

## CLARK COUNTY STAFF REPORT

**DEPARTMENT:** PUBLIC HEALTH

SR# 2020-1129

**DATE:** 04/7/2020

**REQUESTED ACTION:**

Clark County Council to ratify SR#2020-1119 which requested permission to temporarily increase FTE for two existing part-time staff in support of the ongoing COVID-19 response effort. Remuneration of \$38,884 in State Grant funding anticipated.

Consent     Hearing     County Manager

**BACKGROUND**

These positions are vital responders to the COVID-19 Public Health incident command structure. At this time, we request this increase effective March 16, 2020 through December 31, 2020. We will fund these positions through an allocation from Washington State Department of Health grant to our Emergency Preparedness and Response program.

- Increase P003049, Deputy Health Officer, from .80 to 1.0 FTE
- Increase P000998, Public Health Nurse II, from .80 to 1.0 FTE.

**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	38,884
Account	Public Health
Company Name	

**DISTRIBUTION:**

Council staff will post all staff reports to The Web. <https://www.clark.wa.gov/council-meetings>

*Joelle Loescher*

3/17/2020

*Jeff Harbison*

3/17/2020

\_\_\_\_\_  
Joelle Loescher  
Management Analyst

\_\_\_\_\_  
Jeff Harbison  
Acting Public Health Director

Primary Staff Contact Name and Extension: Jeff Harbison, 8475

APPROVED: *[Signature]*  
CLARK COUNTY, WASHINGTON  
CLARK COUNTY COUNCIL

DATE: 4/7/2020

SR# 055-20



APPROVED: \_\_\_\_\_  
Kathleen Otto, Interim County Manager

DATE: \_\_\_\_\_

## 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	2019 Annual Budget		2020 Annual Budget		2021 Annual Budget	
	GF	Total	GF	Total	GF	Total
1025				38,884		
<b>Total</b>				38,884		

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

### Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	2019 Annual Budget		2020 Annual Budget		2021 Annual Budget	
		GF	Total	GF	Total	GF	Total
1025					38,884		
<b>Total</b>					38,884		

III. B – Expenditure by object category

Fund #/Title	2019 Annual Budget		2020 Annual Budget		2021 Annual Budget	
	GF	Total	GF	Total	GF	Total
Salary/Benefits				38,884		
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
<b>Total</b>				38,884		

Package Number	Fund	Cost Center Name <small>List will be limited based on search string on coding tab</small>	Program Name <small>List will be limited based on selected Cost Center on coding tab</small>	Type	Add, Delete, Change	Does this change involve a reclass?	FTE CHANGE	Effective date of change (MM/YY)	Position #	New job classification	Grade & Range	Length for new project positions
PBH-0320-01	1025	Public Health Administrative Services	Public Health Department Management	Operating Add		No	0.20	03/16/2020	P003049			FTE increase only in place 03/16/2020-12/31/2020
PBH-0320-01	1025	Communicable Disease Prevention and Control	Vaccine Quality Assurance	Operating Add		No	0.20	03/16/2020	P000998			FTE increase only in place 03/16/2020-12/31/2020

*Daniel Harrigan*

Daniel Harrigan

Associate HR Representative

3/17/2020

Package		Cost Center search string		Select Cost Center for list of related Programs		Revenue Category search string		Revenue		2020 EXP inc /	2020 EXP dec /	2021 EXP inc /	2021 EXP dec /	Operating	vs capital	Position	Notes
Number	Fund	List will be limited based on search string	Center ID	List will be limited based on selected Cost Center above	Program ID	Ledger Account Name	Number	List will be limited based on search string	Category ID	REV dec (DR)	REV inc (CR)	REV dec (DR)	REV inc (CR)	Type			
PBH-0320-01	1025	Public Health Administrative Services	CC164	Public Health Department Management	PG0144	Salaries and wages	5010000			20,061				One-time Operating		P003049	
PBH-0320-01	1025	Public Health Administrative Services	CC164	Public Health Department Management	PG0144	State Retirement (PERS/LEOFF)	5040000			2,574				One-time Operating		P003049	
PBH-0320-01	1025	Public Health Administrative Services	CC164	Public Health Department Management	PG0144	Benefits - Payroll Taxes	5200000			1,278				One-time Operating		P003049	
PBH-0320-01	1025	Public Health Administrative Services	CC164	Public Health Department Management	PG0144	Industrial Insurance	5220000			123				One-time Operating		P003049	
PBH-0320-01	1025	Public Health Administrative Services	CC164	Public Health Department Management	PG0144	Life Insurance	5230000			44				One-time Operating		P003049	
PBH-0320-01	1025	Public Health Administrative Services	CC164	Public Health Department Management	PG0144	Disability Insurance	5236000			145				One-time Operating		P003049	
PBH-0320-01	1025	Communicable Disease Prevention and Control	CC169	Vaccine Quality Assurance	PG0469	Salaries and wages	5010000			12,122				One-time Operating		P000998	
PBH-0320-01	1025	Communicable Disease Prevention and Control	CC169	Vaccine Quality Assurance	PG0469	State Retirement (PERS/LEOFF)	5040000			1,555				One-time Operating		P000998	
PBH-0320-01	1025	Communicable Disease Prevention and Control	CC169	Vaccine Quality Assurance	PG0469	Benefits - Payroll Taxes	5200000			772				One-time Operating		P000998	
PBH-0320-01	1025	Communicable Disease Prevention and Control	CC169	Vaccine Quality Assurance	PG0469	Industrial Insurance	5220000			123				One-time Operating		P000998	
PBH-0320-01	1025	Communicable Disease Prevention and Control	CC169	Vaccine Quality Assurance	PG0469	Disability Insurance	5236000			87				One-time Operating		P000998	
PBH-0320-01	1025	Emergency Preparedness and Response	CC170	Public Health: Emergency Preparedness and Response	PG0344	State Grants	3340000	State Grant from Department of Health	R0461			38,884		One-time Operating			

*Emily Zwetzig*

Emily Zwetzig

Budget Director

3/17/2020

**\*Approved**  
**March 3, 2020**  
**by County Manager\***

**CLARK COUNTY  
STAFF REPORT**

**DEPARTMENT: PUBLIC HEALTH**

SR# 2020-1119

**DATE: 03/3/2012**

**REQUESTED ACTION:**

Temporarily increase FTE for two existing part-time staff in support of the ongoing COVID-19 incident response effort. Remuneration of \$38,884 in State Grant funding anticipated.

Consent     Hearing     County Manager

**BACKGROUND**

These positions are vital responders to the COVID-19 Public Health incident command structure. At this time, we request this increase effective March 16, 2020 through no later than December 31, 2020. We will fund these positions through an anticipated allocation of COVID-19 response grant funds from Washington State Department of Health.

- Increase P003049, Deputy Health Officer, from .80 to 1.0 FTE
- Increase P000998, Public Health Nurse II, from .80 to 1.0 FTE.

**COUNCIL POLICY IMPLICATIONS**

N/A

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**COMMUNITY OUTREACH**

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*Kayla Mobley*

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Kayla Mobley  
Sr. Financial Management Analyst

*Jeff Harbison*

\_\_\_\_\_  
Jeff Harbison  
Acting Public Health Director

Primary Staff Contact Name and Extension: Jeff Harbison, 8475

**APPROVED:** \_\_\_\_\_  
**CLARK COUNTY, WASHINGTON**  
**CLARK COUNTY COUNCIL**

DATE: \_\_\_\_\_

SR# \_\_\_\_\_

*Kathleen Otto*  
**APPROVED:** \_\_\_\_\_  
**Kathleen Otto, Interim County Manager**

DATE: \_\_\_\_\_

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PBH-0320-01	1025	Communicable Disease Prevention and Control	CC169	Vaccine Quality Assurance	PG0469	Disability Insurance	5236000			67				One-time Operating		P000998	
PBH-0320-01	1025	Emergency Preparedness and Response	CC170	Public Health: Emergency Preparedness and Response	PG0344	State Grants	3340000	State Grant from Department of Health	R0481			38,884		One-time Operating			