

CLARK COUNTY STAFF REPORT

DEPARTMENT: Public Health

CCPH SR2017-452

DATE: 10/10/2017

REQUESTED ACTION:

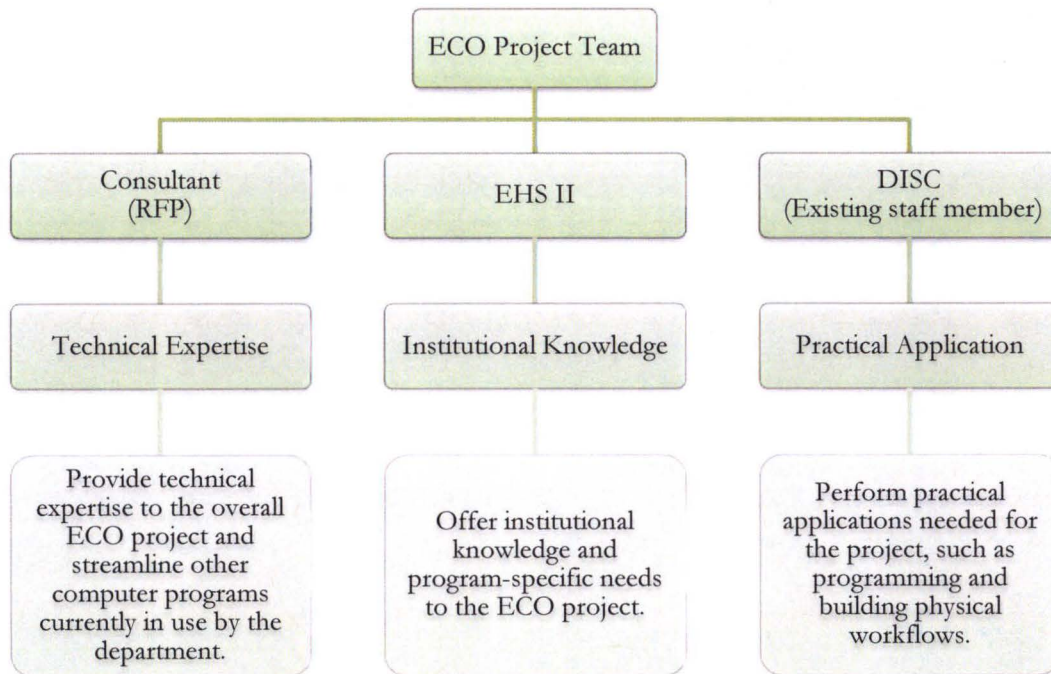
Board of County Councilor's approval to use Public Health Department fund balance to release a Request for Proposal (RFP) and add a 1.0 FTE Project Environmental Health Specialist II (EHS II) position, effective October 16, 2017 through December 31, 2018. This action will allow us to dedicate the necessary resources to fully develop and deploy Public Health's comprehensive online permitting platform and provide greater permitting process efficiencies to the public.

Consent Hearing County Manager

BACKGROUND

Public Health has completed the preliminary steps for Envision Connect Online (ECO), an online environmental health permitting system. Current staffing levels are insufficient to complete development and implementation in an efficient manner. At this stage of the project, a consultant will be brought in to work in conjunction with an existing EHS II and one of Public Health's existing Department Information Systems Coordinator (DISC) positions to complete development and deploy ECO. The project EHS II will backfill the existing EHS II dedicated to this project.

With these additional resources, Public Health will be able to release ECO no later than January 1, 2019.



ECO project goals:

Enhanced customer experience:

- Complete workflows
- Identify efficiencies
- Finalize ECO
- Customer experience and system development and fine tuning
- Develop training plans
- Provide training to staff and customers
- ensuring peripheral products are being fully utilized to maximize efficiency

- submit supporting documents online
- submit a payment
- correspond with public health staff
- save time
- avoid trips to Clark County Public Health offices

COUNCIL POLICY IMPLICATIONS

N/A

ADMINISTRATIVE POLICY IMPLICATIONS

N/A

COMMUNITY OUTREACH

N/A

BUDGET IMPLICATIONS

YES	NO	
		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation
X		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

BUDGET DETAILS

Local Fund Dollar Amount	
Grant Fund Dollar Amount	
Account	
Company Name	

DISTRIBUTION:

Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>

DocuSigned by:
Kayla Bucek 9/22/2017
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Kayla Bucek
Financial Analyst

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Alan Melnick 9/22/2017
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Alan Melnick
Director/Health Officer

Primary Staff Contact: Kayla Bucek Ext: 8235

APPROVED: *[Signature]*
CLARK COUNTY, WASHINGTON
BOARD OF COUNTY COUNCILORS

DATE: Oct. 10, 2017

SR# 202-17

APPROVED: _____
Jim Rumpeltes, Interim County Manager

DATE: _____

[Signature]
[Signature]



BUDGET IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Total						

II. A – Describe the type of revenue (grant, fees, etc.)

Part III: Estimated Expenditures

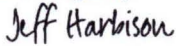
III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
1025 / Public Health	1.0		150,000				
Total	1.0		150,000				

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits		95,663				
Contractual		50,000				
Supplies						
Travel		4,337				
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total		150,000				

Package number	Fund	Prog	Dept	Basele	Obj	Categ	2017-18 EXP		2019-20 EXP		Type	Operating vs capital	Capital project code	Program code	Position
							inc / REV (DR)	dec /REV (CR)	inc / REV (DR)	dec /REV (CR)					
PBH-15	1025	150	702	562150	110	000000	67,668				One-Time	Operating	PPBH-0008	HEE-08xx	
PBH-15	1025	150	702	562150	210	000000	4,630				One-Time	Operating	PPBH-0008	HEE-08xx	
PBH-15	1025	150	702	562150	211	000000	8,323				One-Time	Operating	PPBH-0008	HEE-08xx	
PBH-15	1025	150	702	562150	220	000000	40				One-Time	Operating	PPBH-0008	HEE-08xx	
PBH-15	1025	150	702	562150	221	000000	11,132				One-Time	Operating	PPBH-0008	HEE-08xx	
PBH-15	1025	150	702	562150	222	000000	3,098				One-Time	Operating	PPBH-0008	HEE-08xx	
PBH-15	1025	150	702	562150	223	000000	772				One-Time	Operating	PPBH-0008	HEE-08xx	
PBH-15	1025	150	702	562150	410	000000	50,000				One-Time	Operating	PPBH-0008		
PBH-15	1025	150	702	562150	400	000000	4,337				One-Time	Operating	PPBH-0008		

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Package number	Fund number	Program	Dept number	Type	Add, Delete, Change	Does this change involve a reclass?	FTE CHANGE	Effective date of change (MM/YY)	Position # for existing positions	New job classification	Grade & Range	Length for new project positions	Program Code
PBH-15	1025	150	702	Project	A	No	1.00	10/17		Environmental Health Specialist II	HD.38A	14.5 months	PPBH-0008

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Kathleen Otto 9/27/2017
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