



CLINTON OFFICE
 1307 E. Townsend Rd.
 Saint Johns, MI 48879-9036
 (989) 224-2195

GRATIOT OFFICE
 151 Commerce Dr.
 Ithaca, MI 48847-1627
 (989) 875-3681

MONTCALM OFFICE
 615 N. State St.
 Stanton, MI 48888-9702
 (989) 831-5237

BOARD OF HEALTH:	Bruce DeLong Dwight Washington, Ph.D.	George Bailey Chuck Murphy	Betty Kellenberger Adam Petersen
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August 7, 2020

ADMINISTRATOR: Marcus Cheatham, Health Officer

SUBJECT: Hiring a Public Health Nurse (PHN) at Step 3

Information Only Action Needed

I. Authority For This Action:

- Local Policy Board of Health Bylaws
- Law or Rule _____

II. Summary:

This is a request to hire a Public Health Nurse (PHN) beginning at Step 3 of the T8 Wage Band as outlined in the Michigan Nurses Association Contract dated October 1, 2018 through September 30, 2021. Hiring any position at Step 3 requires approval by the Board of Health (BOH). As explained below, there is some urgency to move quickly to hire this PHN. Our BOH Bylaws permit the Chair to call a Special Meeting if requested. Therefore, we have requested, and George Bailey has approved a Special Meeting to consider hiring a PHN at short notice.

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

The Mid-Michigan District Health Department (MMDHD) has received over \$300,000 in new Essential Local Public Health Services (ELPHS) and Local Community Stabilization Funding for 2020-21 (and we are told for subsequent years as well). After considering all options, we recommended to you that we use a portion of these funds to hire a PHN to work our immunization clinics among other things. As you know, because of COVID-19, childhood immunizations are down in Michigan raising the possibility of other outbreaks happening. When this nurse begins working the immunization clinic it will free up other nurse time for work on COVID-19 and other things we are struggling with. We shared this with you last month.

After interviewing candidates, Sarah Doak recommended hiring a candidate she thought was the best qualified and fit for our agency. This person is a seasoned hospital nurse but wants to work in public health and seems highly qualified and motivated. However, coming to us would mean a very significant pay cut. Even when she reaches the top of our pay scale, she will make less than she is currently. Starting her at Step 3 would ease the burden on her family and make it possible for her to accept our offer.

Because of COVID-19 and the dire situation with respect to immunizations, we need to fill this position immediately. However, the Board does not meet for three more weeks; and our candidate must give four weeks' notice. Therefore, if we do not do this now, she won't be able to start for nearly two months.

IV. Fiscal Impact and Cost:

This person would be hired under the Michigan Nurses Association (MNA) 08 wage band. Next fiscal year, MNA 08 Step 2 will make \$25.76 per hour and Step 3 will make \$26.81 per hour. Therefore, the additional cost to bringing this PHN on at Step 3 would be about \$2,000, depending on actual hours worked. Differences in benefits would depend on the candidate's selections but would certainly be even less.

V. Alternatives Considered:

It is absolutely feasible to move to the next candidate on our list. However, I believe an excellent organization is built by hiring the best people, so I feel comfortable bringing this proposal to you.

VI. Recommendation:

This position is fully funded as noted above and there is an urgent need to augment our workforce. The difference between Step 2 and Step 3 is small and affordable. Therefore, I recommend hiring this nurse at Step 3.

VII. Monitoring and Reporting Timeline:

The Board will be updated monthly or more often if desired.