

**GOODHUE COUNTY  
HEALTH & HUMAN SERVICES (GCHHS)**



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	January 17, 2023	<b>Staff Lead:</b>	Nina Arneson
<b>Consent Agenda:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Attachments:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Action Requested:</b>	<ul style="list-style-type: none"> <li>• <b>Approve</b> – Replacement of 1.0 FTE Public Health Nurse (PHN) &amp;</li> <li>• <b>Approve</b> – FTEs adjustments within the Family Health Team</li> </ul>		

**BACKGROUND:**

The following requests will be brought forward for the Goodhue County Personnel Committee’s review on January 17, 2023 at 8:00 am:

- 1. Replace 0.8 FTE PHN position with a 1.0 FTE position (either RN or PHN)**
- 2. Adjust FTEs within HHS Family Health Team (no change in the total FTEs)**
  - a. Change 1.0 FTE Nurse provisional position to permanent position
  - b. Decrease 1.0 FTE WIC Coordinator position to 0.9 FTE
  - c. Decrease 1.0 FTE PHN position to 0.9 FTE

Please see the attached Personnel Committee memo. The HHS Department staff will inform the HHS Board of the Personnel Committee’s actions at our January 17, 2023 Health and Human Services Board meeting.

**RECOMMENDATION:** GCHHS Department recommends approval as requested.



# Goodhue County *Health and Human Services*

426 West Avenue  
Red Wing, MN 55066  
(651) 385-3200 • Fax (651) 267-4882

**DATE:** January 12, 2023

**TO:** Goodhue County Personnel Committee

**FROM:** Nina Arneson, GCHHS Director

**RE:** **Replacement of 1 FTE Public Health Nurse & Family Health Team Adjustments**

**BACKGROUND:**

Goodhue County Health and Human Services is requesting to replace a Public Health Nurse (PHN) position within our Family Health Team in Public Health Division. On March 31<sup>st</sup>, 2023 we will have a Public Health Nurse (PHN) retire from our agency after 32 years of service to Goodhue County, and Goodhue County residents. We would like to use this opportunity to adjust our current staffing within the Family Health Team.

**Current staffing composition:**

Position	FTE	Funding Source	Permanent or Provisional
Supervisor	1.0	MDH, grants, county levy	Perm
PHN-WIC	1.0	MDH, federal WIC grant, County levy	Perm
PHN	1.0	MDH, grant, county levy, 3 <sup>rd</sup> party billing	Perm
PHN	1.0	MDH, grant, county levy, 3 <sup>rd</sup> party billing, DPC	Perm
<b>RN</b>	<b>1.0</b>	<b>Minnesota Evidence Based Family Home Visiting Grant (EB-FHV) grant</b>	<b>Provisional</b>
RN-Disease Prevention & Control	1.0	MDH, grants, county levy	Perm
Office Support Spec.	1.0	MDH, grants, county	Perm
<b>PHN—Retiring</b>	<b>.6</b>	<b>MDH, grants, county levy, 3<sup>rd</sup> party billing</b>	<b>Perm</b>
<b>Open position</b>	<b>.2</b>	<b>MDH, federal WIC grant</b>	<b>Perm</b>
<b>Total</b>	<b>7.8</b>		<b>Perm - 6.8 Prov - 1.0</b>

The retiring PHN is a .6 FTE position. We also currently have a .2 FTE WIC position open when our Registered Dietician resigned, and that position has not been filled, so we are considering that we have .8 FTE to fill.

**.6 FTE PHN + .2 FTE (WIC opening) = .8 FTE available to fill**

(It should be noted that Goodhue County Child and Family Services Collaborative (GCC&FS) has funded .2 FTE to support the retiring PHN to implement the Follow Along Program. Funding from the GCC&FS is not guaranteed funding, so that funding is not reflected in the staffing plans.)

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In 2017 GCHHS joined a regional group to apply for a Minnesota Evidence Based Family Home Visiting grant known as the Strong Foundations grant. Effective 1/1/2023 GCHHS received \$140,000 which funds 1.0 FTE to provide evidence based family home visiting (FHV) services to approximately 33 families in Goodhue County. During the first round of 5-year grant cycle, GCHHS used the funds to pay for 1.0 FTE RN who provided the specific evidence based curriculum required by the grant. Other nurses continued to provide family home visiting through a traditional evidence informed model. Evidence informed models have fewer requirements to ensure fidelity to the model, whereas the evidence-based model funded by this program has extensive reporting and fidelity requirements, which are in place to increase the likelihood of successful outcomes.

GCHHS has received another 5-year grant to support Evidence Base Family Home Visiting (Strong Foundations). We seek to have three nurses share the responsibilities of the Evidence Based FHV program. This allows more staff to learn and utilize a program with higher rates of proven successful outcomes, and it divides this particular grant funding among three staff instead of one.

When GCHHS received the grant in 2017, the position was added as a provisional role because the funding was not guaranteed. As we begin a new 5-year grant funding cycle, we would like the position to be permanent for several reasons:

1. Our professionals from HHS Finance Division - Mike Zorn, and Kayla Matter have determined that there is adequate funding to support the position with 3<sup>rd</sup> party billing, other MDH grant funds, and other non-county levy sources. This is true, even if the Family Home Visiting grant would not be renewed in the beginning in 2029, we have adequate funds to support the position.
2. Provisional positions are more difficult to fill. Our last RN position remained open for one year, as nurses are particularly difficult to hire in the current hiring environment.
3. Our professionals have expressed significant concern about the status of being provisional. The provisional status does not also support staff retention and/or satisfaction.

**Proposed staffing composition:**

Position	FTE	Funding Source	Permanent or Provisional
Supervisor	1.0	MDH, grants, county levy	Perm
PHN-WIC	.9	MDH, federal WIC grant, county levy	Perm
PHN	.9	MDH, county levy, 3 <sup>rd</sup> party billing, grants, MN EB-FHV grant	Perm
PHN	1.0	MDH, county levy, 3 <sup>rd</sup> party billing, grants, MN EB-FHV grant, DPC	Perm
RN	1.0	MDH, county levy, 3 <sup>rd</sup> party billing, grants, MN EB-FHV grant	<b>Perm</b>
PHN or RN – Retirement Replacement	1.0	MDH, county levy, 3 <sup>rd</sup> party billing, grants, MN EB-FHV grant	Perm
RN-DP&C	1.0	MDH, grants, county levy	Perm
Office Support Spec.	1.0	MDH, grants, county levy	Perm
<b>Total</b>	<b>7.8</b>		<b>Perm - 7.8</b>

We have also heard from our staff that part-time positions are desired. We hear this often on self-evaluations as well as our staff satisfaction survey. We would like to provide our staff with this opportunity. When we look at replacing a retirement this is a good time to also look at our staffing needs. Our team feels that we are able to accommodate part-time positions and we would like to continue to be able to offer that to our staff.

We would like to adjust - “re-arrange” our FTEs to accommodate more part time positions. We are asking to move our 1.0 FTE WIC Coordinator position to 0.9 FTE. We would also like to move one of our 1.0 FTE Home visiting staff to 0.9 FTE while increasing our 0.8 FTE position to full-time.

**This proposal is cost neutral, and overall represents a cost saving.**

	2023	2023	2023	2023	
<b>Proposed Staffing</b>	<b>Current RN 1 FTE Permanent step 5</b>	<b>Current PHN .9 FTE (1872 Hrs) Permanent step 13</b>	<b>Current PHN .9 FTE (1872 Hrs) Permanent step 8</b>	<b>Replacement PHN 1 FTE Permanent step 2</b>	
Rate	\$33.01	\$49.19	\$39.77	\$30.23	
Gross	\$68,661.00	\$92,084.00	\$74,450.00	\$62,879.00	
PERA/FICA/Medicare/Life	\$10,457.00	\$14,005.00	\$11,334.00	\$9,581.00	<b>Proposed Cost</b>
Total Cost	\$79,118.00	\$106,089.00	\$85,784.00	\$72,460.00	<b>\$343,451.00</b>
				Savings from restructure	<b>\$43,156.00</b>
<b>The provisional position is grant funded, but the evidence based Family Home Visiting duties are being shared amongst 3 nurses. Even if the grant funding were to go away there is enough of savings from the restructure and insurance billing to fund and make the provisional position permanent</b>				Local Public Health Grant Increase (balance left to allocate)	<b>\$12,438.00</b>
				Family Home Visiting SCHA Billing 2022	<b>\$51,127.00</b>
It would take approximately 5-6 years to get to the same cost as the .8 FTE				Family Home Visiting Fee For Service MA	<b>\$5,882.00</b>
				Family Health SCHA Nursing Billing 2022	<b>\$64,757.00</b>
					<b>\$177,360.00</b>

**RECOMMENDATION:**

The HHS Department recommends approving the following:

- 1. Replace 0.8 FTE PHN position with a 1.0 FTE position (either RN or PHN)**
- 2. Adjust FTEs within HHS Family Health Team (no change in the total FTEs)**
  - a. Change 1.0 FTE Nurse provisional position to permanent position
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