

Public Health Study Session  
August 28, 2019  
10:00am  
Commissioners Conference Room

**Attendees**

Commissioners: Brett Wachsmith, Cory Wright, Laura Osiadacz  
Public Health: Candi Blackford, Tristen Lamb, Erin Moore, Tina Rowan  
Others: Lisa Young, Human Resources, and Arden Thomas, Public Works

**Department Staffing updates**

**Updated Org Chart**

Tristen Lamb reviewed the updated health department organizational chart. The chart has all health department staff and commissioners outlined with their roles in the department. There are stars next to some of positions that represent recent changes as well as proposed staff changes for 2019 and going into 2020. Ms. Lamb would like to propose new changes to the department as updated in staff changes section.

**Staff Changes**

Tristen Lamb proposed a change in workloads/positions at the health department. Currently there is a vacancy in Environmental Health and Ms. Lamb is asking to not fill that position at this time, but conduct a small feasibility study to ensure that inspections are completed in a timely manner without staff overtime, and that Environmental Health specialists are available to the public with increased hours in the field. If the feasibility study is conducive, Ms. Lamb proposes to increase hours for Zach Vavricka in 2020, who is currently a part time Health Promotion Specialist, in lieu of filling the vacant position. He would continue work in Health Promotion and also take on work in Environmental Health education, messaging, and tech support. This will fill the vacancy and satisfy office demands for the two programs.

Samantha Cox has gone to forty hours and is now working in the front office. Ms. Cox is mostly working in the water program, but is now able to provide back up support to the public health technicians.

Ms. Lamb discussed the recent decision to divide the Health Promotion Supervisor and Developmental Disabilities Coordinator positions. After the pilot of combining the two it has been determined that they need to return to two different positions. After discussions, Kasey Knutson has decided to keep the Developmental Disabilities program. Ms. Lamb has asked the board for permission to post the Health Promotion Supervisor position internally. Ms. Lamb discussed the budget impacts of the following changes. All commissioners approved posting of the HP position and proposed changes.

**Department Business**

**Quality Improvement Updates**

Tristen Lamb gave brief updates on the following quality improvement projects:

- Future fund allocation/fees for water

APPROVED  
9/17/19

- Management team survey on Department Heads' Priorities for 2020
- Public Health customer survey is live and link will be incorporated into all department documents and emails to the public and stakeholders
- Public Health Forms project is still in progress
- Public Health is currently working on implementation of its complaint system

Preliminary 2020 Budget

Ms. Lamb presented the commissioners with the first round of the Health Department's Preliminary 2020 Budget

Other

Candi Blackford presented a Professional Services Agreement between KCPHD and Heather Carballo-DePuydt for re-signature. This agreement was originally approved at a previous BOCC meeting, but contractor has misplaced agreements. Having them resigned and will send to contractor.

Meeting adjourned at 11:00am



Cory Wright, BOCC Chair



Candi Blackford, Public Health Clerk