



SUMMIT COUNTY HEALTH DEPARTMENT STAFF REPORT

DATE: July 27, 2022

TO: Summit County Council
Tom Fisher, Summit County Manager

FROM: Phil Bondurant, Summit County Health Director
David Warnock, Summit County Human Resources Director

RE: Amendment to the Summit County Chart of Positions – Full-time & Benefited Nurse
(Time-limited)

PURPOSE

This staff report aims to describe the need and method for funding a time-limited Registered Nurse (RN) to serve in a variety of roles for the Summit County Health Department (SCHD), including:

- K-12 School COVID Coordinator for the Summit County Health Department
- Homebound and Aging Services Program
- COVID-19 Vaccine and Booster Shot Administration
- Targeted Care Management Program

Additionally, this report confirms to the Council and Manager that the requested amendment to the Chart of Positions does not require a financial commitment from the County General Fund for the duration of the COVID-based funding from the Utah Department of Health and Human Services (DHHS).

The intent of this presentation is to gain approval from the County Council to amend the Summit County Chart of Positions and allow the SCHD to hire a full-time, time-limited RN using COVID-related grant funds.

OVERVIEW

Throughout the pandemic, the SCHD has absorbed surges with existing staff, contracted employees, and volunteers. Recognizing this type of response is not sustainable, especially as we learn what life with COVID looks like, the DHHS has provided resources to address gaps in the public health workforce. The grant resources described in this report are intended to bring capacity to local health departments.

Given the current employment landscape with medical professionals, especially RNs, it has proven difficult to hire qualified individuals on a contractual basis. While using the temporary employee designation has proven successful in some instances, the personnel policy limits the length of time an individual can work in this classification to six months. The turnover caused by the temporary employment status creates concern in sensitive, but necessary positions. By hiring a time-limited employee, we are able to ensure continuity across various programs while making the position desirable in a competitive field.

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SUMMIT COUNTY HEALTH DEPARTMENT

STAFF REPORT

With dedicated funding focused on increasing capacity without contribution from local government, this is a great opportunity for local public health to grow services in Summit County. It is expected that existing staff will fall into these roles as the COVID response diminishes and schedules are more flexible.

FUNDING

The DHHS has extended the COVID-19 Testing Activities in K-12 Schools through July 31, 2023. The total amount of this extension is \$1,179,000. The breakdown of this grant is as follows:

Description	Amount
Testing Coordination	\$200,000
Case Investigation and Contact Tracing	\$150,000
Subcontracting (pass through)	\$600,000
Other Administrative Costs	\$229,000
Total	\$1,179,000

Of the \$1,179,000 awarded by this grant, \$229,000 is dedicated to administrative costs, which include hiring a K-12 School COVID Coordinator. Taking from past experiences, it is beneficial to have an RN coordinating these activities based on their ability to communicate in clinical terms with school-based RNs during times of high stress, ultimately reducing errors and misunderstandings between organizations. Additionally, having an extra RN on staff provides surge capacity and the ability to absorb short-lived events throughout the year, something that should be expected as we learn to live with COVID-19 and the accompanying variants.

In addition to the responsibilities described above, this individual will be tasked with increasing capacity in the homebound and aging population, bolstering the Targeted Case Management Program, and helping with COVID-19 Vaccine and Booster shots throughout the year. The funding amounts for these areas are as follows:

Description	Amount Remaining in Grant	Contract End Date
PPPHEA Vulnerable Populations Outreach	\$44,270.34	7/31/24
Targeted Case Management	\$15,000	6/30/23 (annual contribution)
COVID-19 Vaccine Supplemental	\$552,262.31	6/30/24
Total	\$611,532.65	

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Based on the information provided in the tables above, the SCHED is able to fund this full-time, benefited position in a time-limited capacity without a financial commitment from the County General Fund through June 30, 2024. The position will be limited to this timeframe.

CONCLUSION

- This request is fully funded with secure, ongoing grants from the Utah Department of Health and Human Services through June 30, 2024
- There is no financial commitment from the County General Fund for this time-limited position
- The value of this position has been demonstrated throughout the pandemic and provides the capacity to identify areas where we can handle surges in the schools or vaccine demand
- Improves our ability to reach vulnerable populations as it relates to COVID-19 and other health equity conversations

Thank you for your time and consideration.

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Attachment A: Special Provisions
Summit County Health Department: COVID-19 Testing Activities in K-12 Schools
Effective Date: July 1, 2021

1. DEFINITIONS:

- 1.1 "COVID-19" means the disease caused by SARS-CoV-2.
- 1.2 "K-12 Schools" means public or private school environments that serve students age 5-18 from kindergarten through 12th grade.
- 1.3 "Testing" means testing of symptomatic and/or asymptomatic individuals using a variety of methods for the purposes of detecting infection caused by SARS-CoV-2.

2. PROGRAM CONTACT:

- 2.1 The day to day operations and dispute contact is Maggie Graul, mgraul@utah.gov, 385-267-5720.

3. FUNDING:

- 3.1 Total funding is \$1,179,000.00.
 - A. \$1,179,000.00 for the period July 1, 2021 to July 31, 2023.
- 3.2 This is a Cost Reimbursement contract. The DEPARTMENT agrees to reimburse the SUBRECIPIENT up to the maximum amount of the contract for expenditures made by the SUBRECIPIENT directly related to the performance of this contract.

A. Cost Reimbursement - Budget

<u>Description</u>	<u>Amount</u>
Testing Coordination	\$200,000.00
Case Investigation and Contact Tracing	\$150,000.00
Subcontracting	\$600,000.00
Other Administration Costs	\$229,000.00

TOTAL \$1,179,000.00

- 3.3 The Federal funds provided under this agreement are from the Federal Program and award as recorded on the Contract Pages.
- 3.4 Pass-through Agency: Utah Department of Health.
- 3.5 Number assigned by the Pass-through Agency: State Contract Number, as recorded on the Contract Pages this Contract.

4. INVOICING:

- 4.1 In addition to the General Provisions of the contract the SUBRECIPIENT shall report the amount of funds utilized to the DEPARTMENT each month in the Monthly Expenditure Report.
- 4.2 In addition to the General Provisions of the contract the SUBRECIPIENT shall submit the June invoice no later than July 15.

5. RESPONSIBILITIES OF SUBRECIPIENT:

- 5.1 For Testing Coordination the SUBRECIPIENT shall:
 - A. Dedicate staff capacity to coordinate communication about and execution of COVID-19 testing strategies between public health entities and K-12 schools.
 - B. Comply with provisions outlined in [Utah S.B. 107](#) from the 2020 General Session.
- 5.2 For Case Investigation and Contact Tracing the SUBRECIPIENT shall:
 - A. Dedicate staff capacity to conduct COVID-19 case investigation and contact tracing in accordance with [Centers for Disease Control and Prevention recommendations](#) for K-12 school populations.
 - B. Collect and enter data from COVID-19 case investigation and contact tracing activities into EpiTrax within 72 hours of testing.

- 5.3 For Subcontracting the SUBRECIPIENT shall:
 - A. Provide funds to K-12 schools or other community-based organizations that serve K-12 school populations at the discretion of the SUBRECIPIENT that comply with this Contract's deliverables.
 - B. Report the amount of subcontract funds for each subcontractor by name to the DEPARTMENT each month.

- 5.4 For Other Administrative Costs the SUBRECIPIENT shall:
 - A. Report the amount of funds utilized by category to the DEPARTMENT each month.
 - B. If testing incentives are provided, the SUBRECIPIENT shall ensure the incentive does not exceed \$25.00 for each test administered, and collect the date the incentive was provided, amount of the test incentive, location, and confirmation of completed COVID-19 test. Utilization of funding for incentives from SUBRECIPIENT must wait for final DEPARTMENT approval.
 - 1. Report the information to the DEPARTMENT each month.

- 6. DISPUTE RESOLUTION:
 - 6.1 If any dispute arises between the parties during the activities described by this Contract, the parties agree to seek a resolution through open communication and dialogue.
 - 6.2 Either party may request a conference to resolve a disputed issue (consistent with Utah Admin. Code R380-10-3, which supports dispute resolution at the lowest level possible).
 - 6.3 If a resolution cannot be reached, DEPARTMENT may bring supervisory personnel into the process to facilitate resolving issues and achieving agreement.
 - 6.4 The provisions in Section B. and C. are not mandatory.
 - 6.5 If a dispute is not resolved within 30 days of DEPARTMENT decision, DEPARTMENT's decision is considered the "initial agency determination," as defined by Utah Admin. Code R380-10-2(3).
 - 6.6 These provisions do not preclude or affect the provisions, rights, limitations, or timelines for appealing DEPARTMENT actions that are provided or required by Utah Code §§ 26-23-2, 26-1-4.1 or 26-1-7.1, Utah Admin. Code R380-10, or the Utah Administrative Procedures Act (Utah Code § 63G-4).
 - 6.7 In the event of any conflict between the Dispute Resolution provisions in the Special Provisions of this Contract with applicable law or rules, the provisions of the applicable law or rules must control.

