

**Item 23-0096: Request to Approve APD TO Adjustment**  
**Item 23-0125: Request to Approve Public Health TO Adjustment**

Human Resources & Information Technology Committee

Wed, Feb 08, 2023 6:30PM

**Aldersperson Denise Fenton (District 6) 01:12**

We have no public hearings or appearances. So we will move to our action items, the first of which being 23-0096 Request to approve APD TO adjustment. Director Ratchman, I assume you're going to talk to. We have a motion?

**Aldersperson Kristin Alfheim (District 11) 01:31**

Move to approve.

**Aldersperson Sheri Hartzheim (District 13) 01:32**

Second.

**Aldersperson Denise Fenton (District 6) 01:33**

Director Ratchman, I assume you're going to speak to us about this.

**Director Jay Ratchman (HR) 01:35**

So Chief Olson is at a conference, but it's a pretty straightforward reorganization. It basically what it is, is to take the Operations Coordinator position, which is a sworn officer position and to change who that individual reports to. So instead of reporting to a captain, that position will now report to a lieutenant under the community resources unit. So just to give you an idea, that position, performance functions related to operations planning, special events planning, scheduling, staffing, and program management. So it's not a change in the job description or the person. There's no financial impact to making the change.

**Aldersperson Denise Fenton (District 6) 02:15**

Okay. Any questions? Or comments? All right, hearing none, we'll go ahead and vote. All those in favor, please signify by saying aye. Aye. That passes three zero.

[...]

**Aldersperson Denise Fenton (District 6) 09:05**

So we'll move to our last action item 23-0125 request to approve public health table of organization adjustment.

**Aldersperson Sheri Hartzheim (District 13) 09:14**

Move for approval.

**Aldersperson Kristin Alfheim (District 11) 09:15**

Second.

**Aldersperson Denise Fenton (District 6) 09:15**

Okay. Dr. Sepers, will you be speaking to this one?

**Health Officer Charles Sepers 09:20**

Yes, I will.

**Alderson Denise Fenton (District 6) 09:21**

Okay.

**Health Officer Charles Sepers 09:23**

So, this TO change would increase the current and open .9 FTE into a 1.0 FTE. So we just had a staff member that was in the .9 had had moved to a limited term position and so that freed up that .9 FTE. As we looked at "what are the opportunities to really increase the efficiency of the Health Department?" Deputy Director Jensen current, she was in a the nursing supervisor role became Deputy Director. Part of the nursing supervisor role is still was still managing a lot of that frontline work. So, working as the sort of the sort of—sorry, I can't talk this evening—the intake nurse for the nursing staff one to two days per week.

**Health Officer Charles Sepers 10:31**

Increasing that position from a .9 to a 1.0 FTE would do two things, it would free up at least four hours of the of the deputy director's time to be spent, you know, managing grants and other administrative duties that are vital to our work. And then also, since we have not yet advertised for the .9 FTE that is open, this would allow us to provide a position that is, that might, that might be more attractive to applicants looking to step into that role. For those reasons, we request the .1 FTE.

**Alderson Denise Fenton (District 6) 11:15**

Thank you. I know it's been a long day for you. **[note: she was referencing the fact that his day started at the Board of Health meeting that morning at 7AM.]**

**Health Officer Charles Sepers 11:19**

As it has you.

**Alderson Denise Fenton (District 6) 11:21**

I got to...

**Alderson Sheri Hartzheim (District 13) 11:21**

That's what happens when you start at 7am.

**Alderson Denise Fenton (District 6) 11:23**

I went I went home in between. Any questions? Comments? Alder Hartzheim?

**Alderson Sheri Hartzheim (District 13) 11:29**

Thank you Chair. This question is quite possibly for Director Ratchman. .1 FTE will incur an additional salary and fringe costs of \$10,000. So, if I do some quick math, that's a very high paid nursing position.

**Director Jay Ratchman (HR) 11:45**

So, what we did to come up with that number is we picked the midpoint of the pay grade of a public health nurse. And the logic behind that is we believe we should be able to hire someone up to the midpoint or middle ground. Then we factored in fringe benefits, and when we do that, we always factor in that they will take family health insurance, family dental insurance. So, we believe that that will be our exposure.

**Alderman Sheri Hartzheim (District 13) 12:10**

Worst case scenario?

**Director Jay Ratchman (HR) 12:11**

Worst—worst case scenario. But that amount is correct.

**Alderman Sheri Hartzheim (District 13) 12:14**

Okay, thank you.

**Alderman Denise Fenton (District 6) 12:16**

If I could follow up on that a little bit. So that was the .9 FTE a benefited position and this—okay, it was already a benefited position.

**Director Jay Ratchman (HR) 12:25**

Yes.

**Alderman Denise Fenton (District 6) 12:26**

Thank you for the clarification. Alder Alfheim.

**Alderman Kristin Alfheim (District 11) 12:30**

Just to clarify, according to the memo, the funding for that increase is going to come from a grant type situation for about five years before it actually hits the city numbers?

**Health Officer Charles Sepers 12:41**

That is correct.

**Alderman Denise Fenton (District 6) 12:44**

Alder Hartzheim.

**Alderman Sheri Hartzheim (District 13) 12:44**

Could I clarify on top of that, that that's just the increment the .1?

**Health Officer Charles Sepers 12:49**

That is correct.

**Alderman Sheri Hartzheim (District 13) 12:50**

Okay. Thank you.

**Alderman Denise Fenton (District 6) 12:53**

Any other questions or comments? Okay, hearing none, we have a motion and a second. So go ahead and vote. All those in favor, please signify by saying aye. Aye. That passes three zero.