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January 23, 2023

To: Human Resources Committee  
City of Appleton Common Council

From: Charles E. Sepers, Jr., Ph.D., M.P.H., Health Officer/Director

Subject: Authorization to increase the Public Health Nurse FTE from 3.9 to 4.0.

At current, the Health Department Deputy Director spends 1-2 days per week (0.2–0.4 FTE) performing the role of the intake public health nurse. The addition of the 0.1 FTE position would allow the Deputy Director to focus more time on critical administration needs, including grants management and compliance. Additionally, increasing the current position from 0.9 FTE to 1.0 FTE would allow for the recruitment of experienced candidates.

For the reasons identified above, the Health Department requests authorization to add an additional 0.1 FTE to be added to the Public Health Nursing Table of Organization.

For analysis purposes, the addition of the 0.1 FTE at the salary midpoint would incur an additional salary and fringe cost of \$10,272. This portion of the position would be funded for the next 5 years using secured grant funding and will not impact the general funds budget.

**Recommendation:**

Authorization to modify the Health Department's Table of Organization by adding 0.1 FTE to the Public Health Nurse category.

Respectfully submitted by,

Charles E. Sepers, Jr., Ph.D., M.P.H.