



MID-MICHIGAN DISTRICT HEALTH DEPARTMENT

An Accredited Local Public Health Department

www.mmdhd.org

CLINTON
Branch Office
1307 E. Townsend Rd.
St. Johns, MI 48879-9036
(989) 224-2195

GRATIOT
Branch Office
151 Commerce Drive
Ithaca, MI 48847-1627
(989) 875-3681

MONTCALM
Branch Office
615 N. State St., Ste. 1
Stanton, MI 48888-9702
(989) 831-5237

ADMINISTRATIVE OFFICES
615 N. State St. Ste. 2
Stanton, MI 48888-9702
(989) 831-5237

MARK W. (MARCUS) CHEATHAM
Health Officer

JENNIFER MORSE, MD, MPH, FAFP
Medical Director



BOARD OF HEALTH
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Board of Health Action Sheet

Date: July 25, 2018	Administrator: Marcus Cheatham
Subject: Promotion of Sara Thelen, Health Educator II to Prevention Coordinator	<input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Action Needed

I. Authority For This Action:

- Local Policy Teamsters Local 214 Contract, Section 20.16 – Promotions and Vacancies
- Law or Rule Public Health Code, Act 368 of 1978, MCL 333.2417

II. Summary:

(Previous board action relating to this item? Background information and if any future action anticipated.)

The Mid-Michigan District Health Department (MMDHD) has a Drug Free Communities (DFC) grant for \$68,000 a year from the Substance Abuse and Mental Health Services Administration (SAMHSA). This grant funds a large proportion of the substance abuse prevention work in Clinton County. We are in the fourth year of the grant and are likely to receive six more years of funding. The Project Coordinator for this grant is Sara Thelen. Her position in Teamsters Local 214 is a Health Educator II (T11). Recently she has taken over more and more of the administration and coordination of this project from the Project Administrator, Andrea Tabor, which is something I have wanted. Because of this, we want to create a new position for Teamsters Local 214 to be called Prevention Coordinator (T16A) and move Sara into it. Attached is the Job Description for your review.

III. Strategic Objective, Health Issue, or other Need Addressed:

(What priority should be given in relation to goals? Include reason for recommending change in priorities and how the need will be introduced into planning process.)

Specific duties that Sara is performing that warrant consideration of a new position include managing the project budget, project reporting and coordinating the project strategic plan and evaluation. As mentioned before, this grant has attracted special attention from SAMSHA for the strength of its coalition, including a special site visit.

Normally new positions are created as part of the collective bargaining process and the vacancy is posted. In this case, the Teamsters have agreed to permit us to create the new position and put Sara Thelen in it outside of that process. They drafted a letter of understanding to that effect for the Teamsters representative and the Board Chair to sign if agreeable.

IV. Fiscal Impact and Cost:

(Immediate, ongoing, and future impact.)

Positions in Teamsters Local 214 at the T11 level have a wage band of \$22.58 to \$25.28. Sara Thelen is at Step Two with an hourly rate of \$23.52. Positions at the T16A level have a wage band of \$22.59 to \$27.21. Sara would be at Step Two and have an hourly wage of \$24.14 per hour. Sara is a .60 FTE employee assigned full time to the DFC grant. Her total compensation, salary and benefits, would rise from \$33,306 to \$34,883.73. This small increase will not affect the overall grant budget. In past years, we have carried money forward in this grant.

V. Alternatives Considered:

(Scope of options reviewed. Reasons for rejecting alternatives.)

The alternative would be to maintain the status quo.

VI. Recommendation:

(Advantages/benefits of proposal. Expected results. Possible problems or disadvantages of proposal. Effect of action on agency. Consequences of not approving recommendation or taking action.)

We recommend creating the T16A position of Prevention Coordinator and moving Sara into it. We recommend that the BOH authorized the Board Chair to sign the Letter of Understanding. We further recommend that this change be made three months retroactive.

VII. Monitoring and Reporting Time Line:

(Evaluation method and timeline. Next report to the Board.)

According to the Teamsters Contract, this change is not unilaterally reversible by management. If there were problems with performance in the new position, they would have to be addressed through progressive discipline.