# Kenosha County Administrative Proposal Form

1	4 December 10
I	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: Alas 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:
	J.
	Recommendation: Approval Non-Approval
	Signature: Date: 4/5//7

Kenosha County Division of Health Personnel Cost Analysis

January 20, 2017

		8	Current Personnel Cost	St					Proposed Personnel Cost	nnel Cost		
		Hours per		Annualized		DO		Hours Per		Annualized	Pozili	
Current Open Positions	Employee Vacating	Week	Rate S&B	Amount	Pay Grade	100	Plans for Filling Vacancy	Week	Rate S&B		5	Pay Grade
MCH Grant Hours	Reuber	35	44.37	34,608.60	£2	2	Smantha Garcia	1	5 41.00	] ]_	31,980.00	NE11
MCH Grant Hours	Krause	90	52.41	21,802.56	13	Sam	Samantha Garcia		8 41.		17,056.00	NE11
CDC PDO Grant Hours	Reuber (Keeping B Hours)	14	4437	32,301.36	23	Sam	Samenthe García	н	14 41.	41.00 29,	29,848.00	NE11
CDC PDO Grant Hours	Tuura	г	45.74	2,378,48	NE11	Sam	Samentha García		1 41.	41.00 2,	2,132,00	NE11
Opioid Abstract Review Grant Hours	New Grant Funds	OT CT	41.00	21,320.00	NE11	Sam	Samantha Garcia 40	0	2 41.		4,264,00	NE11
						Pop	Population Health Manager		8 47.		19,618.56	E8
NOD Nurse	Drab	40	40.65	84,552.00	NE11	Pop	Population Health Manager	3	32 47.	47.16 78,	78,474.24	89 89
						Kira	Kira Krause (Replaces Former MCH Hours)		8 52.	52.41 21,	21,802.56	E7
NOD / STD Nurse	Rae	40	40.36	83,948.80	NE11	Jeff	off Gemignan! / S.M.	4	40 41.	41.00 85,	85,280.00	NE11
FFHV Nurse	Calerisa	<u>8</u>	49.82	103,625.60	NE11	Tage .	Laura Pilizzi	41	40 41.	41.00 85,	85,280,00	NE11
		168		384,537.40		650		168	60	375,	375,735.36	
						Pro	Overall Decrease in Personnel Cost Increase in Non-Grant Funded Position Cost Prorated fro 8 months in 2017 (May hire date)			(8)	(8,802.04) 17,056.00 11371	Sf.

Samuel Indiana Control was to condition			
Min		Mid	Max
Pay grade E8	64,873	77,523	90,174
Population Health Manager	Salany	75,000	
	Benefits	23,085	
		98,085	47.16

# KENOSHA COUNTY DIVISION OF HEALTH SERVICES

Human Services Board Br. Administrative Assistant Karen Kersting vG719 Chinical Services Director/Assistant Human Barvicus Director John Jansen Director/Health Officer Cynthia Johnson x6760 Director Gwen Peny-Brye x6764 County Executive Staff Accountant (Contract)
Louise Centractics x6733
Jenni Martie x4665
Fiscal Specialist (Contract)
Darriere Special x6732 Flecal Menager (Contract) Danise Gibert x6730 Human Services Committee County Board Environmental Health Manager Mark Melolik x6745

Nurse of the Day Public Health Nurse Dawn Bruce-Ernst x6775 Beth Carrolt x1872 Distrib Rocerth x657-0940 axt 240 Sarah Milkie x6777 PHT – Clinical
Elizabeth Harrara x6729
Erin Owens x6756
Elizabeth Clay X6770 NFP Public Health Nurses
Adison Meadine AST55
Lias Muddler AST55
Lawner Pilicz x 6734
Laffey Genrigner AST56
Nafay Launjak AST59
Nafay Launjak AST59
Julianse Wasuer AST39
Julianse Wasuer AST39
Admisstrative Assistant
Carrie Asti x 5762 Home Visitation Team Leader - NFP Brana Knuti x6767 Team Leader - PAT Lori Paters x6749

Risk Assessor Kathy Dylatra x6728 Pat Shumaker x6735 Administrative Assistant Martha Villelcbos x6783

Sanitanian
Jim Baszuk kettyle
Fyan Laszylak kettyle
Fyan Laszylak kettyl
Lorna Wendt 16743
Alar Philaspan 11910
Ruz Zupinski 16748
Public Headlin Technicians
Sleven Reas kettyl
Vaccant xetyle

Public Health Technician Alaina Enghott-Hutton x6709

Laboratory Services
CLIA Director
Robert Beginy
(contract)

PAT Public Health Nurses Geon Swistlan-Klee x6726 Shorn King x6720 Krieth Schroyer x6787 20 hrs Administrative Assistant Chery Pataska x6742 20 hrs Martel Health Coordinator Monks Wagner x6753 20 hrs

Board of Health
Chairman Innas Straig, MD Né74
Wee-Chairman Supervices, MD Né74
Secretary, Karan Kersáry
Linda Weiss, RN MSN
Mart McCory
Margarat Regine-Hocy, DNA
Diana Garieri, DO
Ret Kaderien, DO
Ret Kaderien, RV APNP DA

Population Haulth Project Manager Vacant

CAOTP
Team Leader
Elizabeth Smith x6766

Clinical Bervices
Team Leader
Kire Krause x6750

HUD Land Program Coordinator Grag Vopel x6789

Analydic/Forenatic Chemist Team Leader Megen Johnson x6705

Sanitarian Teem Leader Brad Wozniak x6745

Epidemiologist / PH Community Spacialist Stacey Wans x6765

School Nursing
Team Leader
Bridger Cardinal, x6779
32 frz, 8 frs Levy

Public Health Nurses Moty Casers a 16708 40 hrs Exabeth Retoiler x1714 40 hrs Jodes Ruzbano x6747 155 hrs Lindary Devitherma: r6724 11 hrs Laura Devitherm x6728 11 hrs Julianne Weener x6738 17 hrs Robin Casersa x6739 17 hrs Robin Casersa x6739 17 hrs

Public Health Nurses Amende Tuura x6718 Gleona Ventura x6736 Sementha Garde x6737

Kencetta WIC Program Subcontract wift(CAA Pam Hatbach, Director Total FTEs – 9.57

Reproductive Health Sandy Laicht 18712 Dans Mehring 18738 Pern Keneleuptes 18737

Prevention Services Network Leura Davidson x8754 24 hrs

HWPP/SPI Grant Debbie Rueber x6722 40 hrs

Multi-Juriadictional Tobacco Community Coalition Jacqueline Seracii, Coordinator

Early Head Start Jodes Rizzlano x6747 16 hrs

KUSD Heed Start Efzabeth Reboller x6714 18 hrs

Nenoshe Lilife
Program Coordinator
Pernia Sonith x6781
Adminification Assertant
Cheyl Peaces x5742 20 frz
Montae Wagner x6763 20 frz
Montae Wagner x6763 20 frz

Asthma Prevention Program
Coordinator
Lindsay Dainhammer x6724 20 hrs

# 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.

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- Ensure adherence to legislation, regulations and policies concerned with health services and client data collection, consent and privacy provisions.
- Participate in grant writing.
- Ensure programs and services meet the needs of the community while remaining within budget.
- Provide leadership for all quality and population health initiatives.
- Provide community leadership and serve as a professional role model to employees and the community.
- Review and update policies and procedures.
- Make recommendations to the Board of Health and Human Services Board.
- Perform other work as required or assigned.

# MINIMUM ENTRANCE QUALIFICATIONS

# **Education and Experience**

Bachelor's Degree with specialization in health sciences, public health, or related field. 5 years of experience in the area of population health programs including expertise in a supervisory or leadership position or any combination of education and experience which provides the required knowledge, skills, and abilities. Advanced analytical skills including the ability to use and interpret epidemiological data, program evaluation practices, and produce high quality reports. Comprehensive knowledge of the principles, practices, and standards of public health sciences and public health programs, including quality management framework. Field work experience in population health activities desirable.

### **Licenses or Certifications**

Those applicable to public health sciences.

### PREFERRED ENTRANCE QUALIFICATIONS

# **Education and Experience**

Master's Degree in public health, public administration, or related field in population health preferred.

### **Licenses or Certifications**

Applicable to professional training and experiences.

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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

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# **WORK ENVIRONMENT/CONDITIONS**

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site	X		
Clinical health care environment		X	
In the community (homes, businesses, etc.)		X	
Warehouse environment	Х		
Shop environment	Х		
Detention center or correctional facility		X	
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Communicable diseases		X	
Bodily fluids (blood, urine, etc.)		X	
Infectious waste		X	
Extreme cold (below 32 degrees)		X	
Extreme heat (above 100 degrees)		X	
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	Х		
Fumes or airborne particles	Х		
Toxic or caustic chemicals, substances waste	Х		
Loud noises (85+ decibels)	X		

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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	

5506672v1/14131.001

# KENOSHA COUNTY BOARD OF SUPERVISORS

RESOLUTION NO.	RESOLUTION	NO.
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HEALTH PROJECT MANAGER	EALTH NURSE POSITION TO POPULATION
Original  Corrected	2nd Correction ☐ Resubmitted ☐
Date Submitted: April 18, 2017	Date Resubmitted:
Submitted By: Human Services and Finance Committees	
Fiscal Note Attached □	Legal Note Attached □
Prepared By: Robert J. Riedl	Signature! Sulf Sulf

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 midlevel 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>
Michael Stabel	A		
Mike Goebel, Chairman Hallman			
Dayun Hallmon Yee-Chairman			
Greg Retzlatif BAUZ	A		
Leah Blough			
Andy Berg	ÛK.		
John Poole Dodge	区		
Rick Dodge			
FINANCE/ADMINISTRATION COMMITTEE:	<u>Aye</u>	<u>No</u>	Abstain
Terry Rose, Chairman	П	П	П
Ron Frederick, Vice-Chairman	П		
Daniel Esposito		_	
Jeffrey Gentz			Ц
Fahrrand Muhinki			
Edward Kubicki			
Greg Retzlaff  Wick Dodge  Rick Dodge	H		