

Item 13 H

**City of Carson
Agenda Report**

Date Submitted: 5 Nov 07

Agenda Date Requested: 15 Nov 07

Time Requested: 5 min

To: Board of Supervisors

From: Vicky Fogelman, HHS Director

Subject Title: Action to determine the position of Public Health Nurse is Critical to City Operations and to authorize the position be filled as soon as possible

Staff Summary: On Oct 18, 2007, the Board of Supervisors approved a hiring freeze on all open City positions and asked that no vacant positions, with the exception of Sheriff's Deputies and Firefighters be filled without specific Board approval. The Health and Human Services Dept is asking that the Board find the position of Public Health Nurse is critical to City operations and authorize the position to be filled. This position will perform the following duties:

1. Responsible for ensuring that all nursing grant program objectives are met; plans and executes nursing strategies for our clinic population to meet grant objectives
2. Provides oversight for immunizations to the Carson City Public Health clinic population, which includes Medicaid and indigent individuals and families
3. Performs comprehensive individual and family assessments such as health history, physical, psychosocial, substance abuse and access to health care
3. Develops and provides outreach to underserved populations in the County; this can include providing special clinics in other County locations. .
3. Prepares immunization protocols for use by clinic: orders and manages all clinic vaccine and supplies
4. Assists in planning and responding to public health emergencies to include conducting exercises, training, and other duties as needed

Type of Action Required: X Formal Action/Motion

Does this Action Require a Business Impact Statement ? No

Recommended Board Action: Move to determine the position of Public Health Nurse is critical to City operations and to authorize the position to be filled as soon as practical

Explanation of Recommended Board Action:

This position has been deemed critical to operations for the following reasons:

1. Our Public Health clinic services demand is growing and cannot adequately be supported without filling this position
2. Our current Public Health nurse has been overtaxed and is no longer able to carry the load of two nurses: we will either have to refuse some services in the future, or get this position hired.

3. There is currently no outreach to vulnerable communities in Carson for assisting with immunizations and other public health needs, such as health education.

Applicable Code, Statute, Policy, Rule or Regulation: None

Fiscal Impact:

Monthly Position Costs Budgeted: \$5850.

Monthly Position Costs Estimated: \$5850

See next page
for revisions

~~Explanation of Impact: N/A~~

~~Monthly position costs include salary and benefits. This position is 50% grant funded.~~

~~Funding Source: Public Health Nursing Community Grant 50%
Immunization Grant 50%~~

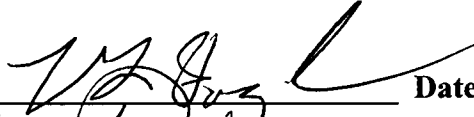
Alternatives: None

Supporting Material: N/A

Prepared By: Vicky Fogelman, HHS Director

Reviewed By:

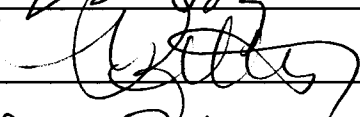
Department Head



Date:

11/5/07

City Manager



Date:

11/6/07

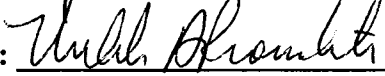
District Attorney



Date:

11-6-07

Budget Manager:



Date:

11-6-07

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay

2) _____

(vote recorded by)

Amended

3. There is currently no outreach to vulnerable communities in Carson for assisting with immunizations and other public health needs, such as health education.

Applicable Code, Statute, Policy, Rule or Regulation: None

Fiscal Impact:

Monthly Position Costs Budgeted: \$5850.

Monthly Position Costs Estimated: \$5850

Explanation of Impact: N/A

Monthly position costs include salary and benefits. This position is funded by general fund (50%) and grant fund (50%). General fund dollars are from position vacancy within current approved budget.

Funding Source: General Fund / Health – 101-6800-441-01-01 **50%**
VFC/317 Immunization Grant – 275-6801-441 **50%**

Alternatives: None

Supporting Material: N/A

Prepared By: Vicky Fogelman, HHS Director

Reviewed By:

Department Head _____ **Date:** _____

City Manager _____ **Date:** _____

District Attorney _____ **Date:** _____

Budget Manager: _____ **Date:** _____

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay

2) _____

(vote recorded by)