



Goodhue County

Minnesota

GOODHUE COUNTY PERSONNEL COMMITTEE

CONFERENCE ROOM 301-1
GOVERNMENT CENTER, RED WING

NOVEMBER 21, 2021
8:30 A.M.

1. HHS Provisional And Permanent Requests

Kris Johnson and Nina Arneson

Documents:

[HIRE PROVISIONAL GRANT PHE AND CHW.PDF](#)
[HIRE PLANNER - ANALYST.PDF](#)



Goodhue County
Health and Human Services

426 West Avenue
Red Wing, MN 55066
(651) 385-3200 • Fax (651) 267-4882

November 14, 2023

TO: Goodhue County Personnel Committee

FROM: Nina Arneson, GCHHS Director
Kris Johnson, GCHHS Deputy Director

RE: **NEW - Youth Prevention Team Grant**

- **Provisional Position Request - 1.0 FTE Public Health Educator-Youth Prevention Specialist**
- **Provisional Position Request – .4 FTE Community Health Worker**

BACKGROUND:

In October 2022, Goodhue County Health and Human Services (GCHHS) Board commissioned a consultant to conduct a needs assessment to understand the impact of opioids in our Goodhue County communities. This assessment will help prioritize community efforts so that effective strategies utilizing opioid settlement funds can be developed to address current needs and prevent further harm.

To this end, key community stakeholders, including people with direct lived experience and/or service providers who work with people impacted by opioids, were engaged through focus groups and key informant interviews. **The most commonly identified priority was to focus on prevention, early education, and awareness-building, especially in youth.** Below, please find links to the materials from October 17, 2023 HHS Board meeting related to this work:

- [OPIOID SETTLEMENT POWERPOINT PRESENTATION.PDF](#)
- [FINAL EXECUTIVE SUMMARY-OPIOID SETTLEMENT REPORT.PDF](#)
- [GOODHUE COUNTY OPIOID SETTLEMENT REPORT.PDF](#)

In response to this direct feedback from the community, GCHHS, in collaboration with [Goodhue County Education District \(GCED\)](#), **seeks to build strong relationships with youth in order to build a youth led, school-based substance use prevention program.** This included GCHHS applying for and receiving a **\$583,254 Youth Prevention Team Grant** from [The Opioid Epidemic Response Advisory Council \(OERAC\)](#) in conjunction with the Minnesota Department of Human Services (DHS).

Please note, these grant funds are NOT part of the Goodhue County National Opioid settlement funds, this is a separate grant – Youth Prevention Team Grant.

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These efforts will center on youth voice and leadership at [River Bluff Education Center \(RBEC\)](#) and [Tower View](#), both part of the Goodhue County Education District. This school district was chosen because it serves a cross section of youth from throughout Goodhue County, and the school has felt the direct impacts of the opioid epidemic.

The prevention program will be implemented by a team that includes a full time Public Health Educator, a .4 FTE Community Health Worker, along with paid youth prevention guides and Licensed Alcohol and Drug Counselor (LADC) services.

- The Public Health Educator will be a GCHHS 1.0 FTE provisional employee, fully paid by grant funds through 6/30/2026.
- The Community Health Worker will be a GCHHS .4 FTE provisional employee, fully paid by grant funds through 6/30/2026.
- Grant funds will also be utilized to pay high school students. The Youth Prevention Guides are paid GCED students in grades 8-12 who will take the lead in creating prevention education and support programming.
- Grant funds will be used to pay for LADC services to be co-located at GCED school for approximately one day per week during the grant period.

Note that this program is scalable and could expand to other schools in Goodhue County if there is demand. Possible future funding sources for this program could be additional OERAC grant funds, other state or federal grants, or the Goodhue County opioid settlement funds. While this request is for two provisional positions 1.0 public health educator and 0.4 community health worker) at this time, there is potential for continuation and expansion of the program.

Public Health Educator (1 FTE Provisional)	2023	2023
	Single Health step 1	Family Health step 1
Rate	\$32.51	\$32.51
Gross	\$67,621.00	\$67,621.00
PERA/FICA/Medicare/Life	\$10,299.00	\$10,299.00
Health Coverage/H.S.A.	\$9,551.00	\$20,706.00
Total Cost	\$87,471.00	\$98,626.00
Total Benefits	\$19,850.00	\$31,005.00
Wages + Benefits less Health	\$77,920.00	\$77,920.00
Health Insurance	\$9,551.00	\$20,706.00
Total	\$87,471.00	\$98,626.00
	Plan 1	Plan 1

Community Health Worker (.4 FTE Provisional)	2023	2023
	Single Health step 1	Family Health step 1
Rate	\$24.42	\$24.42
Gross	\$20,318.00	\$20,318.00
PERA/FICA/Medicare/Life	\$3,133.00	\$3,133.00
Health Coverage/H.S.A. (Not Eligible)		
Total Cost	\$23,451.00	\$23,451.00
Total Benefits	\$3,133.00	\$3,133.00
Wages + Benefits less Health	\$23,451.00	\$23,451.00
Health Insurance	\$0.00	\$0.00
Total	\$23,451.00	\$23,451.00
	Plan 1	Plan 1

RECOMMENDATION: HHS Department recommends approving the following:

Utilizing the new OERAC 3-year **Youth Prevention Team Grant** funds to move forward to post and hire for the following positions:

- 1. Provisional grant funded 1.0 FTE Public Health Educator - Youth Prevention Specialist**
- 2. Provisional grant funded .4 FTE Community Health Worker**

These postings will 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 as appropriate.

Attached: Youth Prevention Team Grant Budget

BUDGET JUSTIFICATION SFY24: 11/01/23 - 06/30/24		
CATEGORY	JUSTIFICATION NARRATIVE	Amount
Salaries	Public Health Educator 1 FTE = \$34,320; Community Health Sup 2 hours/week = \$3,640; Community Health Worker .4 FTE = \$2,783;	\$ 37,103.00
Fringe Benefits	PERA/FICA/Medicare/Life/Health Coverage = \$16,520	\$ 16,520.00
Contracted Services	Midwest Recovery to provide LADC services in schools @ 8 hours/week x \$50/hour x 26 weeks.; Minnesota Management and Budget Program Evaluations for \$140/HR at 3 hours/month; Rise Up Red Wing youth prevention guides- 6 youth/10 hours/week - \$18,720	\$ 31,640.00
Space Cost (Incl utilities)		
Equipment		
Bonds & Insurance		
Copying		
Data Processing		
Communications	2 Cell Phones @ \$50/month for 6 months	\$ 600.00
Instate Travel		
Out-of-State Travel		
Program Costs	1 Laptop @ \$1,400, 1 Docking station @ \$275, 2 Monitors @ \$190; 1 Surface Pro @ \$1,500, 1 Docking Station @ \$275, 2 Monitors @ \$190; Youth Curriculum @ \$2,000; 5% cushion for expense overage	\$ 6,490.00
Evaluation		
Audit		
Staff Development	1 Sober Event Programming @ \$250/event 2 times/year; Staff Development @ \$333/month	\$ 3,167.00
Child Care - Day Care		
Client Transportation	18 miles RT for 2 trips/day * 5 days/week @ .655 federal reimb rate.	\$ 3,065.40
Client Housing Costs		
Client Incentives	Program participant surveys - 35 @ \$20/gift card	\$ 700.00
Client Emergency Funds		
Total Direct Costs		\$ 99,285.40
Indirect Cost	Indirect cost rate of 9% to cover portion of rent, utilities, misc supplies, etc.	8,937
TOTAL REQUEST		\$ 108,222.63

BUDGET JUSTIFICATION SFY25: 07/01/24 - 06/30/25

CATEGORY	JUSTIFICATION NARRATIVE	Year 2
Salaries	Public Health Educator 1 FTE = \$72,238; Community Health Sup 2 hours/week = \$5,962; Community Health Worker .4 FTE = \$21,699;	\$ 99,899.00
Fringe Benefits	PERA/FICA/Medicare/Life/Health Coverage = \$34,980	\$ 34,980.00
Contracted Services	Midwest Recovery to provide LADC services in schools @ 8 hours/week x \$51.50/hour x 52 weeks.; Minnesota Management and Budget Program Evaluations for \$140/hr at 3 hours/month; Rise Up Red Wing youth prevention guides- 6 youth/10 hours/week - \$38,563	\$ 65,027.00
Space Cost (Incl utilities)		
Equipment		
Bonds & Insurance		
Copying		
Data Processing		
Communications	2 Cell Phones @ \$50/month for 12 months	\$ 1,200.00
Instate Travel		
Out-of-State Travel		
Program Costs		
Evaluation		
Audit		
Staff Development	Sober Event Programing @ \$250/event 3 times/year; Staff Development @ \$4,000/year	\$ 4,750.00
Child Care - Day Care		
Client Transportatio	18 miles RT for 2 trips/day * 5 days/week @ .655 federal reimb rate.	\$ 6,130.80
Client Housing Costs		
Client Incentives	Program participant surveys - 50 @ \$20/card	\$ 1,000.00
Client Emergency Funds		
Total Direct Costs		\$ 212,986.80
Indirect Cost	Indirect cost rate of 9% to cover portion of rent, utilities, misc	19,169
TOTAL REQUEST		\$ 232,155.61



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November 14, 2023

TO: Goodhue County Personnel Committee

FROM: Nina Arneson, GCHHS Director
Kris Johnson, GCHHS Deputy Director

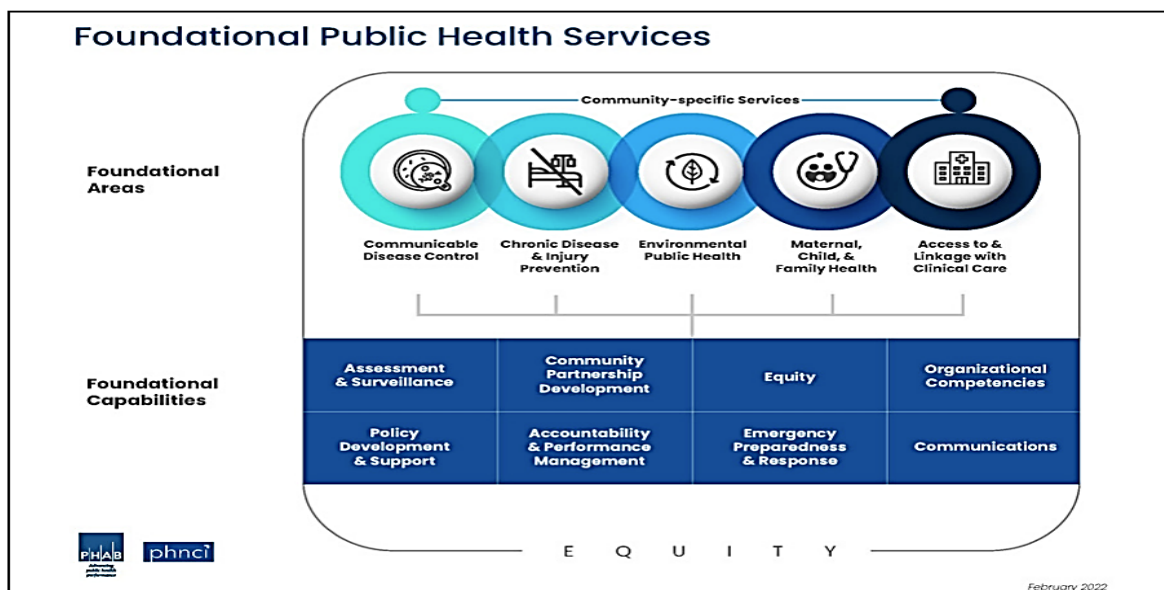
RE: NEW Permanent Position Request - 1.0 FTE Planner-Data Analyst

BACKGROUND:

This request is to utilize GCHHS existing time limited grant public health infrastructure funds (**IFund**) so GCHHS will not lose these funds as approved previously by the HHS Board. This is also positioning our agency to utilize the upcoming new ongoing State Public Health Foundational funds that require local public health agencies to improve foundational public health capabilities.

The COVID-19 pandemic has accelerated a push for the state of Minnesota, and the US as a whole, to build and strengthen the capacity of the Public Health System. In December 2022, the joint leadership group, including members of State Community Health Services Advisory Committee (SCHSAC), Local Public Health Association (LPHA), and Minnesota Department of Health (MDH) wrote a report called - Transforming Minnesota's Public Health System for the 21st Century identifying the goals of Public Health Transformation.

These efforts have undergone many iterations, and the framework has been updated since the 2022 report to match the National Foundational Public Health Services framework.



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Public Health Infrastructure Fund (IFund) Grant:

One part of this capacity building effort was the Public Health Infrastructure Fund grants. In 2021, the Minnesota Legislature appropriated \$6 million/year in funding to support efforts to improve, pilot or strengthen approaches to building capacity in four foundational capabilities:

- **communications,**
- **community partnerships,**
- **data and epidemiology, and**
- **health equity.**

GCHHS applied for and received a 2022-2024 Public Health Infrastructure Fund grant with a focus on data management.

[In April, 2022 GCHHS Board](#) approved the hiring of a provisional Data Specialist as part of these grant efforts. The position was created to have two important areas of focus:

- **Identify, collect and analyze data** on the health of the community as it relates to our services and interventions, coach program staff and community leaders to use this data to develop performance measures, and integrate the data with program work plans.
- **Effectively communicate data and its analysis:** provide staff and stakeholders with user-friendly, easily digestible information through a variety of sources.

Unfortunately, we were unable to fill that provisional position. There were interested candidates, but the short-term provisional nature of the position was ultimately a barrier for hiring. To meet the goals of the grant, we contracted with the [Minnesota Management and Budget \(MMB\) office](#) to support and coach current staff on identifying, collecting and analyzing data.

We identified four projects for in-depth data coaching, and MMB consultants have met with GCHHS staff several hours per month to coach them on utilizing the Results Based Accountability model of performance management. Our learnings with MMB has underscored the importance of staff having strong performance management capacity in order to assess and measure the results of our work, thus helping ensure that we meet our ultimate mission of improving the health of the community.

Both **Accountability & Performance Management**, and **Assessment & Surveillance**, are Foundational Capabilities in the National Foundational Public Health Services model adopted in 2023. This Data Analyst would help primarily in Accountability & Performance Management, as well as some support for Assessment & Surveillance. MMB has a high level of expertise and their hours of training and coaching staff are beginning to build internal capacity among public health program staff. However, the premise of our IFund grant was that just like we need internal support staff, accounting, and IT support, we need data analyst support on an ongoing basis as part of our team.

This person would be a professional, trained in program evaluation and performance management able to field questions from program staff on specific projects. This data analyst would have the expertise to coach program staff to develop program performance measures, engage the community through surveys or focus groups, and collect and analyze qualitative and quantitative data.

While the consultation with MMB has been helpful, there are limitations with utilizing a consultant. Capacity to consult is limited to a few hours per week (sometimes a few hours a month due to consultants' vacations or other projects), and has not provided the extent of support that would come with having a full time Data Analyst on staff.

Over the course of one year (November 2022 – October 2023) we have had 243 hours of MMB consulting at a cost of \$32,880. MDH has not announced whether there is a possibility for an extension on the 2022-2024 Infrastructure Fund Grant we received. Currently we have a large sum - \$96,000 remaining to spend by June 30, 2024. This is something we do not want to lose, and send back as the need is here.

Foundational Public Health Responsibility (FPHR) Funds:

During the 2023 session, the Minnesota State Legislature allocated additional funds to Local Public Health agencies with the specific purpose of bolstering foundational capabilities.

A committee of representatives from SCHSAC, MDH, and LPHA is collaborating to determine a formula for allocating those funds to Community Health Boards. A SCHSAC vote is expected in December to decide on the funding formula listed below, and at the very lowest, Goodhue County HHS will receive \$100,000 per year in ongoing state funds. If the recommended formula is passed, Goodhue County would receive between \$172,800- \$220,548. Like the Local Public Health Act grant, the new FPHR funds are ongoing base funding.

Option	Low under 100K	High under 100K	Low over 100K	High over 100K
Option 1 (\$100,000 base)	\$168,913	\$225,841	\$118,976	\$175,904
Option 1 (\$115,000 base)	\$172,800	\$220,548	\$130,916	\$178,664
Option 1 (\$125,000 base)	\$175,392	\$217,020	\$138,876	\$180,504
Option 1 (\$150,000 base)	\$181,871	\$208,199	\$158,776	\$185,104

After reviewing these scenarios and discussing fit with the workgroup’s principles, the workgroup voted to recommend the following funding formula:

Base funding of \$115,000 to each community health board, then allocating 60% of the remaining funds to social vulnerability index and 40% to community health boards serving fewer than 100,000 people. Overall, in this scenario, 59.6% of the funds are allocated to base funding; 24.3% to social vulnerability index; and 16.2% to capacity.

Planner (1 FTE Permanent)	2023	2023
	Single Health step 1	Family Health step 1
Rate	\$32.51	\$32.51
Gross	\$67,621.00	\$67,621.00
PERA/FICA/Medicare/Life	\$10,299.00	\$10,299.00
Health Coverage/H.S.A.	\$9,551.00	\$20,706.00
Total Cost	\$87,471.00	\$98,626.00
Total Benefits	\$19,850.00	\$31,005.00
Wages + Benefits less Health	\$77,920.00	\$77,920.00
Health Insurance	\$9,551.00	\$20,706.00
Total	\$87,471.00	\$98,626.00
	Plan 1	Plan 1

RECOMMENDATION:

The HHS Department recommends approving the following:

With the remaining Public Infrastructure Fund ([I.Fund](#)) grant allocation, plus the new Foundational Public Health Responsibility (FPHR) funds allocated by the Minnesota State Legislature, we are requesting to

1. Move forward to post and hire for a **Permanent 1.0 FTE Planner - Data Analyst** 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.

Note: Funding for this position would come from two primary sources:

- \$96,000 that remains in the Public Health Infrastructure grant, which needs to be spent by June, 2024.
- Utilize the newly allocated Public Health Foundational funding, with minimum allocation of \$100,000/year to Goodhue County.

Hiring for this position now allows us to utilize the remainder of the I-Fund grant, and with the commitment of the new funding, it also allows us to make this position permanent.

We also intend to facilitate a structured and collaborative decision-making process in 2024 to determine how to utilize the remainder of the funds not allocated to this position.