TO: Members of the County Council  
    Steve Ehlmann, County Executive

CC: Donna Vogt, Executive Assistant to the County Council  
    Joann Leykam, Director of Administration  
    Jennifer George, Assistant Director of Administration  
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    Rory O'Sullivan, Acting County Counselor

FROM: Samantha Shadrach, Director of Human Resources  
    Robert Schnur, Director of Finance

DATE:  11-Jan-21

SUBJECT:  Position Revisions for Parks Department, Public Health Department and Public Administrator

The Human Resources Department has been working with three departments on a change in positions to all each of the departments to better address their work needs. This memo address that change in the Parks Department, the Department of Public Health and the Public Administrator’s Office.

1. **County Parks and Recreation**

The Parks Director is requesting a change to a Program Coordinator position because the artifact collections entrusted to Parks Department care need someone dedicated to the cataloging, conservation, preservation and consideration of the items. The Curator will have training in the science and practices of artifact conservation and preservation. The person filling this position will be responsible for the proper archiving and storage of items in Parks’ collection. The Curator will develop conservation plans for artifacts on display throughout the Park system and work with staff to ensure that items on display are property cared for and are not deteriorating. The need for this new role, is a result of Parks’ growth as a department and the historic division within it.

Since creating a historic component in 2007 and opening the museum in 2010, the department has acquired thousands of artifacts, photographs and other historical materials. As you know, in 2016, the County acquired the Historic Daniel Boone Home from Lindenwood University, with that acquisition came an immense collection of artifacts, textiles, photographs and documents both on display in buildings and in storage. In 2017, the Heritage Museum became the repository of artifacts of the St. Charles County Historical Society. The transfer of these artifacts allowed the Historical Society to focus on archival materials and research and grew the Museum's collection. The Parks Department continues to grow the historic collections and stands to acquire more from local individuals and historical societies in the coming years. All this provides a unique benefit to County residents.

The establishment of a Curator is essential in the Park Department’s efforts to preserve county history. The Curator will oversee the day to day operations of the Heritage Museum and part-time staff. The Curator will conduct research, plan and develop educational displays for the Museum, Boone Home, Hays House, Boyd Home at Towne Park and other historic sites throughout the Park system. This dedicated position will help ensure that artifacts are properly interpreted, stored and preserved for future generations.

**Parks and Recreation Budget**

Reclassification of one of the existing Park Program Coordinator positions to a new Curator position will result in a pay grade change: The current Park Program Coordinator position is pay grade 204 ($39,466.89-$58,450.47), and the Curator position has been analyzed at pay grade 207 ($49,029.60-$72,612.83). The Department will handle any difference from it's appropriation for personnel.

2. **Department of Public Health**

The Public Health Director is requesting a change to the personnel in the Division of Health Services. The Department proposes eliminating a Public Health Nurse I (LPN/RN) and an Epidemiologist position and establishing the position of a physician to be known as Public Health Chief Medical Officer. Both of the positions...
to be eliminated are vacant at this time. A physician position would allow the department to continue to offer the full range of services those positions provide and simultaneously increase capacity for additional services.

The Medical Officer position will allow the Department to better serve the public because many functions of the clinical services delivered by the Department’s Division of require physician licensure, including the development and approval of “standing orders” for the public health nurses providing childhood and travel immunizations or collecting lab specimens. This has historically been done through ongoing contracts with physicians, who have little or no public health expertise and therefore can only provide the most basic level of public health medicine to the people of St. Charles County.

This position not only increases clinical capability beyond that of the services an LPN/RN would be able to provide, but also places a well-educated healthcare professional in a position that can also increase the department’s epidemiological capacity, public health grant writing capacity and grant eligibility because of the increase clinical capacity, and public health education capacity. Some examples of the clinical services that the department would be able to provide with this position are:

- For children with various diseases that require lab work and prescriptions for specialty formula, the ability to sign the necessary physician orders
- For people with TB which can be treated and quarantined by one entity, the orders for TB treatment at the County’s clinic. Currently this is coordinated with a community infectious disease provider, many of whom rarely treat TB and don’t have expertise in complex management.
- Standing orders for childhood immunization and for travel immunizations needed by church groups and business travelers as well as for immunocompromised people such as those recovering from cancer or with autoimmune diseases
- Prescribe antibiotics for disease outbreaks such as pertussis (known as whooping cough). The Department often struggles to get provider prescriptions for everyone exposed during an outbreak.
- For adults and children with allergic reactions, Epi pen prescriptions
- Treatment of STDs

Additionally, the Medical Officer will be able to assist with public health education, grant writing, provide the necessary physician orders for increased lab testing capacity for immediate diagnosis of strep, all sexually transmitted diseases and flu and other physician assistance to county citizens.

Public Health Budget
The Public Health Chief Medical Officer position was analyzed as a Pay Grade 303 ($78,232.37-$122,903.05) The position would be funded by not filling a Public Health Nurse I, Pay Grade 205 ($42,426.91-$62,834.26) and an epidemiologist position, Pay Grade3 209 ($56,659.83-$83,913.20). The funds available for these two positions will be sufficient to fund the Medical Officer position.

3. Public Administrator
The Public Administrator requested an additional staff member to visit and work with clients of the Public Administrator and to make its Government Services Representative full time. The Government Services Representative I was increased to full time to provide additional support for client visits, etc. The Public Administrator, due to the volume of clients of her office in nursing homes and in community housing, requires the assistance of the full time position to accomplish personal visits to these clients as required. The work therefore indicates that the position should be a Deputy Public Administrators, Pay Grade 114 so that both employees doing the same work are classified the same. (There is currently one (1) Deputy Public Administrator and the two employees will be doing the same work).

Public Administrator Budget
Reclassification of one GSR I: pay grade 110 ($27,606.44-$38,897.48) to a Deputy Public Administrator: pay grade 114 ($33,555.80-$47,280.13).

Conclusion
All three departments believe the addition of these positions by the elimination of existing positions provides a higher level of service in the respective departments to better serve the residents of St. Charles County. The Merit Commission has already reviewed and concurred with the recommendations to add these job classifications (Medical Officer, Curator) for these positions.