

RESOLUTION NO.: 70—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The County Executive has requested the following Health and Human Services Department
2 Table of Organization change, and the same has been made a part of the 2025 County
3 Executive Budget:

4
5 Create: One (1) Full-time Community Health Educator – Substance Use Prevention position
6

7 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
8 Committee recommend adoption of the following resolution.

9 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith
10 authorize and approve of amending the Table of Organization for the Health and Human Services
11 Department, cost center 2061010 by creating One (1) Full-time Community Health Educator – Substance
12 Use Prevention position effective January 1, 2025 as described in the attached Position Addition Form,
13 Position Description, and Table of Organization, which by reference are made a part hereof, and

14 BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the
15 aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the
16 attached, and

17 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of
18 this resolution to the Outagamie County Human Resources Director and the Outagamie County Health and
19 Human Services Director.

20 Dated this _____ day of November 2024

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Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES
COMMITTEE

Cathy Spears

Sara MacDonald

Ryan Ferguson

John Kostelny

Sarah Weinberg

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:	2061010	
Position Title:	Community Health Educator - Substance Use Prevention	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	E	
Pay Grade of Position:	145	
Estimated Starting Step:	6	
Position exists in current the Table of Organization?		
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time:	1
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?		
If deleting a position to add this position; which position(s) will be deleted?		
<i>(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)</i>		
List any positions in your Table of Organization that have been vacant for 6 months or longer:	None	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
<p>This position will support the intervention services that are described in the Wisconsin Department of Health Service Administrative Code, Chapter 75, Community Substance Use Service Standards. Currently, the tasks associated with these services are administered by a contract position that is supported by HHS Mental Health Division. The creation of the Community Health Educator – Substance Use Prevention position and the transfer to HHS Public Health Division fosters the connection that currently exists of prevention and health promotion activities. Additionally, the HHS Public Health Division has three (3) Community Health Educator positions within the Community Health Unit. As a result, the infrastructure is present to support this new position within the table of organization of the HHS Public Health Division. Lastly, the community partners/stakeholders between the contract position and the Community Health Educators in the HHS Public Health Division routinely engage in similar community partners/stakeholders in developing prevention and health promotion strategies. The addition of this position along with the transferring to HHS Public Health Division, aligns existing structure, programs and prevention activities.</p>		
Employee Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
How will this position be funded (choose from drop-down list)?	Levy Only	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		

Salary	\$	70,797
Fringe Benefits	\$	37,487
Travel/Training	\$	-
Supplies - IT	\$	648
Supplies - Other	\$	5,162
Purchased Services - IT	\$	3,010
Purchased Services - Other	\$	-
Capital Outlay	\$	-
TOTAL EXPENDITURES	\$	117,104
COST SAVINGS OR INCREASED REVENUES:		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
Deleted Position (if applicable)		
	\$	(117,104)
	\$	-
TOTAL COST SAVINGS/REVENUES	\$	(117,104)
NET COUNTY COST (Levy/Fund Bal)	\$	-

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	5/7/2024
County Executive Decision (Approved/Denied)	

Position: Community Health Educator (DHHS-PH)

The Community Health Educator position will have a substance use prevention focus. The Key Responsibilities listed will connect directly to substance use prevention activities and strategies.

Position Purpose

This is an opportunity to become an active member of a local health department. The Community Health Educator position will challenge you to develop and apply skills to help ensure a safer and healthier community. Make an impact and become a part of our public health team.

Reporting to the Community Health Supervisor, the Community Health Educator develops, implements and evaluates countywide comprehensive health prevention, promotion and protection programs; provides technical assistance to professionals and the general public; conducts community health assessments, fosters collaboration, and markets public health programs.

Key Responsibilities

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Promotes relationship building and collaborative partnerships to identify, analyze and address community health needs.
- Conducts ongoing and systematic assessment of community needs and the distribution of health risks within the community and monitors progress towards health goals.
- Serve as a liaison between the community and Outagamie County Public Health and advancing towards being the chief public health strategist.
- Coordinates the Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP). Including leading groups through facilitation to successfully engage the community and general public of public health needs.
- Coordinates the process for becoming compliant with National Public Health Accreditation (PHAB) standards.
- Plans, implements and evaluates the effectiveness of public health programs.
- Assists with the development and monitoring of disease and population surveillance systems and epidemiological studies.
- Ability to record, collect, organize, and analyze quantitative and qualitative data.
- Incorporates quality improvement, strategic planning and performance management concepts and skills into all activities.
- Complete and maintain applicable training/certificates to support emergency response roles and responsibilities. Maintains emergency preparedness core Public Health competencies by participating in preparedness training, exercises, and assists in emergency response.
- Participates in health promotion efforts and communication strategies across the division

- Serves as a resource person in population based public health. Provides technical assistance and education to community groups, public agencies, professional organizations, and agency staff.
- Researches, prepares and submits grant applications to advance the work of the public health division and other community programs.
- Assists with division website maintenance, social media and other communication or messaging strategies.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Bachelor's degree in public health, health education, or closely related field and two years of full-time public health experience required.
- Master's degree, experience in grant writing and Certified Health Education Specialist (CHES) preferred.
- Or, any combination of education and experience that provides equivalent knowledge, skills and abilities.

Required or Preferred Skills

- Knowledge of the Core Competencies for Public Health Professionals. (http://www.phf.org/resourcestools/Pages/Core_Public_Health_Competencies.aspx). Developed by the Council on Linkages, the Core Competencies reflect skills that are desirable for professionals who deliver the Essential Public Health Services. The Core Competencies serve as the foundation for public health practices and are intertwined in the key responsibilities listed above.
- Excellent verbal and written communication skills; ability to communicate in a clear, concise manner, tailoring the message to intended audience.
- Ability to select valid sources of health data and familiarization with and utilization of computerized health databases.
- Ability to utilize/gather primary and secondary sources of health and demographic information.
- Ability to identify health disparities and determine health priorities.
- Ability to recruit community partners and program participants; establish and maintain effective working relationships with system partners.
- Competence in strategic planning.
- Knowledge and understanding of population based public health services, health education and health promotion techniques.
- Ability to develop creative concepts and innovative techniques to reach populations with appropriate health information.
- Ability to transport oneself to and from various locations in a timely and efficient manner.

- Ability to operate a variety of office equipment including personal computer, photocopier, fax machine, telephone, and the software programs utilized by the department.
- Ability to add, subtract, multiply, divide calculate decimals and percentages, rates and knowledge of descriptive statistics.
- Ability to use and interpret counseling, nutrition, and other medical terminology.
- Good public speaking ability.
- Ability to lift, carry, push and move objects up to 20 pounds, understanding and utilizing proper body mechanics.

FUND: HEALTH HUMAN SERVICES 206

COST CENTER NAME: HUMAN HEALTH SERVICES
 COST CENTER NUMBER: 2061010, 2062040, 2063005,
 2064010, 2065010, 2066090, 2067020, ETAL.

DEPARTMENT NAME: HEALTH HUMAN SERVICES

POSITION COUNT REGULAR POSITIONS:	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT
<u>PUBLIC HEALTH</u>								
<u>COST CENTER 2061010</u>								
COMMUNICATIONS SPECIALIST	0	0	1	0	1	0	1	0
COMMUNITY HEALTH EDUCATOR	2	0	2	0	3	0	4	0
DIVISION MANAGER/PUBLIC HEALTH OFFICER	1	0	1	0	1	0	1	0
EMERGENCY PREPAREDNESS PLANNER	1	0	1	0	1	0	1	0
EPIDEMIOLOGIST	1	0	1	0	1	0	1	0
HS SUPERVISOR - COMMUNITY HEALTH	0	0	1	0	1	0	1	0
COST CENTER TOTALS	5	0	7	0	8	0	9	0
<u>COST CENTER 2061020</u>								
BREAST FEEDING PEER COUNSELOR	0	1	0	1	0	1	0	1
HUMAN SERVICES SUPERVISOR - WIC	1	0	1	0	1	0	1	0
NUTRITIONIST	4	0	4	0	4	0	3	0
PROGRAM ASSISTANT - PUBLIC HEALTH	1	0	1	0	1	0	1	0
PROGRAM ASSISTANT - WIC	2	0	2	0	2	0	2	0
REGISTERED DIETITIAN	0	0	0	0	0	0	1	0
COST CENTER TOTALS	8	1	8	1	8	1	8	1
<u>COST CENTER 2061050</u>								
ENVIRONMENTAL HEALTH SANITARIAN	3	1	3	1	3	1	3	1
ENVIRONMENTAL HEALTH TECHNICIAN	1	0	1	0	1	0	1	0
HS SUPERVISOR - ENVIRONMENTAL HEALTH	1	0	1	0	1	0	1	0
COST CENTER TOTALS	5	1	5	1	5	1	5	1
<u>COST CENTER 2061015</u>								
PUBLIC HEALTH NURSE	7	1	7	1	7	1	7	1
HS SUPERVISOR - PUBLIC HEALTH NURSING	1	0	1	0	1	0	1	0
COST CENTER TOTALS	8	1	8	1	8	1	8	1
<u>COST CENTER 2061012</u>								
COMMUNICABLE DISEASE SPECIALIST	8	0	8	1	8	1	8	0
COMMUNICABLE DISEASE SPECIALIST LEAD	3	0	3	0	3	0	3	0
COMMUNICABLE DISEASE SPECIALIST SPVR	1	0	1	0	1	0	1	0
COST CENTER TOTALS	12	0	12	1	12	1	12	0
TOTAL PUBLIC HEALTH REGULAR POSITIONS:	38	3	40	4	41	4	42	3