
Kathy Foerster
Byron McDonald
Dr. Jeffrey Mitchell

Calhoun County Public Health Department (CCPHD)

Dottie-Kay Bowersox
John Eva
Ted Havens
Brigette Reichenbaugh

Calhoun County

Greg Purcell
Nancy Mullett
Wendee Woods

Other

Eusebio Solis

Anderson called the meeting to order at 5:02 pm beginning with introductions. Anderson motioned for approval of the revised agenda (reorganization plan moved before the 2006-2007 budget). Foerster moved. Mitchell supported. All in favor.

PUBLIC COMMENT

M. Miller, CCPHD employee, expressed her concerns regarding her displacement from Childrens Special Health Care Services (CSHCS) Program due to the super seniority and bumping IUOE contract language. She expressed her concerns with the potential impact these changes may have to the CSHCS program. She asked that the Union reconsider this decision.

Flo Baerren, Michigan Nurses Association representative expressed her concerns and the concerns of employees that were articulated to her. She focused on the reorganization plan and the impact this plan has on several nurses, coordinators, and programs within the Health Department. A handout is included in the September 7, 2006 Board of Health (BOH) packet on file.

Pat Bradley, retired CCPHD CSHCS employee/nurse posed two questions to the Board: Why would you allow an employee of 20 years to be replaced with someone with no CHSCS experience? Second: Why would this treatment of an employee of Calhoun County be allowed and what employee will it happen to next?

Bill Morris, owner, Hunt Club Restaurant, Battle Creek stated that as a past union steward he understands super seniority and bumping within a Union. However, he suggested that the Union representatives consider a modification.

Jennifer Trudeau, IUOE representative replied that alternative arrangements are being considered.

Havens, AFSCME member, expressed his concerns with the Operations Manager position and the potential that this position could be filled with a non-degreed person. AFSCME recommends this

position be filled with a minimum of a bachelor-degreed individual and that the job experience state, "Knowledge as required through the completion of a Bachelor's Degree." Refer to Mr. Havens' handout included in the September 7, 2006 BOH packet on file.

Paul Makoski, CCPHD employee expressed his concerns with the potential impact the proposed layoffs have on the CCPHD food service program. Makoski stated that he feels that suggested changes in the food service program will affect more than just employees referring specifically to the clerk and the amount of hours required to complete annual licensing.

Bob Overley, CCPHD employee and CCPHD IUOE steward expressed his concerns with the Grants and Operations Manager positions. He feels that these positions should be degreed. He questioned the NCBC budgets, the suggested revised vehicle policy, and potential budget/program number inflation.

Bill Morris, owner, Hunt Club commended the food service program on the competence of the program.

A Hunt Club representative commended Health Department and indicated that other counties have expressed their opinions on the success of the food program here in Calhoun County.

Mary Mills, CCPHD employee expressed her concern with the "knowledge normally acquired with" statement included in CCPHD job descriptions.

Dave Stevenson, Speedy Chick expressed his concern with how services will be affected if the proposed reorganization plan is passed. If services are reduced, as a result of layoffs, CCPHD should consider reviewing licensing fees.

Evencio Sanchez, owner, Mexicali Restaurant expressed his concerns.

CONSENT AGENDA

Mitchell moved approval of the minutes. McDonald asked that the following paragraph be corrected to reflect his opposition: *Tsoumas motioned to bring line items 2600 and 2629 for the operations to exist for the next six months and bring recommendations that guarantee operations through March 31, 2006 with the opportunity for funding through June 30, 2007. NCAC will present recommendations in December 2006. Foerster supported. Anderson: Yes; Mitchell: Yes; Miller: Opposed; McDonald: Opposed.*

Also corrected was the attendance of John Eva at the August 21, 2006 BOH meeting. Foerster seconded. All in favor of the minutes with McDonald's modification.

REORGANIZATION PLAN

Mullett stated that the IUOE Super Seniority contract language is not a subject for Board discussion or approval. This is an IUOE Union contract language. The food service program is not a proposed cut. Employee bumping into the Food Service Program and the IUOE process is not a function of the BOH, it is a function of the Union.

Bowersox stated that revenues are fixed except for a proposed 4% Environmental Health (EH) fee annual increase for three years that must be presented for BOH and BOC approval.

Purcell stated that the County has an approximate \$5 million shortfall in their 2007 budget. CCPHD will not receive additional funds from the County.

Anderson stated that this is an existing problem within CCPHD. The County's contribution to CCPHD is the minimum maintenance of effort.

Mitchell stated that the County does not allow CCPHD to present a non-balanced budget and recommends that the BOH present a balanced CCPHD budget to the BOC.

Purcell stated that in 2006, it was necessary for the County to cut several positions and a number of employees took a 0% salary increase due to budget limitations. He feels that all comments made this evening were valid. The difficult decision is what programs are important and what we can do to fund those programs to operate successfully. We are unable to do everything we have been doing due to budgets and funding resources.

Bowersox thanked everyone for coming. She highlighted several points including:

- ♦ The 2005-2006 budget year began with a \$100,000 deficit (\$84,000 fund balance and \$17,000 in fees that were not captured).
- ♦ An increase of approximately \$100,000 in expense was handed down from the County for employee benefits;
- ♦ Salary increases will be approximately \$45,000;
- ♦ Revenue reductions include Network for Young Children, HCAP, and Teen Parenting Program (grant was not awarded to CCPHD). Beginning in 2006-2007, CCPHD has approximately \$1.6M less revenue;
- ♦ CCPHD began strategic planning in 2006. During this process, it was determined that CCPHD increase community relations, communications, grants, and prevention initiatives;
- ♦ A portion of EH clerical services will be transferred to the Finance staff;
- ♦ An Operations Manager will provide administrative oversight for clinic operations;
- ♦ Health education includes tobacco, fetal infant mortality review (FIMR), teen pregnancy, sedentary lifestyles, and health disparities;
- ♦ Nursing Clinic of Battle Creek (NCBC) recommendations are due December 31, 2006. Implementation of the recommendations may take 3 – 12 months. This potential reorganization remains open for discussion (includes six positions). If CCPHD continues the NCBC for 2006-2007 fiscal year, this creates an approximate \$142,000 deficit for the 12 month period. In order to become fully compliant with Federal guidelines, we need an approximate additional \$500,000 annually;
- ♦ The Nurse Manager position is critical. This position will oversee all nursing staff. This does include the layoff of two coordinators. A part-time communicable disease (CD) position will be made full-time;
- ♦ We received notice that the Student Health Center nurse practitioner chosen candidate has accepted the position beginning in October. This position was made full-time.
- ♦ The Emergency Preparedness Educator is a new position with one single person designated for this position. This position was split from the original Epidemiologist/Emergency Preparedness Coordinator position;
- ♦ It is recommended that one Environmental Health (EH) sanitarian be laid off/reassigned. EH services are down. Inspections are down, new permits are down – Bowersox provided the Board with specific percentages over a three-year timeline. Bowersox stated that Havens is in the process of contacting other health departments regarding EH transportation methods and county vehicle policies.
- ♦ The two sources of soft monies included in the 2006-2007 budget are FIMR and Tobacco.
- ♦ The increase in county expense and allocation includes maintenance, facilities, human resources, legal review, IT, overhead, etc.
- ♦ Family planning (FP) services will be relinquished to Planned Parenthood due to notification received from the State that the Family Planning grant is now a competitive grant and that the

contraceptive costs are an additional \$33,000 annually. This is the first year the State has offered Family Planning for a competitive grant. Planned Parenthood currently provides the service in Battle Creek. Potentially, they will lease space in the Albion building and will provide the same level and type of service. The CCPHD FP staff will be reassigned to WIC.

- ♦ It is recommended that three part-time WIC staff will be laid off and that WIC relocate to the Toeller Building. The satellite office expenses include rent, maintenance utilities, etc. A relocation of WIC to the Toeller Building will allow CCPHD to provide a one-stop shopping including access to the Department of Human Services/Medicaid.

Foerster asked about the third party grant match. How will this be affected? Bowersox answered matches will not be affected.

Anderson asked for a motion to approve the reorganization plan and asked that Bowersox communicate with Human Resources (HR) and the Unions for transitioning into new positions (e.g., CD Coordinator/Nurse Manager). Mitchell moved. Foerster supported for discussion. McDonald asked for what it takes to approve the reorganization. Mullett indicated that it takes a majority of members present. McDonald stated that he will not vote for the reorganization and budget.

Mitchell asked if the Health Officer (HO) should become incapacitated, is their secession training. It was stated there are State statutory requirements stating what education levels are required and who can assume the role of HO.

Foerster stated that she is uncomfortable with the recommended Operations Manager position and feels there may be someone preselected for this position. She also expressed her concern about the “knowledge normally acquired through” statement included in the job description. She asked if there is a standard for measurement. She also expressed her concerns about the specialization within this job description (e.g., MDPH HIV Counselor, MDPH HIV Partner Notification, etc.).

Purcell stated that many job descriptions include a standard language. There are many non-degreed individuals in positions that have the experience to complete the requirements. For example, the Kalamazoo County Controller does not have a degree but is the administrator/controller in Kalamazoo County. He echoes Foerster’s concern about specializing this job description for a specific person. This position will be posted and the HR department is available for the selection process. Purcell also indicated that the BOH can approve the reorganization plan and further revise the Operations Manager job description.

Mitchell stated that if we find someone with the qualifications and skills that it does become part of the employment process. It’s not always easy to get specifically what employers want. Mitchell also asked why a management position is part of the Union.

Mullett indicated that Bowersox prefers management staff to be non-union/confidential representing the HD. Union negotiations agreed to remove the Financial Analyst from the Union. Mitchell, Bowersox, and Purcell feel that all management positions should be non-union.

McDonald asked about the WIC program and if previous recommended community individuals were contacted. Yes, they were all called and messages were left. No further correspondence was yet completed. He asked if the HD has taken into consideration the client’s satisfaction with the Toeller building and its location. He continues to support the one-stop shopping. He would also like to see the NCBC piece taken out of the reorganization plan.

Mullett addressed McDonald's concerns regarding security at the Toeller building including the installed cameras, smoking prohibited 25' to the door, Battle Creek City surveillance of the building, etc.

Foerster: Is the reorganization plan tied to the budget. Yes.

Purcell: The WIC clinic is important. We did not take light when Northside moved to Toeller. We are trying to reduce costs and it is on the bus route and does serve as a one-stop shopping. A balanced budget must be presented to the BOC on September 21st.

McDonald exited at 6:42. Foerster and Mitchell recommended that the Operations Manager be revamped to include degree completion (defined 1 -2 years) and this individual be well qualified (define) and eliminate specific certifications.

Due to McDonald's departure, the BOH was required to schedule another meeting to reach approval of the reorganization plan and budget. Reichenbaugh to schedule the meeting.

Meeting adjourned 6:45 p.m. Anderson recommended revised NCBC budgets and a modified Operations Manager job description be presented at the next meeting.

Overley thanked the board for an evening meeting. Thinks the 8:00 am meeting time is very poor. He also feels that if the BOH can't attend they should not commit to BOH. Anderson and Foerster stated that this was a special meeting of the board scheduled on short notice. Several members were unavailable. Regularly scheduled meetings reach quorum.