

W. 9. b.

AGENDA COVER MEMO

AGENDA DATE: July 12, 2006
TO: Board of County Commissioners
DEPARTMENT: Health & Human Services
PRESENTED BY: Rob Rockstroh



AGENDA TITLE: ORDER _____ / IN THE MATTER OF ESTABLISHING ONE FULL TIME (1.0 FTE) MEDICAL ASSISTANT 2-B POSITION FOR THE COMMUNITY HEALTH CENTERS EFFECTIVE JULY 12, 2006 IN FUND 285 DEPARTMENT OF HEALTH & HUMAN SERVICES.

I. MOTION

ORDER _____ / In the Matter of Establishing One Full-Time (1.0 FTE) Medical Assistant 2-B Position for the Community Health Centers Effective July 12, 2006 IN Fund 285 Department of Health & Human Services.

II. ISSUE OR PROBLEM

The Human Services Commission's Community Health Centers is seeking to add one full-time (1.0 FTE) Medical Assistant 2-B position to assist medical staff with the family planning program.

III. DISCUSSION

A. Background

The Community Health Centers is implementing the family planning program that previously was with the Public Health Division. It will be staffed with a team consisting of a .9 FTE Nurse Practitioner, a 1.0 Office Assistant-B, and a 1.0 Medical Assistant-B. Previously, Public Health staffed it with two .6 FTE nurse practitioners, a 1.0 FTE Office Assistant 2 and a Community Service Worker-B.

A Medical Assistant 2-B is needed for the implementation of the Community Health Centers' family planning program.

B. Analysis

A Medical Assistant 2-B is needed to assist with the activities of the Community Health Centers' family planning program. The staffing model proposed by the Community Health Centers is more efficient. With the

elimination of the Community Service Worker position a Medical Assistant 2-B is needed to assist the Nurse Practitioner.

Establishing a Medical Assistant 2-B position will allow the Nurse Practitioner more time to provide reimbursable health services. Federal Title X funds and Family Planning Expansion Project (FPEP) reimbursements will cover the cost of the new position. No additional appropriation is needed to add this position.

C. Alternative / Options

1. To establish one full-time (1.0 FTE) Medical Assistant 2-B position for the Community Health Centers effective July 12, 2006.
2. Not to establish one full-time (1.0 FTE) Medical Assistant 2-B position for the Community Health Centers effective July 12, 2006.

D. Recommendation

To approve the motion stated above.

E. Timing

This position will be established as soon as possible after Board approval.

IV. IMPLEMENTATION / FOLLOW-UP

Upon Board approval, revenues and expenditures will be increased in Health & Human Services and Lane County Human Resources will create a position number and post this position.

V. ATTACHMENT

Board Order

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

RESOLUTION AND ORDER:) IN THE MATTER OF ESTABLISHING ONE FULL-TIME (1.0 FTE)
) MEDICAL ASSISTANT 2-B POSITION FOR THE COMMUNITY
) HEALTH CENTER EFFECTIVE JULY 12, 2006 IN FUND 285
) DEPARTMENT OF HEALTH & HUMAN SERVICES
)

WHEREAS, clients of the Community Health Centers are in need of low-cost medications; and

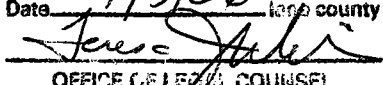
WHEREAS, the implementation of a family planning program requires that the medical providers have the assistance of a Medical Assistant 2-B to effectively carryout the program; and

WHEREAS, the addition of a Medical Assistant 2-B position will assist to generate revenue by allowing professional staff to provide more billable services;

NOW THEREFORE, IT IS HEREBY ORDERED that the Board of County Commissioners establish one full-time (1.0 FTE) Medical Assistant 2-B position for the Community Health Centers, services effective July 12, 2006 in Fund 285 Department of Heath & Human Services.

DATED this ____ day of July, 2006

Bill Dwyer, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 7/5/06 lane county

OFFICE OF LEGAL COUNSEL

July 12, 2006 Agenda Item

Zoe and Teresa:

ORDER / In the Matter of Establishing One Full-Time (1.0 FTE) Medical Assistant 2 –B position for the Community Health Centers Effective July 12, 2006 in Fund 285 Department of Health & Human Services