

**BOARD ADDITIONS**  
**October 21, 2020**

**GOVERNING BOARD**

**U. Decision Items**

- 15. Removing agenda item- IT Request for Disaster Recover Equipment
- 19. Request for Public Health Nurse (Replacement Position)
- 20. Request for Child Support Officer (Replacement Position)



# Position Request Form

## SECTION 1: Process

1. Supervisors will complete the internal position justification form and submit to their Division Director.
2. Division Director completes position request form outlining their justification for requesting a new or open position and submits to Director.
3. Executive Team will review requests. Director will make final recommendations to the SWHHS Governing Board.

## SECTION 2: New Position Information

**New Position Title:** Public Health Nurse

**Division/Unit:** Public Health

New Position  Replacement  Permanent  Temporary  Promotion

Is Funding Budgeted for This Position? Yes, Budgeted  No, Not Budgeted

**Desired hire date:** immediate

**FTE Requested:** 1.0

### 1. What will the essential functions performed by this position include?

The position will perform the grant duties for the Women, Infants, Children (WIC), Child & Teen Check-up (C&TC), Early Hearing Detection and Intervention/Birth Defects, car seat distribution and Family Home Visiting in Pipestone County.

This position is currently a part-time position and we are requesting it be full time. The benefits and most of the additional salary will be covered by grants.

### 2. Why are you recommending this position be authorized?

Most funds will be immediate return through the grants.

SWHHS is not currently using all of the C&TC grant funds. Some required grant duties are not getting done or are not being done at the required level. We are also seeing an increase in our WIC numbers and a higher need for FHV with our most vulnerable families.

Public Health (PH) staff often work in multiple programs and when there is one staff person missing, it essentially affects the entire PH Department. Having this position will allow the other staff who are currently picking up (some) of that work to complete revenue generating work through C&TC and Family Home Visiting.

**3. What alternatives to hiring a new position have been considered?**

All staff time is documented in Nightingale Notes and, as a Supervisory team, we evaluated all PH programs and where staff are spending their time. After analysis, we found if PHN positions are not replaced, it is a domino effect on all other programs. Often sacrificing services and programs that have the highest return on investment.

There is extensive programmatic cross-over, it would be difficult to do one program without the other (C&TC funds part of the WIC time during clinic visits – coordinating medical/dental transportation, health/dental referrals and follow up). The integration of our PH programs is essential to ensure staff are aware of referral possibilities and for a better client services and continuity of care.

Other employees could possibly absorb parts of this position, but current staffing would not allow us to complete all of the grant duties as well as see a significant increase in staff travel and decrease revenues from other programs. In addition, other PH programs would be negatively impacted. Many of the indirects (rent, phone, maintenance contracts, etc.) that are reimbursed through grants are constant. Having less FTE's creates more of a burden on other programs. If those programs don't have the ability to absorb the additional costs, it gets paid through the Administrative budget.

**4. Please indicate how this position will be funded? Check all that apply.**

- 100% Levy
- Part Levy/Part Grant or Reimbursement
- 100% Grant or Reimbursement
- Other: Click or tap here to enter text.

%Federal \_\_\_\_\_ % State \_\_\_\_\_ % County \_10\_\_\_ %Other \_20\_\_ %Grant \_70%\_

Depending on when training is offered in various programs, this will fluctuate over the course of the year.

\$66,619-\$94,440 (salary, FICA, PERA and insurance contribution)

**5. What new or additional funding would support this position? Please identify any NEW dollars available to support this request. Grant resources already committed to existing expenditures should not be listed. Please be detailed.**

Being a replacement position, this will not bring in any new dollars, but will maintain the current funding level.

**What is the ROI?**

This would not be new funding, but bringing the programs back up to the previous level before the position was vacated.

Each of the programs involved in this proposal has positive health implications in our communities. Data indicates that these services reduce obesity, child protection rates, and chronic disease. They also improve pregnancy outcomes and other health outcomes in children. In general, the cost savings to the community are seen for years beyond when the service occurs.

**6. What would the impact be to your customers and the community if this position is not authorized?**

Less Family Home Visits would occur if the position is not replaced. Each of the programs involved in this proposal has positive health implications in our communities.

In addition to our grant requirements, we have relationships with medical providers, University of Minnesota Extension, Head Start, and several other community partners. These relationships would suffer if the position isn't filled. The work we do with providers gives those we serve the needed services and we assist the providers in capturing additional revenue.

**7. How does this position support the core mission of your department?**

This position aligns with our Strategic Plan and SWHHS's Community Health Improvement Plan. These preventative services improve the health of our communities.

**SECTION 3: Signatures**

Completed by: Carol Biren Date: \_\_\_\_\_

Division Director Signature: **APPROVED**  
*By carol.biren at 10:04 am, Oct 20, 2020* Date: \_\_\_\_\_

Director Signature: **APPROVED**  
*By Beth Wilms at 10:40 am, Oct 20, 2020* Date: \_\_\_\_\_



# Position Request Form

**SECTION 1: Process**

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**SECTION 2: New Position Information**

**New Position Title:** Child Support Officer      **Division/Unit:** Child Support Unit

New Position     Replacement     Permanent     Temporary     Promotion

Is Funding Budgeted for This Position?    Yes, Budgeted     No, Not Budgeted

**Desired hire**      immediate      **FTE Requested:** 1.0

\*Attached additional sheets if necessary.

**1. What will the essential functions performed by this position include?**

This position is to provide and deliver services required to gain support from non-custodial parents, reduce public assistance expenditures, increase funds to the families we serve while utilizing all resources available by Federal/State Statutes. The core functions are to establish paternity, establish child support orders, enforce court orders, collect child support, locate parents, and secure medical support and coverage other than Medicaid benefits per Title XIX of the Social Security Act.

**2. Why are you recommending this position be authorized?**

It is being recommended that a replacement be made for the child support worker who will be leaving the agency at the end of the month. The child support unit currently has 1 child support supervisor, 1 lead child support worker, 12 full time equivalent child support workers and 1 full time support enforcement aide. The average case load size for the four Redwood County workers is approximately 181, while the remaining average caseload for is 265 per FTE. There is currently five FTE workers for Lyon County with an average caseload of 284. A shift to move a worker to the Marshall Office would decrease the amount of case load from an average of 284 to 237, and increase Redwood to 241, 2 of the 4 seasoned workers currently carry a case load of approximately 236. Redwood's 3<sup>rd</sup> worker currently carries a caseload of 60 and the soon to be vacant position has a case load of 199. The 60 cases can easily be absorbed by the remaining workers. If no replacement is hired the child support workers would carry an average case load of 262, with higher case loads a worker is not able to service the case load in a timely manner, causing higher customer complaints, unable to comply with Federal/State timelines to establish paternity, child support and Modification. During this pandemic, SWMHHS has seen an increase in the amount of modification for support and review hearing.

**3. What alternatives to hiring a new position have been considered?**

Hiring of a temporary worker is very difficult to do, like many of the human services positions due to the qualifications needed for the position, the time and money involved in training a temporary worker, and securing a worker with child support experience. Most individuals who have worked in child support prior have either retired and/or accepted other positions and would likely need a great deal of training of updated procedures, changes of statutes and would require a great deal of training in order to be a productive child support worker.

Making a request to surrounding counties to assist with the case load from a prior occurrence resulted in no response or not interested. Nobles County did contract with SWMHHS, at a rate of \$50.00 plus per hour in the past.

**4. Please indicate how this position will be funded? Check all that apply.**

- 100% Levy
- Part Levy/Part Grant or Reimbursement
- 100% Grant or Reimbursement
- Other: [Click or tap here to enter text.](#)

**66% Federal Fiscal Participation from date of hire**

**Salary \$49,801-81911 (salary, FICA, PERA, and insurance contribution)**

**5. What new or additional funding would support this position? Please identify any NEW dollars available to support this request. Grant resources already committed to existing expenditures should not be listed. Please be detailed.**

**What is the ROI?**

**6. What would the impact be to your customers and the community if this position is not authorized?**

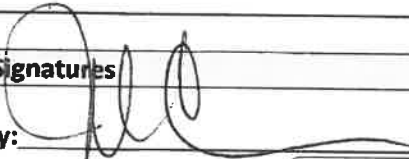
Customer service would decrease. Customers would need to travel to other offices within SWHHS because their case would be in another office, or the worker may need to travel to the Marshall office for appointments, court hearings, case consultations with the Lincoln & Lyon County Attorney's office, etc. The Federal benchmarks for processing and working cases on a timely basis would be extremely difficult to achieve. This could result in receiving lower incentive payment, being out of compliance with the Federal Regulations, being placed on a Performance Improvement Plan, (PIP) with the State of Minnesota, and potentially having TANF Sanctions imposed.

**7. How does this position support the core mission of your department?**

Retaining this position in the child support unit supports the mission of the agency by promoting the well being of children and the self sufficiency of families by the delivery of quality child support services.

**SECTION 3: Signatures**

Completed by:



Date:

10/20/2020

Division Director Signature:

**APPROVED**

By nancy.walker at 9:31 am, Oct 20, 2020

Date:

Director Signature:

**APPROVED**

By Beth Williams at 9:37 am, Oct 20, 2020

Date: