

TUESDAY, MARCH 10, 2015

**APPROVED MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING HELD**

**STATE OF MINNESOTA)
COUNTY OF DODGE)**

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-05 C.O.W.

The Dodge County Commissioners met in Committee of the Whole March 10, 2015, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 9:00 a.m. CDT. Chair John Allen opened the meeting at 9:00 a.m. CDT.

Meeting Convened

The Chair acknowledged those present:

Those Present

Members present:	John Allen	District #1
	Tim Tjosaas	District #2
	Rodney Peterson	District #3
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	None	
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk
	Gail Hester	Business Office Manager
	Heather Angell	Interim Nursing Supervisor

County Administrator Jim Elmquist discussed with the Board a proposal from Steele County for a Joint Public Health Director.

Joint Public Health
Director Discussion

Included in the Board packet for consideration was a proposed Joint Public Health Director Agreement between Steele and Dodge Counties. Also included was an organizational chart, a justification spreadsheet for another part of the proposal, and the projected costs for a Nursing Supervisor position in Dodge County as prepared by Gail Hester in Public Health.

It was reported that Dodge and Steele Counties have partnered in Public Health since 1976 as a formal joint Community Health Board (CHB) sharing funding for a variety of health prevention and promotion programs over the years. In the process, these two counties have shared a single qualified Community Health Services Administrator and a central accounting function for the grants that come through the Community Health Board (CHB). The CHB Administrator and the accounting function have been appointed from one or the other counties over the years.

In September of 2013 the Public Health Director/CHB Administrator from Steele County retired. The CHS Administrator role was then assigned to the Dodge County Public Health Director in April of 2014.

After a five month period of time without a Public Health Director, Steele County appointed an Interim Director who started work in early February 2014. The Interim Director has been in place until now.

On January 20, 2015 the Dodge County Public Health Director retired leaving vacancies for both the Dodge County Public Health Director position and the CHS Administrator position. At an emergency meeting on that same day, the Interim Director in Steele County was appointed as the qualified CHS Administrator for Dodge and Steele County CHB. Dodge County has since indicated that they desire to share a Public Health Director with Steele County. In Steele County such an arrangement would fall to the Community Services Director, a new role adopted by the Steele County Board in early 2015 encompassing Public Health, Environmental Health and U of M Extension.

Joint Public Health
Director Discussion -
Continued

Mr. Elmquist shared the following Nursing Supervisor justification that was provided in the Board packet.

Prior to the recent retirement of the Public Health Director, the supervisory staff in the Dodge County Public Health department was comprised of the Director (1.0 FTE) and a part-time Business Office Manager (.75 FTE). With the retirement of the Dodge County Public Health Director, both Dodge and Steele County Commissioners felt it was an opportunity to look at the structure of each agency and determine if there were opportunities to share resources. Staff from both Dodge and Steele County Public Health agencies went through a series of meetings and a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis. The conclusion from these meetings was that a proposal to share a Public Health Director/CHS Administrator between the two counties should go to each County Board. Staff believes this shared position could create greater efficiencies, standardize reports, policies, processes, goals and the potential to share other resources. Dodge County Public Health staff also felt as part of the restructure, that in addition to having the part-time Business Office Manager, the department would greatly benefit from having a full time Nursing Supervisor in Dodge County. The reasoning is that a shared Director would only be physically present in Dodge County a day or two a week. It was felt that more time is needed for day-to-day supervision and on-site staff program support for the Nurses, Health Educators and Dieticians. It was also felt that a shared Director would also be of benefit as the two Public Health agencies move forward in the evaluation of further possible cross-jurisdictional sharing of resources.

It was recommended a .40 FTE be added for the Nursing Supervisor position. It is anticipated that an existing staff person would take on these duties and still carry a caseload which in turn would create a full-time position. It was projected that this additional supervisor position can be paid for with savings from sharing a Public Health Director/CHS Administrator.

The following information was reviewed:

Position	Salary & Benefits	
PH Director	-\$116,942	2015 Budget
Shared PH Director/CHS Administrator	\$58,471	Estimate @ 50% of current – may be less depending on agreed funding formula.
Nursing Supervisor	\$47,776	Estimate to add .40 FTE to existing staff – includes salary and benefits.
Estimated Savings	\$10,695	

Projected costs for restructuring with a shared Public Health Director/CHS Administrator and adding a .40 FTE Nursing Supervisor for Dodge County Public Health were listed as follows:

Joint Public Health Director Discussion - Continued

Scenario 1: Cost of new shared Public Health Director would cost Dodge County no more than half of current Public Health Director salary, plus add .40 FTE Nursing Supervisor position.

			Salary	Salary & Benefits
Previous Director	1.000	2080	-\$86,133	-\$116,942
New Joint PH Director – Shared	0.500	1040	\$43,066	\$58,471
New Nursing Supervisor	0.400	832	\$26,067	\$47,776
Estimated Savings				-\$10,695

Scenario 2: Salary would increase to \$100,000 for new shared Public Health Director/CHS Administrator and Dodge County would pay no more than one third of cost, plus add .40 FTE Nursing Supervisor.

			Salary	Salary & Benefits
Previous Director	1.000	2080	-\$86,133	-\$116,942
New Joint PH Director – Shared			\$33,330	\$44,240
New Nursing Supervisor	0.400	832	\$26,067	\$47,776
Estimated Savings				-\$24,926

Scenario 3: Salary would increase to \$125,000 for new shared Public Health Director/CHS Administrator and Dodge County would pay no more than one third of cost, plus add .40 FTE Nursing Supervisor.

			Salary	Salary & Benefits
Previous Director	1.000	2080	-\$86,133	-\$116,942
New Joint PH Director – Shared			\$41,329	\$53,451
New Nursing Supervisor	0.400	832	\$26,067	\$47,776
Estimated Savings				-\$15,715

The Board discussed with Ms. Hester salary ranges for a Joint Public Health Director position.

Commissioner Erickson pointed out that if the county remains at the current status quo, they would have to hire a Nursing Supervisor.

Brief discussion took place on the differences between a Public Health Director, Joint Public Health Director and a Nursing Supervisor.

Mr. Elmquist stated a Public Health Director does not need to be a Nurse, but a Public Health Director would need to be a Nurse in order to be a Nursing Supervisor.

The Business Office Manager clarified they are asking for a .40 FTE Nursing Supervisor at this time.

The County Administrator informed the Board the proposed agreement is going before the Steele County Board today.

Joint Public Health
Director Discussion -
Continued

Commissioner Erickson asked Ms. Hester to go over the scenario information.

Ms. Hester reported that Scenario 1 is what Dodge County is currently paying for, Scenario 2 is with a shared Director, and Scenario 3 includes adding a Nursing Supervisor.

Mr. Elmquist wanted to know how Public Health employees feel about the proposed Joint Public Health Director option.

The Business Office Manager indicated the Dodge County Public Health staff is in support of the hiring a Joint Public Health Director, if they can find the right person for the position. Ms. Hester reported there will be additional opportunities for joint efforts between the two counties with a Joint Public Health Director.

Grant funded programs were discussed.

Interim Nursing Supervisor Heather Angell was available to comment on grant programs that Dodge County currently utilizes.

Commissioner Allen wanted to know if the Business Office Manager was good with the proposal.

Ms. Hester reiterated she supports the request if the counties can find the right person for the position.

It was pointed out the goal is to find someone internal, if possible, for the Nursing Supervisor position.

Commissioner Gray expressed concern with hiring someone from the outside that wouldn't be able to provide the same services as the previous Director who served in the capacity of CHS Director, Dodge County Public Health Director and Nursing Supervisor in addition to seeking out grant opportunities for the county.

Commissioner Allen commented the Board expects that Ms. Hester and Ms. Angell would come to them if the county goes this route and then they find it doesn't work.

The Board thanked the Business Office Manager and Interim Nursing Supervisor for the information.

Ms. Hester thanked the Board for including them in this process.

The Chair adjourned the meeting at 9:28 a.m. CDT.

Meeting Adjourned

ATTEST:

**JOHN ALLEN
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: