

EH Staffing Situation: November 27th 2018

- **Montcalm Resource Recover Contract**

EHS Field Staff consists of 8.5 FTE with 0.5 FTE assigned to the Montcalm County Resource Recycling Contract (RRC). This is a 3 year contracted position and EH and the assigned staff member conducts 20 hrs. / 0.5 FTE in the program and 0.5 FTE as a General Sanitarian. EH management is currently reviewing the program for the following reason;

- From Nov 30th EH will have a vacancy in the program as well as 0.5 EH General position
- Since EH has participated in this contracted position, 4 EHS have worked the program and all have left MMDHD. Last 2 employees to leave worked less than 6 months in the program;
- Job satisfaction is low in this program- EHS want to do General Sanitarian work. It is difficult to work a county wide program along with covering all programs in assigned townships.
- Consider if this program is a good fit in EH.
- Options for Further Discussion:
 - I. Post the same position as we currently have it: candidates have been interviewed and ranked
 - II. Post position as a 1 FTE General Sanitarian: with program justification, funding and Board approval
 - III. Review MMDHD capacity to keep the contract but assign it out of EH
 - IV. Consider approaching Solid Waste Committee to rescind contract/other interested parties MSCD

- **Increase in EH Work** Load 5% increase in activities since last year. 17% over last 10 years
Notable: Loan Evaluations 37%, Food Plan Review 22%
Decrease: Food Follow Up -20% and Food Enforcement -30% MMDHD has Increase on site compliance to prevent the need for follow ups and additional visits.

- **Minimum Food Program Requirements:**

- Program Support: Recommended # FTE to work in the program = 3.98 FTE, Actual = 2.84 FTE
- Frequency of Inspections: Required 1 per 6 months, MMDHD follows MDARD memo to complete risk based inspection to reduce frequency to 12 months for low risk foods. Did not meet MPR for frequency
- MMDHD Average Actual Hours per Inspector in Food Program: 395 Hours : 20% per inspector
- Actual Coded hours = $8 \times 0.2 = 1.6$ FTE (plus 1 FTE Supervisor) = 2.6 FTE this is below actual documented to gain MPR compliance.

Program	Yearly hours in program (2000 = 1 FTE)	# of inspectors in Program (FTE)	Av hours per inspector	Average time per inspector in each program
Food	3157	8	395	20%
Wells	3316	8.5	390	19%
Septics	4027	8.5	474	23%
Septage	61	8.5	7	<1%
Loan Evals	92	8.5	11	<1%
Nuisance	447	8.5	53	2%
Resource Recovery	1040	1	1040	50%
Type II	923	2	462	23%
Long Term	83	4	21	1%
EH Total	13146	8.5	1546	77% coded time in programs

In addition to 77% of time in above program, consider the following

- Seasonal Programs: Swimming Pools, Campgrounds, Medical Waste.
- Emerging Issues: Legionella, PFAS,
- Travel time – can justify 312 Hrs 15%
- Required MMDHD and program specific trainings
- Office time (Minimum 12% per inspector)

Type II/Non community Supply:

- Unable to meet the demands of the program.
- Supply number: 390 with 1 dedicated EHS
- Scope of program is greater than the resources MMDHD can dedicate
- Did not meet MPR's
- Corrective Action Plan in place

Streamline Programs 2018

- Food: Implemented Low Risk Food Memo - Issue temp food licenses in the office without a site visit
- Follow MDARD XYZ schedule Risk Based Inspections (routines are completed on a 6/12/18 month schedule)

- Complaints – No Bed Bug inspections
- Septic – No Alternative technology operational inspections
- Kent County Lab Service - reduce drive time to lab, meet thermal preservation and lower resample rates
- We cannot cover sick time: appointments are cancelled
- Did not complete 2018 Mercury training
- Did not enroll in MDRAD Fair pilot program
- Training and conference attendance limited
- AFT reduced from 3 day to 1 day class

Deficiencies

- Close to not meeting contractual obligations – septage, campgrounds: not good public health to inspect a campground or pool in late August.
- Not Met: MPR's Food program and Non Community
- 2 Corrective Action Plans submitted to DEQ/ MDARD
- Staff Moral and Staff Retention

Future Planning

- AFT Food Service Teaching
- Medical Waste Pilot Program
- Complaint response time
- Longer wait time for permit issuance and field appointments
- Limited partnership with DEQ for example participation in Riverdale & Stoney creek
- Limited resources for emerging issues PFAS, reduce local availability and rely more on State Public Health