

KENOSHA COUNTY

BOARD OF SUPERVISORS

RESOLUTION NO. _____

Subject: RESOLUTION CONVERT PUBLIC HEALTH NURSE POSITION TO POPULATION HEALTH PROJECT MANAGER			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: April 18, 2017		Date Resubmitted:	
Submitted By: Human Services and Finance Committees			
Fiscal Note Attached <input type="checkbox"/>		Legal Note Attached <input type="checkbox"/>	
Prepared By: Robert J. Riedl		Signature:	

WHEREAS, the Kenosha County Department of Human Services, Division of Health, is requesting a mid-year organizational chart update which is attached hereto, and

WHEREAS, the Division of Health will convert a public health nurse position to a mid-level management position known as the Population Health Project Manager, and

WHEREAS, population health programs address multiple health disparities among diverse communities and implement strategies to increase positive health outcomes, and

WHEREAS, the Division of Health has over 11 comprehensive programs that provide outreach and community education opportunities, and

WHEREAS, the funding for these programs have required an increased demand for statistical and outcome reporting, and

WHEREAS, the Population Health Project Manager will be responsible to identify Kenosha County population health needs and facilitate best practice service delivery to achieve a healthier lifestyle and improve our community health outcomes, and

WHEREAS, the Population Health Project Manager will provide assessment, data collection, and enhance current program evaluation methods to ensure community health improvements, and

WHEREAS, the Division of Health personnel budget has realized salary savings by hiring new staff due to recent retirements in 2017 with the savings continuing in the 2018 proposed budget,

WHEREAS, this Division of Health estimates no additional levy needed for this position.

NOW, THEREFORE, BE IT RESOLVED, that the Kenosha County Department of Human Services, Division of Health, be authorized to update their organizational chart by eliminating a public health nurse position and hire a Population Health Manager.

HUMAN SERVICES COMMITTEE:

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>
<hr/> Mike Goebel, Chairman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Dayvin Hallmon, Vice-Chairman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Greg Retzlaff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Leah Blough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Andy Berg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> John Poole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Rick Dodge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINANCE/ADMINISTRATION COMMITTEE:

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>
<hr/> Terry Rose, Chairman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Ron Frederick, Vice-Chairman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Daniel Esposito	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Jeffrey Gentz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Edward Kubicki	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Greg Retzlaff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Rick Dodge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kenosha County
Administrative Proposal Form

1. Proposal Overview

Division: Personnel Services Department: Administration

Proposal Summary: The Division of Health, Department of Human Services is proposing a mid-year budget amendment which would convert a vacant Public Health Nurse to a Population Health Manager (job description attached). The reason for the recommendation is to divide management responsibilities evenly over three subdivisions (organizational charge attached).

Dept./Division Head Signature:  Date: 3/16/2017

2. Finance Division Review

Comments: In addition to using the revenue saved by not filling a Public Health Nurse position, the cost will require an additional \$17,000. A fiscal analysis is attached.

Recommendation: Approval ☒ Non-Approval ☐

Department Head Signature:  Date: 3/28/17

3. County Executive Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Signature:  Date: 4/5/17

Kenosha County Division of Health
Personnel Cost Analysis

January 20, 2017

Current Personnel Cost		Proposed Personnel Cost		Pay Grade	Plans for Filling Vacancy	Hours Per Week	Rate \$/B	Annualized Amount	Pay Grade
Current Open Positions	Employee Vacating	Hours per Week	Rate \$/B						
MCH Grant Hours	Reuber	15	44.37	E2	Samantha Garcia	15	41.00	31,980.00	NE11
MCH Grant Hours	Krause	8	52.41	E7	Samantha Garcia	8	41.00	17,056.00	NE11
CDC PDO Grant Hours	Reuber (Keeping 8 Hours)	14	44.37	E2	Samantha Garcia	14	41.00	29,848.00	NE11
CDC PDO Grant Hours	Tuura	1	45.74	NE11	Samantha Garcia	1	41.00	2,132.00	NE11
Oploid Abstract Review Grant Hours	New Grant Funds	10	41.00	NE11	Samantha Garcia	2	41.00	4,264.00	NE11
NOD Nurse	Drab	40	40.65	NE11	Population Health Manager	8	47.16	19,618.56	E8
NOD / STD Nurse	Rae	40	40.36	NE11	Population Health Manager	32	47.16	78,474.24	E8
FHV Nurse	Casara	40	49.82	NE11	Kira Krause (Replaces Former MCH Hours)	8	52.41	21,802.56	E7
		40			Jeff Gemignani / S.M.	40	41.00	85,280.00	NE11
		168			Laura Pilizzi	40	41.00	85,280.00	NE11
						168		375,735.36	

Overall Decrease in Personnel Cost
Increase in Non-Grant Funded Position Cost
Prorated fro 8 months in 2017 (May hire date)

(8,802.04)
17,056.00
11371

Assumptions for New Position - Population Health Manager			
Pay grade E8	Min	Mid	Max
Population Health Manager	64,873	77,523	90,174
	Salary	75,000	
	Benefits	23,085	
		98,085	47.16

KENOSHA COUNTY DIVISION OF HEALTH SERVICES

County Board

County Executive
Jim Kreuser

Human Services Committee

Human Services Board

Human Services Director
John Jensen

Board of Health
Chairman James Foster, MD MPH
Vice-Chairman Supervisor John O'Day
Secretary Karen Kersing
Linda Weiss, RN MSN
Mark Mobley
Margaret Regner-Hodge, DVM
Dana Gerlach, DO
Mero Maritato, DDS
Rita Kademler, RN APNP DNP
Julie Robinson

Fiscal Manager (Contract)
Denise Gilbert x6730

Director/Health Officer
Cynthia Johnson x6760

Sr. Administrative Assistant
Karen Kersing x6719

Staff Accountant (Contract)
Louise Caraccio x6733
Jenni Merile x6645
Fiscal Specialist (Contract)
Darlene Specht x6732

Environmental Health Manager
Mark Mekolk x6745

Clinical Services Director/Assistant
Director
Gwen Perry-Bye x6764

Population Health Project Manager
Vacant

Sanitarian Team Leader
Brad Wozniak x6746

Sanitarian
Jim Bezotte x6786
Ryan Leenjak x6723
Lorna Wierdt x6743
Alex Prinsgen x1910
Ron Zupinski x6748
Public Health Technicians
Steven Rea x6744
Vacant x6782

Analytic/Forensic Chemist
Team Leader
Megan Johnson x6706

Public Health Technician
Alana Engholt-Hutton x6769

Laboratory Services
CLIA Director
Robert Bagley
(contract)

Risk Assessor
Kathy Dykstra x6728
Pat Stumacher x6735
Administrative Assistant
Martha Vilakobos x6783

Home Visitation
Team Leader - NFP
Brana Knudt x6767
Team Leader - PAT
Lori Peters x6749

NFP Public Health Nurses
Allison Mueller x6751
Lisa Mueller x6755
Lauren Pilecki x6734
Jeffery Gernigant x6752
Misty Lesjak x6761
Sara Markus x6759
Julianne Weaver x6736 (3
PACE)
Administrative Assistant
Carrie Kahl x6762

PAT Public Health Nurses
Geen Swaffo-Klee x6726
Sheri King x6720
Kristin Schroyer x6787
20 hrs
Administrative Assistant
Cheryl Palaska x6742
20 hrs
Mental Health Coordinator
Monica Wagner x6763
20 hrs

Clinical Services
Team Leader
Kara Krause x6750

Nurse of the Day
Public Health Nurse
Dawn Bruce-Enal x6775
Beth Cerni x1972
Diana Bobovich x657-0940
ext 240
Sarah Milice x6777

PMT - Clinical
Elizabeth Herrera x6729
Erin Owens x6756
Elizabeth Clay x6770

CADTP
Team Leader
Elizabeth Smith x6766

Public Health Nurses
Amber Tuura x6718
Glenn Ventura x6736
Samantha Garcia x6737

Reproductive Health
Sandy Leitch x6712
Dana Mahring x6758
Pam Kavabuskas x6757

HWP/PSI Grant
Debbie Rueber x6722 40 hrs

Kenosha LHF
Program Coordinator
Pamela Smith x6781
Administrative Assistant
Cheryl Palaska x6742 20 hrs
Navigator
Monica Wagner x6763 20 hrs

School Nursing
Team Leader
Bridget Cardinal x6779
32 hrs, 8 hrs Levy

Public Health Nurses
Molly Casazza x6708 40 hrs
Elizabeth Rebolter x6714 40 hrs
Jodee Rizzitano x6747 13.5 hrs
Lindsay Dornhamer x6724 11 hrs
Laura Davidson x6754 11 hrs
Julianne Weaver x6738 17 hrs
Robin Casazza x6739 32 hrs

Prevention Services Network
Laura Davidson x6754 24 hrs

Early Head Start
Jodee Rizzitano x6747 16 hrs

KUSD Head Start
Elizabeth Rebolter x6714 18 hrs

Asthma Prevention Program
Coordinator
Lindsay Dornhamer x6724 20 hrs

Epidemiologist / PH
Community Specialist
Stacy Wiens x6765

Kenosha WIC Program
Subcontract WRRCAA
Pam Heubach, Director
Total FTEs - 9.57

Multi-Jurisdictional Tobacco
Community Coalition
Jacqueline Stenack, Coordinator

Kenosha County, WI
Job Description

Classification Title	Population Health Project Manager
Job Code	
FLSA Status	Exempt
Pay Grade	E8

GENERAL SUMMARY

The Population Health Project Manager is a supervisory position that manages a comprehensive program to identify population health needs and facilitate best practice service delivery to achieve a healthier lifestyle and improve health outcomes for the population. The position will support and direct the enforcement of state, city, and county laws, ordinances, and regulations. In addition, whoever holds this position supervises and coordinates Population Health Project staff, assigns work, and assures departmental goals are met.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Responsible for contract agreements with Wisconsin Department of Health Services, and other contracts and grants from various organizations.
- Administer the public health programs as identified in contracts and grants.
- Maintain standardization and benchmarks per contract and grant agreements.
- Coordinate the delivery and evaluation of population health and health promotion programs, campaigns, and other targeted member outreach to promote healthier lifestyles and better health outcomes.
- Outreach may include communicating about gaps in healthcare needs and preventive health opportunities, health education to the community and others.
- Develop and manage project activities, including assessment, planning, implementation, evaluation and reporting activities for assigned projects.
- Review and analyze population data from various databases, including state and national to support local planning.
- Design questionnaires and surveys to collect data on people and health.
- Collect data, analyze findings and create reports explaining the findings.
- Ensure the accuracy and timelines of data collections and reporting.
- Maintain continual program evaluation to monitor and measure population health improvements.
- Promote mentoring, peer advising, coaching, and other personal development opportunities for the workforce.

Kenosha County, WI
Job Description

Classification Title	Population Health Project Manager
Job Code	
FLSA Status	Exempt
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OTHER JOB REQUIREMENTS

- Valid driver's license

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Applicable laws, codes, ordinances, and regulations governing public health programs.
- Pertinent state, county, and city laws, codes, and regulations.
- The principles, practices, and standards and core competencies of public health.

Skill in:

- Communication, public relations and public speaking
- Quality Improvement Process
- Coordinating and multi-tasking, setting priorities on work assignments
- High degree of flexibility, initiative, attention to detail, and commitment.
- Demonstrated high-level written and oral presentation skills
- Demonstrated program and project management
- Excellent computer experience in windows-based environment and knowledge of Microsoft applications and Excel.

Ability to:

- Effectively communicate and maintain good public relations.
- Prepare and produce high quality reports and keep accurate records.
- Organize, plan, and work with others.
- Effectively work in a team environment that promotes coaching and training and positive feedback to improve individual performance and customer satisfaction.
- Apply evidence-based public health programs and services to improve population health and safety.
- Remain professional and courteous at all times

Kenosha County, WI
Job Description

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves **physical demands**, of sitting, standing, climbing stairs, light lifting, operate a computer and other devices, and drive a car to transport self.
Kenosha County, WI is an Equal Opportunity Employer.

Date created:	1/20/2017
Dates revised	

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