



COUNTY ADMINISTRATOR

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TO: Rolland Sizemore, Chair
Ways & Means Committee

THROUGH: Verna McDaniel
County Administrator

FROM: Richard M. Fleece, Public Health Officer

DATE: June 1, 2011

SUBJECT: Public Health Medical Director

BOARD ACTION REQUESTED:

Board approval requested to hire Monique Reeves, MD, MPH as Public Health Medical Director at \$125,000 annual salary effective June 20, 2011.

BACKGROUND:

The current Public Health Medical Director, Dr. Diana Torres-Burgos, is relocating effective June 30, 2011. Her position is required in all local health departments by the Michigan Public Health Code, PA 368 of 1978. For a County with a population greater than 150,000 state Administrative Rules (325.13001, 325.13002 and 325.13004) require Public Health Departments to have a full time Medical Director meeting the qualifications set forth in the Rules.

DISCUSSION:

This request is made in accordance with County policy which requires Board of Commissioner approval to hire employees with non-conforming salaries. Public Health physicians are typically hired in the Grade 34 Non-Union position classification but, because of their advanced training and market conditions for comparable salaries, they cannot be recruited and hired within the established Grade 34 salary range. The Michigan Association for Local Public Health does a salary survey of local health departments that provides good data on comparable salaries for active Medical Directors in Michigan. Working with this data and based on the current salary being

paid to a Medical Director with 8+ years of seniority we have recruited a candidate at a recommended salary level that is attractive but offers room for growth with increasing years of service.

State Administrative rules require Public Health Medical Directors to have the following qualifications:

- A physician licensed in Michigan as an MD or DO *and one of the following*:
 1. Board certified in preventive medicine or public health;
 2. Has an MPH or MSPH degree and not less than 2 years of full-time public health practice;
 3. Has not less than 3 years of full-time public health practice and 24 graduate credits acceptable toward a public health degree.

Our candidate meets qualification option number one above and also has an MPH degree.

IMPACT ON HUMAN RESOURCES:

The action is based on an existing County position no impact on human resources will result from this action.

IMPACT ON BUDGET:

The salary for this position is fully covered in the approved 2010-2011 Public Health budget.

IMPACT ON INDIRECT COSTS:

No impact on indirect costs will result from this action.

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:

The County appointment will not be final until we receive the approval of the Michigan Department of Community Health which should be received within 30 days.

CONFORMITY TO COUNTY POLICIES:

This request is made in accordance with County policies.

ATTACHMENTS/APPENDICES:

Dr. Monique Reeves
Medical Director job description

Washtenaw County

JOB DESCRIPTION

Job Code: 3429
Authorization: 96-0236
Employee Group: 32
November, 1996
Reference: 82-0381

CLASS TITLE: MEDICAL DIRECTOR
DEPARTMENT: Health Services
FLSA STATUS: Exempt

JOB SUMMARY:

Under administrative direction, provides professional direction in the development of medical public health policy and program planning. Develops and carries out medical policies and programs, and provides guidance on matters specifically related to the prevention of disease and promotion of public health. Provides medical consultation and expert professional assistance to County management staff in areas of responsibility. Performs related work as assigned.

EXAMPLES OF DUTIES

Essential Duties:

- Provides professional direction in the development of medical public health policy and program planning. Develops and implements goals, objectives, policies, procedures and work standards for the Public Health Division.
- Directs the preparation and administration of multiple budgets and work programs. Monitors expenditure of funds.
- Develops and carries out medical policies and programs, and provides guidance on matters specifically related to medical specialty . Interprets applicable federal and state laws and regulations and County policies to staff.
- Directs and participates in medical policy development, program planning and evaluation of programs to assess, evaluate and provide clinical and educational services in the various areas of public and environmental health to a diverse population.
- Develops and maintains all professional medical policies governing examination, diagnosis, care and treatment of clients.
- Plans, organizes, assigns, directs, reviews and evaluates the work of professional and support staff. Selects personnel and provides for their training and professional development.

MEDICAL DIRECTOR

Page Two

- Provides leadership and consultation to medical related personnel, managers, community policy boards and committees. Confers with staff members regarding program goals, policies and activities. Implements department policies under applicable laws and regulations.
- Provides training and education to health department staff and medical community regarding current public health trends and literature.
- Represents the division and the County in contracts with legislative bodies, health service agencies, community groups, local officials, businesses and others to locate and mobilize resources, encourage support for programs and maintain positive community relations. Makes presentations and responds to the media as required.
- Develops and reviews all health services related educational materials and literature of medical content and accuracy.
- Investigates as to the causes of disease and epidemics. Coordinates epidemiological investigations for effective disease control. Implements and enforces laws and regulations to protect the public health.
- Maintains liaison with local health organization, institutions, community physicians and other health professional personnel as it relates to health services.
- Examines, diagnoses and treats clients in County clinics as necessary.
- Oversees the intake, assessment and delivery of direct and indirect services to clients. Ensures quality control and program monitoring and evaluation activities. Ensures that such activities are accomplished effectively and in compliance with legislative and regulatory guidelines and professional standards.
- Directs the conduct of and conducts studies, analyzes information, evaluates alternatives and makes recommendations. Prepares narrative and statistical reports of findings. Monitors legislation and professional developments for possible programmatic changes. Develops, revises and implements policies and procedures to effect such changes.
- Directs the maintenance and submission of accurate medical records, reports and files. Confers with department support staff regarding the provision of financial and administrative support.

Important Duties:

- Participates in professional development activities.

MEDICAL DIRECTOR

Page Three

- Uses standard office equipment including a personal computer in the course of the work.
May drive a County or personal vehicle in the course of the work.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

Principles and practices of medicine with emphasis on diagnosis, treatment and control of contagious disease.

Causes and means of transmission and methods of control of communicable diseases.

Principles and practices of community service program development and service delivery to varied populations.

Administrative principles and practices, including goal setting, program and budget development and administration.

Funding sources and community resources for support of public health programs and activities.

Functions and practices of policy-making boards and commissions.

Applicable laws, regulations, policies and procedures.

Research, data analysis and report preparation techniques.

Computer applications related to the work.

Basic public information and presentation techniques.

Skill in:

Planning, organizing and directing a variety of public health programs and activities.

Planning and directing the work of others and training others in work procedures.

Interpreting, applying and explaining complex laws, policies and regulations.

Setting priorities, coordinating multiple projects and meeting critical deadlines.

Using sound, independent judgment within established policy and procedural guidelines.

Preparing clear, concise and effective written materials.

Representing the County effectively in meetings with governmental agencies, local community and the public.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

LICENSES AND CERTIFICATIONS

Licensed to practice medicine in the State of Michigan. Possession of a valid Michigan Driver's license.

MEDICAL DIRECTOR

Page Four

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Possession of a Master's degree in Public Health and/or Board Certified in Preventative Medicine and Public Health. Physician licensed to practice medicine in the State of Michigan as a M.D. or D.O.

EXPERIENCE

Four (4) years of community public health administrative experience including both program planning and administration, and the provision of direct client services preferred.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

A RESOLUTION AUTHORIZING THE HIRE OF DR. MONIQUE REEVES AS MEDICAL DIRECTOR FOR PUBLIC HEALTH AT A SALARY OF \$125,000 EFFECTIVE JUNE 20, 2011.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

June 1, 2011

WHEREAS the Public Health Medical Director (Position #3429 0001) will be vacated on June 30, 2011; and

WHEREAS County policy requires Board of Commissioner authorization for the hire of new employees at a nonconforming salary for the classification range; and

WHEREAS State Law (PA368 of 1978) and Administrative Rule (325.13001) requires a full time Medical Director for Counties over 150,000 in population; and

WHEREAS Administrative Rules require a Public Health Medical Director to have the following qualifications:

- A physician licensed in Michigan as an MD or DO *and one of the following*:
 1. Board certified in preventive medicine or public health;
 2. Has an MPH or MSPH degree and not less than 2 years of full-time public health practice;
 3. Has not less than 3 years of full-time public health practice and 24 graduate credits acceptable toward a public health degree;

And Dr. Torres-Burgos meets the first two qualifications; and

WHEREAS the recruitment and hiring process undertaken to fill this position has identified Dr. Torres-Burgos as the preferred candidate; and

WHEREAS Dr. Torres-Burgos is an experienced physician and has recently completed her board certification in preventive medicine along with her MPH at the University of Michigan School of Public Health; and

WHEREAS this position is fully funded in the 2010-2011 County Public Health Department budget; and

WHEREAS this matter has been reviewed by Corporation Counsel, the Finance Department, Human Resources, the County Administrator's Office and the Ways & Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the hire of Dr. Monique Reeves as Medical Director for Public Health at a salary of \$125,000 effective 6/20/2011.