

Date: 12/2016

To: Human resources Committee

From: Kurt Eggebrecht

RE: Change in organizational chart

I am requesting that our current Public Health Preparedness Coordinator position be changed from 1.0 FTE to .75 FTE. The funding for this position is from federal pass through grant funds from the State and also supported by contracted communities. This is a change from the requested 2017 budget as we have sufficient funds due to carry over for a full time position but this would not have been sustainable into 2018. Changing to .75 FTE now allows us to maintain services within budget moving forward into the foreseeable future.

This is a grant supported position responsible for leading local efforts to assess, develop, coordinate and implement public health emergency plans within the Health Department. This includes activities to increase readiness to respond to bioterrorism and other naturally occurring public health emergencies such as power outage, weather related health risk and communicable disease.

Specifically, the individual will perform work for the Appleton Health department and collaborate with other partners including the Fox Valley Area Health Care Coalition. This position also has the potential to provide contracted services with other communities within Northeast Wisconsin. Currently we have contracts with the counties of Green Lake, Marquette, and Waushara and the City of Menasha. This position will work to meet all requirements found within the State public health preparedness grant.

Essential job functions include, but are not limited to, the following:

- Responsible for ongoing development of the Public Health Emergency Plan.
- Regular Interaction with the Appleton Public Health Officer, Emergency Management staff, elected officials; Hazmat, law enforcement, public safety officials and other non-profit agencies.
- Coordinate bioterrorism-related surveillance and preparedness activities with existing communicable disease activities with state and local public health agencies.
- Integrate bioterrorism and communicable disease communication activities with existing and proposed public health communication networks.
- Coordinate and participate in all planning and training processes for biologic, chemical and radiological terrorism preparedness.
- Coordinate local activities with other grant funded positions relative to bioterrorism related surveillance and preparedness.
- Write policies, program proposals, grants, emergency preparedness plans, technical papers, publications and/or reports.

-Develop necessary partnerships and provide linkage to all of the public health community, including any necessary Memoranda of Understanding (MOUs) with counties, public or private organizations, academic institutions, and border jurisdictions.

WHAT IMPACT WILL IT HAVE IF THIS POSITION IS NOT FILED?

In order to meet the requirements of the federal pass through grant funds from the State we need to demonstrate progress on each year's requirements. Funds received are contingent on successfully completing objectives through on site audit of work twice a year with formal written report at years end. These objectives would be difficult to complete without a position focusing on this effort.

The most important impact will be that our community and region will struggle to remain current with new emerging health threats and response to these public health challenges. In the past 24 months alone we have needed to prepare response plans for Ebola, MERS, and Measles and researched Zika virus in anticipation of a response to new cases. Without this position we would risk our ability to protect the public from new and sometimes reemerging diseases that are brought to our local communities from other parts of the globe.

Given this position is depended on grant funds it is with the understanding that if funding levels should change in the future we will work closely with Finance and Human Resources departments to monitor and recommend adjustments as deemed appropriate.