



# GOODHUE COUNTY MINNESOTA

TO EFFECTIVELY PROMOTE THE SAFETY, HEALTH, AND WELL-BEING OF OUR RESIDENTS

## GOODHUE COUNTY PERSONNEL COMMITTEE

ADMINISTRATION CONFERENCE ROOM  
GOVERNMENT CENTER, RED WING

**JANUARY 22, 2019**  
**8:30 A.M.**

1. HHS- Reclassification Request

Documents:

[RECLASSIFICATION REQUEST.PDF](#)

2. HHS- Live Well Goodhue County Grant Changes

Documents:

[LIVE WELL GOODHUE COUNTY GRANT CHANGES.PDF](#)



## Goodhue County Health and Human Services

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DATE: January 17, 2019

TO: Goodhue County Personnel Committee

FROM: Nina Arneson, GCHHS Director

RE: **Reclassification Request**

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### **BACKGROUND:**

At Goodhue County Health and Human Services an employee classified as a Case Aide, has administered our Child Care Assistance Program (CCAP). The Child Care Assistance Program provides financial assistance to help families with low incomes pay for child care; so that a parent may pursue employment or education leading to employment, and children are well cared for and prepared to enter school. The state child care system is called MEC<sup>2</sup> (Minnesota Electronic Child Care System).

There is essentially no covered backup for these duties since only one employee is currently doing CCAP eligibility. HHS does have another Case Aide that has access to MEC<sup>2</sup> Pro, which is setting up daycare providers in the state system. Separate staff do this because separation of duties is necessary to avoid any potential fraud.

With our Departments continued integration work and quality improvement, we are looking at making some changes to incorporate backup coverage for CCAP and streamline the application process for families to receive child care assistance.

Currently customers schedule an interview with the family unit of Income Maintenance to determine eligibility for income maintenance programs and services. If the customer then wants to apply for day care assistance then they must schedule another interview on another day with the CCAP worker.

After researching this area and consulting with the MN Merit System, we learned that Eligibility Workers from Income Maintenance divisions determine child care assistance in almost all of the counties in region 10. This is also the norm statewide. The Merit System views the Child Care Assistance as an eligibility program and therefore the duties performed by our one Case Aide, align much better with Eligibility Worker duties rather than Case Aide.

Based on our agency and customer needs and the MN Merit System recommendation, the reclassification change will result in better customer service and system efficiencies including the following:

- All family unit staff will interview customers on the same day for income maintenance programs and CCAP eligibility. HHS will now have backup coverage for CCAP eligibility determinations and customers will only need to have one interview for determining eligibility programs.

- HHS Finance will take over the approving/verifying MEC<sup>2</sup> provider payments. We will have two staff that have this access, so we will have backup coverage for approving payments.
- HHS Finance will take over the MEC<sup>2</sup> Pro, which is the CCAP portion that sets up daycare providers in the system. We will have two staff that have this access, so we will have backup coverage for setting up daycare providers.
- This should also provide some additional time to the family unit for the administration of Income Maintenance Programs, since that area continues to increase along with changing rules and regulations of the programs.

This position already is in the Income Maintenance Cost Pool and already participates in the Income Maintenance Random Moments Time Study, so there would be no changes in those areas.

Because of a classification change, the employee would move to the next highest step on the Eligibility Worker scale with a minimum of 2% increase. The employee would go from \$29.03 to \$29.75. This will be managed within the HHS 2019 budget and it will not result in county levy increase.

**RECOMMENDATION:**

The HHS Department recommends approving this reclassification from a Case Aide to an Eligibility Worker, effective; a day after review and approval has been received from Goodhue County Health and Human Services Board.



# Goodhue County Health and Human Services

DATE: January 17, 2019  
 TO: Goodhue County Personnel Committee  
 FROM: Nina Arneson, HHS Director  
 RE: **Live Well Goodhue County Grant Changes**

**BACKGROUND:**

The GCHHS Public Health Division, Healthy Communities Unit operates 100% Minnesota Department of Health (MDH) Statewide Health Improvement Partnership (SHIP) grant funded program called Live Well Goodhue County. The program’s mission is to improve the health of our residents by making it easier to be active, eat nutritious foods and live tobacco-free.

Based on our agency and customers’ needs, and after receiving an approval from MDH, we request to make the following changes to Goodhue County’s SHIP program staffing structure:

Reduce current Live Well Goodhue County Coordinator position from 1.0 FTE to 0.5 FTE and hire a new 1.0 Public Health Educator in addition to our current employee working at 0.5 FTE. Both positions will continue to be provisional and 100% covered by the SHIP grant.

These staffing budget changes are possible in part because of reductions in outside contracted services. Our plan is to bring grant evaluation and communication contracted services back to HHS and then also make adjustments with our mini-grants based on actual utilization.

Our current 1.0 provisional Live Well Goodhue County Coordinator is classified as a planner and has been in the position since 2013. The current rate of pay for this Coordinator is \$29.79 per hour and will continue at this rate at 0.5 FTE. The starting pay (step 1) for a Public Health Educator position is \$26.11 per hour. These are both provisional positions covered entirely by the SHIP grant. These grant revenues and costs are included in GCHHS 2019 approved budget. These changes will not result in County levy increase.

	2019 Single Health	2019 Family Health
<b>Public Health Educator</b>	step 1	step 1
Rate	\$26.11	\$26.11
Gross	\$54,309.00	\$54,309.00
PERA/FICA/Medicare/Life	\$8,291.00	\$8,291.00
Health Coverage/H.S.A.	\$10,638.00	\$23,426.00
	\$73,238.00	\$86,026.00

**RECOMMENDATION:**

The HHS Department recommends approving the following:

1. Moving forward immediately to post for 1 Public Health Educator (1 FTE) utilizing the MN Merit system. This posting would be for internal and external candidates. If an internal candidate is selected then move forward immediately to back fill that position until an external candidate has been hired to finish the process.
2. Hire Public Health Educator after GCHHS Board’s review and approval.
3. Reduce Planner position from 1.0 to 0.5 after Public Health Educator is hired.