miOttawa Department of Public Health

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Items Pending Board Approval Summary

Position Requests

- **Dental Assistant: Increase FTE from 0.8 FTE to 1.0 FTE**
  Awarded $97,817 from the State of Michigan from to meet the requirements of the Kindergarten Oral Health Assessment (KOHA) mandate. The position increase will allow for additional hours to support the increased children's dental program requirements.
  Suggested Motion: *To approve the request from the OCDPH to increase the hours of the Dental Assistant position from 0.8 FTE to 1.0 FTE at a cost of $20,419, funded by the KOHA funding from the State of Michigan.*

- **Hearing & Vision Technician: New 1.0 FTE**
  The Hearing & Vision Programs are part of Essential Local Public Health Services (ELPHS) and receive funding from the State of Michigan. Recently the funding allocation was increased and an additional $125,024 was awarded. This increase will fully cover the salary and fringe of an additional technician to address the program's current needs.
  Suggested Motion: *To approve the request from the OCDPH to create a 1.0 FTE Hearing & Vision Technician position at a cost of $83,244, funded by the ELPHS funding from the State of Michigan.*

- **Hearing & Vision Clerk: Increase FTE from 0.5 FTE to 0.8 FTE**
  The Hearing & Vision Programs are part of Essential Local Public Health Services (ELPHS) and receive funding from the State of Michigan. Recently the funding allocation was increased and an additional $125,024 was awarded. This increase will fully cover the salary and fringe of a clerk FTE increase to provide additional support for the program's current needs.
  Suggested Motion: *To approve the request from the OCDPH to increase the hours of the Hearing & Vision Clerk position from 0.5 FTE to 0.8 FTE at a cost of $24,568, funded by the ELPHS funding from the State of Michigan.*

- **Substance Use Disorder Educator: Reinstate 0.6 FTE**
  The LRE Substance Use Disorder (SUD) Block Grant was approved and is awarded annually. The position was approved by LRE with the workplan of the funding awarded and funding was adopted with budget in September 2024. Position salary and fringe is fully funded by the grant. The position will focus on multiple programs including the Prime for Life Program, Ottawa Substance Abuse Prevention Coalition, Heart Safe initiative, and the Cannabis Reduction & Prevention Coalition.
  Suggested Motion: *To approve the request from the OCDPH to create a 0.6 FTE SUD Educator position at a cost of $62,607, funded by the LRE Substance Use Disorder Block Grant.*

Grant Requests

- **$900,000 ELC Infection Prevention & Healthcare-Associated Infections Response Support**
  Supplemental funding that can be used to support staffing, equipment, supplies, travel expenses, and professional development related to infection prevention. This includes healthcare-associated infections, sexually transmitted infections, HIV partner services, Hepatitis C, Foodborne-outbreak investigations, tuberculosis response, and other infections or CD investigations that can benefit from infection prevention support. Funds are used to offset expenses and there are no additional FTEs created with this funding.
  Suggested Motion: *To approve the contract with MDHHS for the ELC Infection Prevention and Healthcare-Associated Infections Response Support.*

- **$704,738 Strengthening Public Health Workforce & Infrastructure in Michigan**
  Funding is intended to support public health infrastructure needs in local jurisdictions related to the public health workforce, foundational capabilities, and data modernization. Allowable expenses included physical infrastructure repairs and improvements. OCDPH is proposing utilization of these funds to help remodel the building and bring in compliance with ADA requirements.
  Suggested Motion: *To approve the contract with MDHSS for the Strengthening the Public Health Workforce and Infrastructure Michigan.*

Proposal for Dental Assistant
10/22/24

Recommendation:

- To increase the Dental Assistant Position from .8 FTE to 1.0 FTE.

Background:

In January 1, 2024, Michigan passed a law requiring oral health screenings for all first time students. As a result of this new law, the administrative demands have exponentially increased and is not realistic for the Dental Health Coordinator to maintain the required data reporting for the State of Michigan and for Ottawa County Department of Public Health. The additional hours requested would remove some of the administrative demands for our clinical positions (Dental Health Coordinator and the Dental Hygiene Manager for Miles of Smiles). This position would support all three oral health programs – Seal Michigan, Miles of Smiles and Kindergarten Oral Health Assessment. Dental Assistant will support these programs through coordination with schools, billing, scheduling, checking eligibility and completing necessary paperwork.

Rationale:

- This position increase will allow for more clinical hours to be spent serving children's dental needs in our community.
- Having a full-time staff person will allow for one point of community contact for all oral health programs.
- This addition will allow for each oral health team member to focus on their specialized skills.

Expense:

- Increase FTE of the Dental Assistant from 0.8 FTE to 1.0 FTE at an estimated cost of $20,419 (salary and fringe).
- The remaining amount of the grant award will go towards offsetting indirect costs in Fund 221 as reallocated to this position. All indirect costs are already fully allocated and funded at OCDPH. Remaining grant funds will reduce overall general fund allocation by $9,189.

Revenue Source:

- 80% - 22129534, Group BU – this position is currently funded at .8 FTE through Miles of Smiles.
- 20% - 22129535, Group BU – the additional funding will be provided by Kindergarten Oral Health Assessment grant through the State of Michigan. General fund dollars will not be used to fund this increase.

Hearing and Vision New Position & Hours Increase Request

Additional Funding and Maximizing Use of Available Funds: The Hearing and Vision Programs recently received an additional $125,024 from the state of Michigan, increasing total allocations for each program (retroactively to October 1, 2024). The funds, distributed equally between the two programs, are specifically designated to enhance staffing needs to ensure that the money is used efficiently to meet program goals. This increase allows for the hiring of an additional technician and the expansion of the Hearing and Vision Clerk's role, both of which directly address the program's current and future needs.

Expense Request:

- Fund new position: 1.0 FTE Hearing and Vision Technician at an estimated cost of $83,244 (salary and fringe).
- Increase FTE of the Hearing and Vision Clerk from 0.5 to 0.8 FTE at an estimated cost of $24,568 (salary and fringe).
- The remaining amount of the grant award will go towards offsetting indirect costs in Fund 221 as reallocated to these positions. All indirect costs are already fully allocated and funded at OCDPH. Remaining grant funds will reduce overall general fund allocation by $16,966.

Program Impact: Hearing and vision screenings, an essential public health service, can significantly impact a child's ability to learn and thrive. Early detection of hearing and vision problems enables children to receive necessary interventions to improve their academic performance and overall quality of life. The program serves all nine school districts in Ottawa County, nearly all 117 schools, offering screenings year-round. By expanding the team, the program can continue to provide access to high-quality services for all students and families, regardless of location or time of year.

Population Growth and Rising Demand: Ottawa County's population growth has led to a 7.34% increase in the number of screenings since 2018, a steadily rising trend that is expected to continue. The current team is working at full capacity and requires additional support to maintain high standards of service. This request to increase staffing is a direct response to the growing number of children needing services.

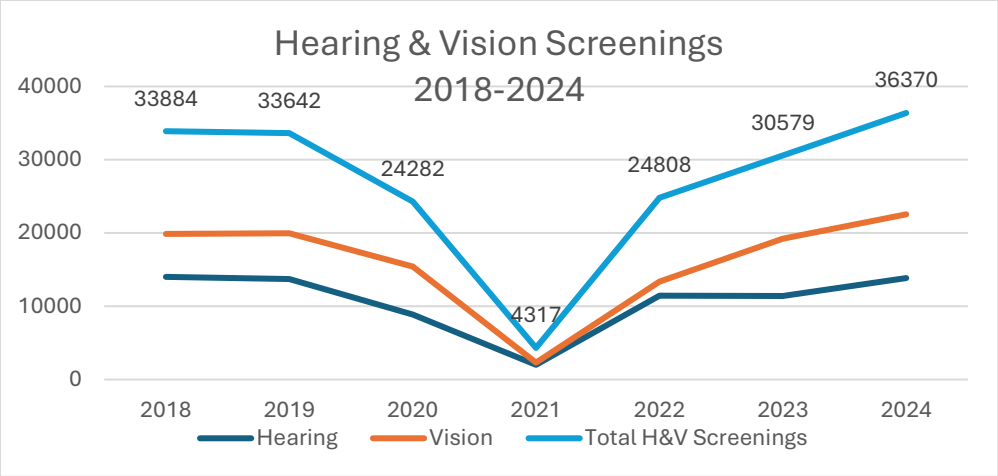
Staff Burnout and Retention: According the 2024 Employee Engagement Survey, the burnout rate for the Hearing and Vision program staff is 50%, significantly higher than the county average of 35%. This statistic underscores the need to increase capacity, reduce the workload on the existing staff, and prevent turnover to retain experienced staff. Hiring a full-time technician and increasing the Hearing and Vision Clerk's hours will help alleviate the current strain on the team, reducing burnout and increasing job satisfaction.

Expanded Support for Administrative Tasks: With the increasing number of screenings, the current 20 hours per week is insufficient. Increasing the Hearing and Vision Clerk's FTE from 0.5 to 0.8 FTE will ensure that administrative tasks such as billing, scheduling, and hosting summer clinics are handled efficiently. Expanding this role will allow for better coordination, prevent delays, and facilitate the smooth operation of the programs.

Hearing and Vision New Position & Hours Increase Request

Conclusion: By hiring one additional full-time technician and increasing the Hearing and Vision Clerk's hours, the Hearing and Vision Program will be able to keep pace with the rising demand for screenings, reduce staff burnout, prevent turnover, and continue providing essential services to children across Ottawa County. The additional funding makes this investment possible, and the changes will ensure that the program can maintain its high standards of service.

Graph 1: Hearing and Vision Screenings 2018-2024



**2020-2022: Impact of Covid-19 Pandemic; 2023 not all schools were able to be screened*

Table 1: Hearing and Vision Screenings 2018-2024

Row Labels	Sum of 2018	Sum of 2019	Sum of 2020	Sum of 2021	Sum of 2022	Sum of 2023	Sum of 2024
Hearing screenings	14006	13693	8846	2009	11438	11379	13831
Vision screenings	19878	19949	15436	2308	13370	19200	22539
Grand Total	**33884**	**33642**	**24282**	**4317**	**24808**	**30579**	**36370**

Table 2: Michigan Department of Health and Human Services Screening Guidelines by Program

	VISION	HEARING
SCHOOL-AGE	**80-85**	**----**
PRESCHOOL AGE	**40-45**	**----**
INITIAL SCREENING	----	≤ 100
RESCREENING	----	≤ 40

(Pulled from MDHHS program manuals)

Table 3: MDHHS Screening Schedule

Hearing and Vision Screening Requirements		
Pre-school	X	X
Kindergarten Entry	X	X
Kindergarten	X	
1st Grade		X
2nd Grade	X	
3rd Grade		X
4th Grade	X	
5th Grade		X
7th Grade		X
9th Grade		X

Proposal for .6 FTE Benefited Substance Use Disorder Health Educator
10/30/24

Recommendation:

- To reinstate a .6 FTE benefited Substance Use Disorder Health Educator position.

Background:

- This position supports the Substance Use Disorder prevention work that is supported by Ottawa County Department of Public Health. This position was eliminated this past fiscal year during the budget season, and the work was completed by a Health Educator that worked without benefits and in a temporary, non benefited capacity (unable to work over 1,200 hours).
- The Substance Use Disorder Health Educator will focus on the following projects: management of the Cannabis Reduction and Prevention Education coalition, Prime for Life class management (students are referred from the schools and the juvenile courts for a free evidence-based class that is offered two times a month), support of the Ottawa Substance Abuse Prevention Coalition, partnership with Heart Safe initiative and creating and distributing marketing and outreach materials through partnerships with schools, churches and other community partners.

Rationale:

- A benefited position will allow for more staffing capacity and generally leads to greater retention of staff in this position.
- This position request was submitted during the FY25 budget season as a new position request (see attached). It has been approved by Lakeshore Regional Entity and was included in the adoption of the Ottawa County Department of Public Health Budget in September 2024.

Expense:

- Fund new position: 1.0 FTE SUD Health Educator at an estimated cost of $62,607 (salary and fringe).
- The remaining amount of the grant award will go towards offsetting indirect costs in Fund 221 as reallocated to this position. All indirect costs are already fully allocated and funded at OCDPH. Remaining grant funds will reduce overall general fund allocation by $28,088.

Revenue Source:

- 100% - 22129537 – LRE Substance Use Disorder Block Grant – Renewed each year.
- General fund dollars will not be used at all for this position.

RECOMMENDATION Y-Yes N-No, WS - Wage Study	COMMENTS	DEPARTMENT NAME	POSITION TITLE	ELIMINATED POSITION	TYPE OF POSITION REQUESTED? NEW OR EXPANSION OF HOURS?	CHANGE IN BENEFITTED FTE COUNT	FINAL GRADE TO BE DETERMINED BY HR REQUESTED GRADE	 BUDGETED GRADE
N		Public Defender	Assistant Public Defender II	Assistant Public Defender I	REMOVE ASSISTANT PUBLIC DEFENDER I POSITION, ADD ASSISTANT PUBLIC DEFENDER II POSITION (2 of 2)	0	U15	-
N		Public Defender	Legal Investigator		UPGRADE POSITION FROM U10 TO U11	0	U11	-
Y		Public Defender	Research Attorney - Appellate		ADD 1 NEW FTE POSITION	1	U14	U14
Y		Public Defender	Legal Investigator - AV		ADD 1 NEW FTE POSITION (1 of 2)	1	U09	U09
Y		Public Defender	Legal Investigator - AV		ADD 1 NEW FTE POSITION (2 of 2)	1	U09	U09
N		Public Health	Assistant Public Health Communications Specialist		ADD 1 FTE NEW POSITION	1	U09	-
N		Public Health	Clinic Support Health Tech	Clinic Support	RECLASS CLINIC SUPPORT WITH CLINIC SUPPORT HEATH TECH	0	U04	-
WS		Public Health	CSHCS Clerk/EBLL CHW		RECLASS CSHCS CLERK FROM GRADE U02 TO GRADE U03	0	U03	Unchanged
N		Public Health	Environmental Health Specialist		ADD 1 FTE NEW POSITION (REQUEST 1 OF 2)	1	U08	-
N		Public Health	Environmental Health Specialist		ADD 1 FTE NEW POSITION (REQUEST 2 OF 2)	1	U08	-
N		Public Health	Environmental Health Tech	EH Technical Support Clerk	REPLACE CURRENT TECH SUPPORT CLERK WITH ENVIRONMENTAL HEALTH TECH	0	U05	-
N	Bring forward with approved grant.	Public Health	Health Educator - SUD		ADD 0.6 FTE NEW POSITION	0.6	U09	-
N		Public Health	Licensed Clinical Health Services Manager - 1.0 FTE, Team Supervisor (Clinic) - 1.0 FTE	NP Supervisor - 1.0 FTE	ADD 1.0 FTE (LCHS MANAGER), ADD 1.0 FTE (TEAM SUP), REMOVE 1.0 FTE (NP SUP)	1	U17/U12	-
WS	Overall proposal was reduction; but core request is dependent on the WS and dept was unwilling to eliminate position without other change.	Public Health	MIHP Nutritionist and Community Health Clerk	Nurse	REDISTRIBUTE 0.4 FTE TO INCREASE NUTRITIONIST FROM 0.5FTE TO 0.6FTE AND RECLASS MIHP CLERK FROM U02/7 TO U03/6	(0.30)	U03	Unchanged
N		Public Health	Office Manager - Public Health	Admin Assistant	RECLASS ADMIN ASSISTANT (1.0 FTE) WITH OFFICE MANAGER POSITION (1.0 FTE)	0	U11	-
N		Public Health	Public Health Specialist/School Liaison		ADD 1 FTE NEW POSITION	1	U03	-
N		Public Health	Title X/STD Outreach Coordinator- .7FTE	0.1FTE Health Educator	ADD 0.7 STD OUTREACH COOR, REMOVE 0.1FTE HEALTH EDU	0.6	TBD	-
N		Sheriff	Detective		ADD 1 FTE NEW POSITION	1	2	-
N		Sheriff	Digital Forensics Analyst		ADD PT NON-BENEFITTED AT .5 FTE NO MORE THAN 1,000 HOURS	0	TBD	-

PROJECT: ELC Infection Prevention and Healthcare-Associated Infections Response Support

Start Date: 10/1/2024
End Date: 9/30/2025

Project Synopsis:

This project is supported by Epi Lab Capacity (ELC) COVID-19 Supplemental funding. To utilize these funds, Local Health Departments (LHD) must participate in collaborative efforts with MDHHS to improve the knowledge of infection prevention and control (IPC) and healthcare-associated infection (HAI) investigations and response, thereby increasing statewide public health capacity to support congregate care settings with IPC practices.

Reporting Requirements (if different than contract language)

Submit a quarterly report to the Healthcare-Associated Infections Section, Infection Prevention (IP) Unit on Infection Prevention and/or HAI-related activities that have occurred within their jurisdiction over the specified reporting period. MDHHS will provide a reporting template.

- For LHDs who completed MI-ECHO (2023-2024) and conducted an Infection Prevention onsite visit (or Infection Control Assessment Response – ICAR), please submit information via https://mdhhscd.qualtrics.com/jfe/form/SV_73acnAtD2MuHJNI.

Allowable expenses for local health departments:

1. Funding can be used to support:

    a. Staffing
    b. Personnel time
    c. Equipment and/or supplies (PPE)
    d. Resources (guidelines, texts, journals)
    e. Travel expenses
    f. Professional Development

2. Support of staff cross-trained in other communicable disease investigation activities such as:

    - Healthcare-associated and antibiotic-resistant organisms,
    - Sexually transmitted infection and

- HIV partner services,
- Hepatitis C infection,
- Foodborne outbreak response,
- Tuberculosis investigations,
- Other infections/investigations that can benefit from infection prevention support

3. Coordination of supportive services
4. Activities to promote IP and HAI education and outreach
5. Workforce development and training, including conference fees, registration, and associated travel.

Funding cannot be used for clinical care or research.

Additional Requirements:

The local health department will:

- Designate primary and alternate representatives responsible for participating in this project.

- Participate in routinely scheduled meetings, including, but not limited to educational webinars, in-person learning sessions, and regional workgroups/discussions.

- Conduct ongoing outreach to high-risk and other congregate care settings to assess communicable disease reporting and existing infection prevention infrastructure (resources, policies, practices, and processes) and provide IP and HAI recommendations as needed.

- Develop, maintain, or initiate relationships with long-term care (LTC) facilities within their jurisdiction and have regular communication with these facilities. If an infection prevention/HAI issue arises at one of the facilities which requires further assistance, MDHHS will support.

Related to Infection Prevention and HAIs:

Technical assistance from the HAI program office can be requested by LHD personnel supporting IP and HAI activities, including but not limited to educational webinars, in-person workshops, regional workgroups, assistance with onsite facility assessments, cluster/outbreak reporting, investigations, response, and containment efforts.

ELC IP/HAI Funding (1 of 3)

- **Funding can be used to support:**
  - Staffing / personnel time
  - Equipment and/or supplies (PPE)
  - Resources (guidelines, textbooks, journal access)
  - Travel expenses
    - Travel to LTCs and other congregate care settings (onsite support)
    - Travel to conference (registration, hotel, flight, etc)
  - Professional development
    - APIC courses
    - Environmental Health courses

ELC IP/HAI Funding (2 of 3)

- **Funding can be used to support:**
  - Other staffing for cross-training in other CDs
    - Healthcare-associated infections and antimicrobial resistance (HAI/AR)
    - Sexually transmitted infections (STIs)
    - HIV partner services
    - Hepatitis C
    - Foodborne-outbreak investigations
    - Tuberculosis (investigations, DOT)
    - **Other infections or CD investigations that can benefit from infection prevention support**

ELC IP/HAI Funding (3 of 3)

- **Funding can be used to support:**
  - Coordination of supportive services
  - Activities to promote IP and HAI education and outreach
  - Workforce development and training

Strengthening Public Health Workforce and Infrastructure in Michigan

Request for Information (RFI)

As part of the Centers for Disease Control and Prevention's (CDC) Public Health Infrastructure Grant Program, the Michigan Department of Health and Human Services (MDHHS) will be distributing $31,008,494 in funding to 44 local health departments (LHDs) through the Strengthening Public Health Workforce and Infrastructure in Michigan grant opportunity (the City of Detroit is funded directly by the CDC). Funds will be available for the period October 1, 2023 through September 30, 2027.

This funding is intended to support public health infrastructure needs in local jurisdictions related to the public health workforce, foundational capabilities and data modernization. Funding is intended to be flexible to meet the needs of each jurisdiction and can be used for cross-jurisdictional arrangements.

Funding will be split equally among the 44 LHDs, for a total of $704,738 per LHD (or $176,184 per year for four years). Funds can be requested as a lump sum or spread across the grant period as desired.

Non-allowable expenses include:

- New building construction (e.g. breaking ground on a brand-new facility)
- Funding restrictions and limitations listed under CDC's general terms and conditions for non-research grants (see: https://www.cdc.gov/grants/documents/General-Terms-and-Conditions-Non-Research-Awards.pdf)
    - Includes lobbying activities, advocacy/promotion of gun control, needle exchange programs, certain telecommunications/surveillance services or equipment and other limitations.

Examples of **allowable** expenses include:

- Expenses related to recruitment/hiring of new staff or retention of existing staff
- Supplies and equipment necessary for staff to complete job functions
- Training and conference expenses
- Software or IT equipment purchases, leases, upgrades or repair
- Investments in workforce engagement, well-being and other related programs and services
- Expenses related to purchasing or leasing office space in an existing building
- Physical infrastructure repairs, improvements etc. (buildings, vehicles, equipment, etc.)

Examples of **allowable** activities:

- Hiring staff to fill new or existing positions
- Holding training events for new or existing staff
- Purchasing/leasing new vehicles, equipment, IT equipment, etc.
- Remodeling existing office space

Grantees will be required to report progress biannually in winter and summer. This will include reporting on staff hired by job classification and program area. More specific dates and details will be provided.

To indicate interest in receiving Strengthening Public Health Workforce and Infrastructure in Michigan funding, please email a completed MI_Infrastructure_Workplan&Budget template to **MDHHS-LocalHealthServices@michigan.gov** by **09/11/2023.**