

Staff Report
Board Meeting Date: April 11, 2024

DATE: April 5, 2024
TO: District Board of Health
FROM: Erin Dixon, Deputy District Health Officer
775-328-2240, edixon@nnph.org
THROUGH: Kristopher Dahir, DBOH Chair
SUBJECT: Recommendation to approve the overfill of the District Health Officer (DHO) position not to exceed 8 weeks, at an approximate cost of \$50,225. Temporarily allowing both the retiring and new DHO appointment to occupy position 70000173 for up to 8 weeks to accommodate cross training and allow the retiring DHO to provide support to the new DHO as needed while utilizing accrued leave time. Approve both the current and new District Health Officer to be eligible for any Cost of Living and Benefits adjustments as approved by the Board of County Commissioners for unclassified management positions in 2024.

SUMMARY

Recommendation to approve the overfill of the District Health Officer (DHO) position not to exceed 8 weeks, at an approximate cost of \$50,225. Temporarily allowing both the retiring and new DHO appointment to occupy position 70000173 for up to 8 weeks to accommodate cross training and allow the retiring DHO to provide support to the new DHO as needed while utilizing accrued leave time. Approve both the current and new District Health Officer to be eligible for any Cost of Living and Benefits adjustments as approved by the Board of County Commissioners for unclassified management positions in 2024.

District Health Strategic Priority supported by this item:

5. Organizational Capacity: Strengthen our workforce and increase operational capacity to support a growing population.

PREVIOUS ACTION

On March 28, 2024, the District Board of Health conducted interviews for a new DHO and selected Dr. Chad Kingsley for the position; with an anticipated start date of May 13, 2024.

On September 28, 2023, the District Board of Health accepted the DHO's notice of retirement, which indicated the need for the overfill. The overfill is to allow time to cross train the new DHO and for the retiring DHO to use his accrued leave time from May 2024 to July 2024.

On August 16, 2022, the Board of County Commissioners approved for the overfill of the Administrative Health Services Officer (AHSO) position for up to 5 months to allow for the cross

training and to provide coverage of the AHSO position while the retiring AHSO (Anna Heenan) utilized accrued leave time.

On June 23, 2022, the District Board of Health approved for the DHO to receive the same Cost of Living Adjustments for July 2022 and July 2023 as approved for other County Unclassified Management positions. This was to keep the DHO position in alignment with other County Unclassified Management positions who were granted the Cost-of-Living increase by the Board of County Commissioners on May 24, 2022.

BACKGROUND

The District Health Officer, Kevin Dick gave a 6 month notice of his upcoming retirement. The national recruitment was implemented to recruit a new DHO. A candidate was selected and there needs to be a period for the retiring DHO to cross train and impart his extensive knowledge to the new DHO. The retiring DHO will train the new person on the duties and aspects of the Northern Nevada Public Health operation. Kevin Dick has agreed to be available during the last two months of his employment (while using accrued leave time) to assist the new District Health Officer with issues and items that occur during that time frame.

The intent is to fill the DHO position and allow for a maximum of eight (8) weeks overfill of the position, so the new DHO can learn the duties of the position while maintaining the current DHO incumbent until retirement. The incumbent DHO is planning to utilize accrued leave time starting in May 2024 with retirement by approximately July 8, 2024. It is critical to get this position filled to provide seamless transition for the delivery of all Northern Nevada Public Health services.

Washoe County Personnel Handbook 5.210 covers the overfill appointments.

1. If an appointing authority determines that a position within the department is:
 - a) Critical to the mission of the department.
 - b) Has responsibility for a unique function: or
 - c) Requires the possession of highly specialized knowledge, skills, and abilities; the appointing authority may request that an overfill appointment to the position be made.
2. An overfill appointment is limited to a six week overlap between the employee who is resigning the position and the incoming employee (unless approved for a longer period of time). An overfill appointment does not increase the number of permanently established positions.
3. A request for an overfill appointment must be made in writing and approved by the director of human resources or designee.
4. No overfill appointment request may be made unless the employee occupying the position being vacated has provided a written resignation to the appointing authority.
5. Upon expiration of the period of time of the overfill appointment or sooner if the resigning employee vacates the position, the overfill appointment expires and the incoming employee fills the position of the resigning employee.

Given that the District Health Officer position is a Department Head level position with complex job duties and responsibilities, Northern Nevada Public Health is requesting an exemption from the Washoe County Personnel Handbook 5.210 – Overfill appointments so the overfill of the DHO position can be done for a period of eight (8) weeks, thus providing a seamless transition of this high-level management position.

The current and new District Health Officer will both be employed as of July 1, 2024; therefore, both would be eligible for Cost of Living and Benefits Adjustments granted to other County Unclassified Management positions, that may be approved by the Board of County Commissioners (BCC) in mid-2024. By the District Board of Health approving for the District Health Officers to receive the same adjustments approved for other County Unclassified Management positions now, it ensures equal treatment for the District Health Officer positions and keeps it in line with other unclassified management positions within the County. The District Board of Health has approved for the District Health Officer, Mr. Kevin Dick, to receive the same Cost of Living and Benefit changes as Unclassified Management positions within the County for his 10 years of service.

FISCAL IMPACT

The financial impact of the overfill of the DHO position will be covered by the Health Fund and is anticipated to be approximately \$50,225. The overfill of the DHO position has been reviewed and approved by the County Budget Department and County Manager/HR Manager. The Cost of Living and Health Benefit adjustments for County employees are still in negotiation so there is no way to calculate the financial impact of possible adjustments currently. Any adjustments would be covered by the health fund.

RECOMMENDATION

Staff recommend approving the overfill of the District Health Officer (DHO) position not to exceed 8 weeks, at an approximate cost of \$50,225. Temporarily allowing both the retiring and new DHO appointment to occupy position 70000173 for up to 8 weeks to accommodate cross training and allow the retiring DHO to provide support to the new DHO as needed while utilizing accrued leave time. Approve both the current and new District Health Officer to be eligible for any Cost of Living and Benefits adjustments as approved by the Board of County Commissioners for unclassified management positions in 2024.

POSSIBLE MOTION

Should the Board agree with Staff's recommendation, a possible motion could be:

“Move to approve the overfill of the District Health Officer (DHO) position not to exceed 8 weeks, at an approximate cost of \$50,225. Temporarily allowing both the retiring and new DHO appointment to occupy position 70000173 for up to 8 weeks to accommodate cross training and allow the retiring DHO to provide support to the new DHO as needed while utilizing accrued leave time. Approve both the current and new District Health Officer to be eligible for any Cost of Living and Benefits adjustments as approved by the Board of County Commissioners for unclassified management positions in 2024.”