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March 25, 2024

To: Livingston County Board of Commissioners – Personnel Committee

From: Matt Bolang

Re: Resolution Approving the Reclassification of the School Liaison Coordinator

The attached resolution requests the Personnel Committee to approve the job description and associated pay scale changes from the former Hearing and Vision Coordinator position to the School Liaison Coordinator position. This revised position description was evaluated by our consultant, MGT, and they have suggested a change from Grade 5 to Grade 8. The recent retirement of the incumbent has allowed us to review roles and responsibilities within the department, and it has become evident that the current configuration of this role is not optimally serving the needs of our educational institutions in Livingston County.

Over the years, the present Hearing and Vision Coordinator position has faced challenges in fulfilling its intended functions. The position has been tasked not only with coordination responsibilities but also with technical duties, particularly as a Hearing and Vision Technician. This dual role has severely constrained the capacity to dedicate sufficient time and attention to the coordination aspect of the position. To address this issue and to better align our staffing structure with the evolving needs of our schools, we propose transitioning the Hearing and Vision Coordinator position into a School Liaison Coordinator role. This new position would encompass a broader range of responsibilities, ensuring more effective support for our educational programs and initiatives.

The School Liaison Coordinator will serve as the primary point of contact for all school-related matters within our organization, which is now handled by multiple staff positions. In addition to coordinating hearing and vision services, this revised position will be responsible for overseeing various state-mandated school programs and reporting requirements. These include but are not limited to:

- State-mandated school vaccination reporting
- State-mandated vaccination waiver reporting
- Communicable disease reporting
- Aggregate counts reporting
- Any future state requirements (i.e. Kindergarten Oral Health Assessment Program)

By consolidating these functions under the purview of the School Liaison Coordinator, we aim to streamline operations, enhance efficiency, and ensure comprehensive support for our schools. This restructuring will enable us to better meet regulatory obligations while also providing valuable assistance to school administrators, staff, and students.

We have adequate funding available in our current budget to accommodate the additional cost which include dedicated State funding for our Hearing and Vision program, along with other funding sources, including program funding in our Essential Local Public Health and Emerging Threats Grants. Additionally, with the promotion of an internal candidate for our PPHS Director position, we have an unfilled Nurse Program Coordinator position that we do not intend to fill this year (cost savings of >\$60,000). We will reassess the need for that vacant position and will incorporate any changes into our FY25 budget request.

We believe that this proposed change will result in a more effective and responsive organizational structure, better equipped to address the diverse needs of our educational community. We appreciate your consideration of this proposal and look forward to your support in implementing this change. Just to note, since we are proposing to increase this position from part-time to full-time we will need future approval from the GG/HHS Committee and the Full Board of Commissioners.

Please do not hesitate to contact me should you have any questions.