



## LIVINGSTON COUNTY HEALTH DEPARTMENT

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April 19, 2024

To: Livingston County Board of Commissioners

From: Matt Bolang

Re: Resolution to Reorganize the Hearing and Vision Coordinator Position

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The attached resolution requests the elimination of a part-time Hearing and Vision Coordinator position and the creation of a full-time Office Manager position. The recent retirement of the Hearing and Vision Coordinator 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 community.

The Michigan Public Health Code requires that local health departments provide free hearing and vision screening for school-aged children. MDHHS provides annual grant funding to cover some of the costs associated with providing this service. LCHD currently employs several position types for these services, including Hearing and Vision Technicians, a Hearing and Vision Coordinator, and clerical support.

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 as a part-time position 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, we propose absorbing the primary functions of the part-time Hearing and Vision Coordinator into a full-time Office Manager position.

By consolidating these functions, we aim to streamline operations, enhance efficiency, increase clerical staff coordination, and ensure comprehensive support for our community. This restructuring will enable us to better meet regulatory obligations from both the Health Department and our community partner agencies.

We have adequate funding available in our budget to accommodate the additional cost which include dedicated State funding for our Hearing and Vision program, along with other reoccurring approved grant funding sources. 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 additional 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 community. We appreciate your consideration of this proposal and look forward to your support in implementing this change.

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