



PUTNAM COUNTY DEPARTMENT OF HEALTH

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www.putnamcountyny.gov/health

A PHAB-ACCREDITED HEALTH DEPARTMENT

(m)

Consent
Recd.

#8

MaryEllen Odell
COUNTY EXECUTIVE

Michael J. Nesheiwat, MD
INTERIM COMMISSIONER OF HEALTH

MEMORANDUM

To: Honorable Ginny Nacerino, Legislative Chair, Personnel Committee

From: William A. Orr, Jr., Fiscal Manager *WAO*

Date: August 7th, 2019

Re: Reorganization of Health Department and proposed Funds Transfer Request

2019 AUG - 8 AM 11:12
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

With support of MaryEllen Odell, and the guidance of Paul Eldridge and Bill Carlin, Dr. Nesheiwat would like to submit for your approval an Employee Reorganization Plan for the Health Department.

This Reorganization Plan includes 19 changes in personnel status. This incorporates three of the four full-time WIC positions (which are being eliminated due to WIC closure), into other full-time positions within the Health Department. If approved as is, this will be accomplished at no additional cost to the county.

As for the fourth full-time WIC employee, Paul is confident in placing her in a position within another county department soon.

Over the past year, Dr. Nesheiwat and I have had many discussions as regards to the necessity of reorganization of the Health Department. Then WIC became the focus, as regards to the discontinuation of their services. Reorganization was put on the "back burner".

While going through many months of meetings, discussions, and State Health Department requirements to the discontinuation of WIC, we had three people retire in the Health Department: A Director of Engineering, a Supervising Public Health Educator, and a Nurse.

The need for the reorganization became crucial to continue to maintain the quality of service that Dr. Nesheiwat and the Health Department employees strive to achieve.

There are two parts to this Reorganization Plan:

The first is labeled "Health Department Reorganization", and illustrates the 19 personnel changes, by positions, and the fiscal impact of these changes, compared to current salaries.

The 19 changes are labeled numerically, and correspond to the Organization Chart. This Organization Chart has been modified to focus on the full-time positions. These changes will be reflected in our 2020 Budget. This is the big picture of the Reorganization. Some changes, if approved, will be effective October 1, 2019, while other changes will be effective January 1, 2020.

The second piece to the Reorganization is the Fund Transfer Request attached. As I said before, the approval of this Fund Transfer is crucial. It will move three full-time WIC employees to new full-time positions within the Health Department, fill a vacant Nurse position, and fill a vacancy in our Engineering Department. We are requesting this to occur on or before October 1, 2019. This Fund Transfer Request will be utilizing savings from the three Health Department employees who have retired. No additional 2019 funds will be needed for these requested changes to occur.

Please refer to Table B "Justifications to Personnel Changes".

This is Dr. Nesheiwat's vision of the Reorganization of the Health Department now, and as we enter 2020.

WAO/mb

Putnam County Department of Health
Table B: Justification for Personnel Changes
Within the Reorganization

1. **Supervising Public Health Educator – Retired: April 2019**
2. **Supervising Public Health Educator – Reclass: From Epidemiologist**
Epidemiologist has experience with education, community health planning, public health preparedness and public health accreditation and has been filling this role since the retirement as Acting Supervising Public Health Educator, with Supervising Public Health Nurse oversight.
3. **Public Health Nurse – New: Part-time to New Full-time Position**
Part-time Public Health Nurse was hired in 2018 after our full-time Public Health Educator retired. This Public Health Nurse has been mainly fulfilling Health Educator duties, and assisting the Maternal Child Health and other Nursing Programs. As a full-time Educator, this Public Health Nurse will utilize her nursing background to complete media releases and notifications that are medical in nature. This Public Health Nurse has assumed the leadership of the countywide Fall Prevention Task Force. This Public Health Nurse will continue to complete traditional Health Education outreach activities (such as fairs), as well as the Worksite Wellness Program. Filling this position with a nurse will relieve the need to pull nursing staff to provide Health Education functions.
4. **Public Health Program Assistant – New: Full-time Position, Transfer from WIC, Due to WIC Closure**
As part of the absorption of WIC staff into the Health Department, Sr. Diet Technician is moving into a position of Public Health Programs Assistant. This position will specifically support the customer satisfaction process and the Communication Committee, and in general supporting Health Education with other tasks, including media releases, website updates, social media postings, accreditation uploads and provides support to the entire Public Health Education Staff.
5. **Part-time Public Health Educator II -- Eliminated**
Temporary position being eliminated; duties absorbed by new full-time positions.
6. **Registered Professional Nurse – Retired: June 2019**
7. **Public Health Nurse – New: Replacing Retired Registered Professional Nurse**
Requesting a Public Health Nurse (Registered Professional Nurse with a Bachelor of Science in Nursing), Grade 18/2, as compared to recently retired Registered Professional Nurse, Grade 17 (See #6, Retired). The growing complexity of Public Health requires a higher level of nursing education.
8. **Senior Public Health Nurse – Reclass: From Public Health Nurse II**
Manages the STD Program and provides direct supervision and oversight of nursing and clerical staff. Manages the Tuberculosis Control Program, completely re-developed, re-organized and established policies and procedures, provides direct supervision and oversight of nursing, outreach and clerical staff. Assesses all case referrals for STD and TB clients from physicians, NYSDOH, hospitals and community agencies and delegates/assigns cases to nursing staff.

15. Typist/SS (Spanish-Speaking) – New: Full-time Position, Transfer From WIC, Due to WIC Closure

As part of the absorption of WIC Staff into the Health Department, the Receptionist/SS is moving into the newly created Typist/SS for the Environmental Health Department. Over the past several years, two Support Staff retired; those positions were never filled. Currently, the Environmental Health Department has a full-time Principal Clerk, and a full-time Senior Typist, covering all Engineering Programs and Public Health Protection Programs. The Principal Clerk recently took on oversight of the Solid Waste Management and Recycling Programs, which takes away from her routine duties. The Principal Clerk is also responsible for some Confidential Secretary duties for the Commissioner of the Health Department, furthering the need for additional help. The Environmental Section has seen a dramatic increase in areas, such as FOIL Requests, MS4 Database updating, Septic Repair Permits, and many other areas.

16. Receptionist/SS (Spanish-Speaking) – New: Full-time Position, Transfer from WIC, Due to WIC Closure

As part of the absorption of WIC Staff into the Health Department, the Receptionist/SS is moving into a new full-time Receptionist position, replacing two part-time Receptionist positions, one of which is currently vacant. The Receptionist is the first person who our customers / constituents encounter. People who visit our Department seek various services, information, documents through FOIL Requests, assistance with Permitting processes, applications, complaints, receiving rabies specimens, deliveries, and often, guidance. Having a full-time Receptionist/SS dedicated to this area would ensure that the Health Department provides efficient and effective services.

17. Senior Fiscal Manager – Reclass: From Fiscal Manager

18. Part-time Receptionist – Eliminated:

Temporary position being eliminated; duties are being absorbed by new full-time positions.

19. Part-time Receptionist / Office Assistant – Eliminated:

Temporary position being eliminated; duties are being absorbed by new full-time positions