



MEMORANDUM

TO: Personnel Committee

From: Nancy McKenney, RDH, MS, Public Health Director
Peggy Steeno, Administrative Services Director

Date: August 15, 2016

Re: Authorize Restructuring of Public Health Nurse Position (Currently .9 FTE) and Dental Hygienist Position (.24 FTE)

BACKGROUND

The purpose of this memo is to request permission to restructure a .9 FTE Public Health Nurse position and a .24 FTE Dental Hygienist Position. Currently, the Public Health Nurse position is authorized to work 1,755 hours per year and is offered 90% of the City benefits that are offered to full time employees. And, the Dental Hygienist Position is authorized to work 465 hours per year and is not offered benefits.

The requested change is authorize the Public Health Nurse position to work 1,123 hours per year and offer the employee 58% of the City benefits that are offered to full time employees, and authorize the Dental Hygienist Position to work 1,097 hours per year and offer the employee 58% of the City benefits that are offered to full time employees.

ANALYSIS

The City of Menasha currently employs a .9 FTE (1755 hours) Public Health Nurse. Recently, the employee in this position has given notice that she is moving out of state. While we were sorry to learn of this departure, it was an opportunity to examine the current position and consider the needs of the Health Department, Menasha Joint School District, and the community. Currently this position is responsible to manage and coordinate the following:

- 8% School Nursing Services (MJSD funded)
- 8% Community Health Services (City funded)
- 31% Health Screening 60+ program (Winnebago County grant);
- 4% Prevention Division of program (DHS DPH grant)
- 4% Radon grant program (DHS DPH grant)
- 11% Immunization grant program (DHS DPH grant)
- 19% Maternal Child Health grant program (DHS DPH grant)
- 5% Bioterrorism grant program (DHS DPH grant)
- 90% .9 FTE (1755 hours)

Some services within the current position must be managed by a registered nurse (e.g. school nursing services). However, as confirmed in consultation with the Division of Public Health, many grants could be managed by other public health personnel.

The City of Menasha also employs a part time registered dental hygienist 465 hours/year (24% FTE). This employee manages the City of Menasha Seal a Smile grant and Oral Health for Children and Youth with Special Health Care Needs. This existing employee has the skill set to manage and coordinate other grant programs and has expressed interest in assuming additional responsibilities.

Changing the number of hours worked per position will maximize and build upon the skill sets of current staff and provide an incentive to our current employee to remain with the City. Responsibilities will be more evenly distributed, and the public health nursing position will be more focused on nursing specific duties.

FISCAL IMPACT

This restructuring could cost the City up to approximately \$3,000 more per year, depending on the benefits selected by both employees. Under the restructuring, both positions would earn benefits; however, neither position would be eligible for inclusion in the Wisconsin Retirement System Pension due to the number of hours worked per year.

RECOMMENDATION

Staff recommends approval of this restructuring.

RECOMMENDED MOTION

Change the City's table of organization as follows:

- Delete the .9 FTE Public Nurse Position and the .24 FTE Dental Hygienist Position,
- Add the .58 FTE Public Nurse Position and the .56 FTE Dental Hygienist Position, and
- Apply benefits to both positions according to City Policy.