

RESOLUTION NO.: 71—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 changes, and the same have been made a part of the 2025 County
3 Executive Budget:

4
5 Eliminate: One (1) Full-time Nutritionist Position
6 Create: One (1) Full-time Registered Dietitian Position (sunset position)
7

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

10 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith
11 authorize and approve of amending the Table of Organization for the Health and Human Services
12 Department, cost center 2061020 by eliminating one (1) full-time Nutritionist position and creating One
13 (1) Full-time Registered Dietitian position (sunset position) effective January 1, 2025 as described in the
14 attached Position Addition Form, Position Deletion Form, Position Description, and Table of
15 Organization, which by reference are made a part hereof, and

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

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

22 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: | 2061020 | |
| Position Title: | Registered Dietitian | |
| Sunset Position? (Yes or No) | Yes | |
| Exempt (Salaried) or Non-Exempt (Hourly): | E | |
| Pay Grade of Position: | 145 | |
| Estimated Starting Step: | 6 | |
| Position exists in current the Table of Organization? | No | |
| 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? | Nutritionist | |
| <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 will be a new position in the table of organization, but will replace one Nutritionist in the WIC Unit. Currently there are 4 Nutritionists. With this suggested change, there will be 1 Registered Dietitian and 3 Nutritionists.</p> <p>The addition of a Registered Dietitian to the HHS Public Health Division will allow expanded technical knowledge and capacity as the WIC administrative duties continue to increase based on contract objectives of the State WIC office. Currently the WIC Supervisor has been serving both the WIC Director and Nutrition Coordinator roles, which are required for each State WIC project. The ability to complete both roles effectively is becoming more challenging to manage the WIC project plus the supervisory responsibilities within the Division. The addition of the Registered Dietitian will allow the transfer of the Nutrition Coordinator duties and assist the WIC Director in ensuring WIC standards are maintained.</p> <p>- The WIC participants have been more complex related to health and nutritional needs. The addition of this position will add another Registered Dietitian to the WIC Unit to assist those participants as well as mentor other WIC Nutritionists. This will further enhance the level of service offered to participants.</p> <p>-WIC required Nutrition Service Plan has outlined specific activities related to outreach, coordinating provider relationships and building network with community partners to increase referrals. With this new Registered Dietitian position it will assist in the goals of the Outagame County WIC project service plan and will improve outreach and collaboration efforts in the community. This change aligns with the overall Division efforts to better engage at different levels identified in the Public Health 3.0 Model.</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)? | Grants |
| PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget. | |
| Salary | \$ 70,797 |
| Fringe Benefits | \$ 37,485 |
| Travel/Training | \$ - |
| Supplies - IT | - |
| Supplies - Other | \$ - |
| Purchased Services - IT | - |
| Purchased Services - Other | \$ - |
| Capital Outlay | \$ - |
| TOTAL EXPENDITURES | \$ 108,282 |
| 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) | \$ (105,742) |
| | \$ - |
| | \$ - |
| TOTAL COST SAVINGS/REVENUES | \$ (105,742) |
| NET COUNTY COST (Levy/Fund Bal) | \$ 2,540 |

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

| POSITION DELETION FORM - 2025 BUDGET | |
|---|---|
| Completion Checklist | |
| Request Details | |
| Effective Date of Requested Change: | Jan. 1, 2025 |
| Department: | Health and Human Services |
| Department Head: | John Rathman |
| Cost Center Number: | |
| Position Title: | Nutritionist |
| Sunset Position? (Yes or No) | |
| 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 adding a position to offset this deletion; which position(s) will be added? | |
| Position Justification | |
| Briefly summarize why this position is no longer needed, as well as areas of revenue and savings. | |
| By adding the Registered Dietician, we will be able to delete one nutritionist position from our current table of organization. | |
| Employee Impacted By This Change (if no one in position - leave blank) | |
| | |
| Fiscal Data | |
| PROJECTED COST SAVINGS | |
| Salary | \$ 67,583 |
| Fringe Benefits | \$ 38,159 |
| Travel/Training | \$ - |
| Supplies | \$ - |
| Purchased Services | \$ - |
| Capital Outlay | \$ - |
| TOTAL COST SAVINGS | \$ 105,742 |
| DECREASED REVENUES BY DELETING THIS POSITION: | |
| Please list below the decreased revenues pertaining to this position deletion. | |
| <i>Description</i> | <i>Dollar Value (enter as negative)</i> |
| | \$ - |
| | \$ - |
| | \$ - |
| TOTAL REVENUE REDUCTION | \$ - |
| NET COUNTY COST (Levy/Fund Balance) | \$ 105,742 |

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

Position: Registered Dietitian

Position Purpose

Reporting to the WIC Supervisor, the Registered Dietitian performs specific tasks that require a Registered Dietitian authorization for WIC certification or benefit issuance. This position will also serve as Nutrition Coordinator for the WIC Project.

Key Responsibilities

- Assures quality nutrition services per USDA Nutrition Services Standards.
- Ensure WIC Nutrition services and participant satisfaction by communicating with WIC Supervisor, participants and staff.
- Work with WIC Supervisor for compliance with nutrition policies and procedure per WIC Operational Manual.
- Assure that WIC Participants receive monthly nutrition education per WIC Standards.
- Promote and engage WIC staff in community education activities and programming.
- Conduct annual WIC chart file review of WIC Nutrition staff. Assure that WIC Nutrition staff provide WIC services based on VENA and following Nutrition Policies.
- Orientate WIC Nutrition staff in identifying nutrition risks and providing appropriate nutrition education.
- Provide nutrition assessment, screening and education to participants at high nutrition risk.
- Provide public presentations; attend health and community fairs/events, etc. representing the Outagamie County Public Health WIC Program to the general public or community partners.
- Draft, distribute and collate annual Nutrition Program Volunteer Satisfaction surveys through the state WIC program ROSIE software.
- Based on existing staffing levels, may lead as the Breastfeeding Coordinator for the WIC Project.
- 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 planning events.
- Participates in Divisional Quality Improvement, Performance Management, Strategic Planning, Workforce Development, Community Assessment, Community Health Improvement Planning activities.
- Maintains regular and predictable attendance.
- Evening and/or weekend work and/or extended hours and irregular shifts may be required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Has successfully completed training approved by Wisconsin WIC on the provision of WIC nutrition services, and
- Is a Registered Dietitian Nutritionist (RDN) with the Academy of Nutrition and Dietetics' Commission on Dietetic Registration (CDR).
- Holds a bachelor's degree in the field of nutrition from an accredited college or university and has a minimum of 2 years of job-related experience, or

- Holds a master's or doctoral degree in nutrition from an accredited college or university and has a minimum of 1-year job-related experience.

Required or Preferred Skills

- Knowledge of the Core Competencies for Public Health Professionals. (http://www.phf.org/resourcestools/Pages/Core_Public_Health_Competerencies.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.
- Ability to take measurements such as height and weight accurately and perform iron and lead testing.
- Knowledge of basic nutrition with emphasis on the nutritional needs of women, infants and children.
- Ability to effectively communicate in English, orally and in writing, and understand and follow written and oral instructions.
- Ability to conduct interactive interviews and obtain information in a non-judgmental manner.
- Ability to maintain accurate, legible and detailed records and documentation.
- Ability to walk, stoop, climb, bend, stretch; push, pull and lift up to 35 pounds, understanding and utilizing proper body mechanics.
- Knowledge of pertinent State and Federal rules and regulations.
- Customer service skills and tact, diplomacy and cultural-sensitivity.
- Ability to maintain composure in a noisy, fast-paced setting.
- Ability to work with infants and small children.
- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Department as well as the Outagamie County Work Rules and Terms of Employment.
- Knowledge of diverse cultures and sensitivity to cultural differences.
- Knowledge of basic office practices and procedures.
- Ability to transport oneself and/or consumers to and from various locations in a timely, efficient and safe manner.
- Ability to determine priorities, plan and organize work schedule to meet mandated deadlines.
- Ability to effectively understand and follow written and oral instructions.
- Ability to respect the diversity of the population served by the Health and Human Services Department and to work effectively with a multi-cultural population and varied socioeconomic groups.
- Ability to act calmly in emergency situations and under pressure.
- Ability to accept direction from other professional staff.
- Ability to build and maintain productive working relationships with multidisciplinary and multicultural staff members, community groups and other county employees.
- Ability to maintain confidentiality according to WIC Policy.
- Ability to exercise sound judgment, critical thinking and work independently.
- Knowledge of community and ability to represent the department in community situations.
- Ability to operate a variety of office equipment including telephone, fax, calculator, computer, etc.
- Ability to add, subtract, multiply, divide, calculate decimals and percent and make use of the principles of descriptive statistics.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

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

| <u>POSITION COUNT</u> REGULAR POSITIONS: | <u>2022</u> | | <u>2023</u> | | <u>2024</u> | | <u>2025</u> | |
|---|-------------|----------|-------------|----------|-------------|----------|-------------|----------|
| | 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 |