

PIKE COUNTY HEALTH DEPARTMENT

EQUAL OPPORTUNITY EMPLOYER AND AFFIRMATIVE ACTION PLAN

EVALUATION ENDING NOVEMBER 30, 2021

OBJECTIVE 1. Employment applications and personnel policies will be reviewed annually and material which might be judged discriminatory will be removed.

Evaluation: Employment applications were reviewed by administrator and personnel policy changes were postponed until after the end of the fiscal year. Board of Health will be presented the changes at the 1-27-22 meeting. There were no changes during the year related to equal opportunity.

OBJECTIVE 2. The following agencies may be contacted periodically to advise them that we are an equal opportunity employer, and that we accept applications from all qualified applicants for employment so that we might have applications on file for first consideration when job openings occur. Minority applicants will receive first consideration if they are equally qualified for the open position.

- a. Two Rivers Regional Council of Public Officials, JTPA
- b. General Assistance Office
- c. Pike County Senior Citizens Center
- d. Pike County Senior Services
- e. DORS
- f. John Wood Community College

Evaluation: Administrator speaks with representatives of Two Rivers, General Assistance, and John Wood Community College frequently. A Pike County Health Department staff representative attends monthly Pike County Social Service meeting of all agencies. We serve DORS clients as needed.

OBJECTIVE 3. Open positions will be posted in-house, as appropriate. Current employees will be given the opportunity to apply when an opening occurs. They will be required to submit written request for consideration and will be interviewed. Applications on file and received in the 12 months preceding the open position will be considered for employment.

Evaluation: Seven positions were posted in-house:

2 Full-time or Part-time Home Health Aide, 2 Full-time or Part-time Home Health RNs, 1 Full-time Public Health RN, and 2 Full-time Public Health Secretary.

One position was filled from an in-house candidate. Four positions were filled from outside applicants. Two positions were unfilled.

OBJECTIVE 4. Postings and advertisements for applications for employment will continue to identify that we are an equal opportunity employer.

Evaluation: Seven positions were advertised – 2 Full-time or Part-time Home Health Aide, 2 Full-time or Part-time Home Health RNs, 1 Full-time Public Health RN, and 2 Full-time Public Health Secretary.

All postings and advertisements identified that we are an equal opportunity employer.

OBJECTIVE 5. The Administrator will be responsible for compliance with E.O.E. in hiring and upgrading for all persons.

Evaluation: Final approval and responsibility for compliance for positions was taken by Administrator in hiring, upgrading, and terminations of all personnel. All job applicants for job positions were white. There was no discrimination complaints this fiscal year.

As of 11-30-2021, there were 20 employees and 14 service agreements at PCHD. Of the 20 employees, 18 are full time and 2 are part time. There are 20 females with 20 being white. Service agreement staff with individuals includes 9 white females. Other service agreement staff are provided through a contract with Rehab Care Group, Advance Physical Therapy and SIU Center for Family Medicine.

Full time staff remained at 18.
Part time staff decreased from 3 to 2.

LEAVE OF ABSENCES:

There were three medical leave of absences in FY 2021.

RESIGNATIONS:

During FY 2021, there were 5 resignations.
(1 Part-time HHA, 2 Full-time HHA, 2 Full-time Public Health Secretary.

RETIREMENTS:

During FY 2021, there were no retirements.

OBJECTIVE 6. Affirmative action policy statement will be included in personnel policies and posted conspicuously. All supervisory staff will receive a copy of policy statement and yearly plan and evaluation.

Evaluation: Equal Opportunity/Affirmative Action policy statement is included in the personnel policy manual and posted in the break room.

WORKFORCE ANALYSIS SUMMARY – PIKE COUNTY HEALTH DEPT.

DEPARTMENT STAFF - 11-30-2021

<u>POSITION</u>	<u>FULL TIME</u>	<u>PART TIME</u>	<u>CONTRACT</u>
Administrator	1		
Director of Nursing	1		
Director of Financial Services	1		
Administrative Assistant	1		
Director of Environmental Health			2
			(Cass Co Health Dept, Griggsville Vet Clinic)
Nursing Supervisors	1		
RN Coordinators/Assistants	2		
Public Health Nurses	5	1	
Physical & Occupational Therapist	1		2
			(Rehab Care Group, Advance Physical Therapy)
Speech Therapist			1
Registered Dietitian	1		
Environmental Health Inspector	1		
Office Clerical	2		
Homemaker/Home Health Aide	1		
Nurse Practitioner			1
Physician			1
			(SIU Center for Family Medicine)
Contact Tracers			7
Breastfeeding Peer Counselor		1	
	18	3	14

Employees - 20
 Female - 20 White - 20

Service Agreements - 14 (5 agencies, 9 individuals)
 Female - 9, White - 9

EOE & AFF EVAL