

PIKE COUNTY HEALTH DEPARTMENT

EQUAL OPPORTUNITY EMPLOYER AND AFFIRMATIVE ACTION PLAN

EVALUATION ENDING NOVEMBER 30, 2022

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 approved by the Board of Health on 10-27-22. 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. 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 the Pike County Social Service meeting of all agencies every other month. DORS clients are no longer seen due to their low reimbursement.

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 a 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: Ten positions were posted in-house:

Positions posted included: 1 Part-time Home Health Aide, 4 Full-time/Part-time/PRN Home Health RN, 1 Full-time/Part-time/PRN Home Health LPN, 1 Full-time Home Health Nursing Supervisor, 1 Full-time Family Planning/MCH Coordinator, 1 Full-time CD/Immunization Coordinator and 1 Full-time Public Health Secretary.

No positions were filled by in-house candidates. Eight positions were filled by 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: Ten positions were advertised – 1 Part-time Home Health Aide, 4 Full-time/Part-time/PRN Home Health RN, 1 Full-time/Part-time/PRN Home Health LPN, 1 Full-time Home Health Nursing Supervisor, 1 Full-time Family Planning/MCH Coordinator, 1 Full-time CD/Immunization Coordinator and 1 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 11-30-2022, there were 16 employees and 12 service agreements at PCHD. Of the 16 employees, 16 are full-time. There are 16 females with 16 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 Adams County Health Department.

Full-time staff decreased from 18 to 16.  
Part-time staff decreased from 2 to 0.

#### LEAVE OF ABSENCES:

There were no medical leave of absences in FY 2022.

#### RESIGNATIONS:

During FY 2022, there were 7 resignations.  
(1 Part-time HHA, 4 Full-time Home Health RNs, 1 Full-time Home Health Nursing Supervisor and 1 Full-time Public Health RN.)

#### RETIREMENTS:

During FY 2022, there were four retirements.  
(1 Full-time Public Health Secretary, 1 Full-time Home Health RN, 1 Full-time CD Coordinator and 1 Full-time Family Planning Coordinator.)

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 - 11-30-2022

<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			1 (Adams County Health Department)
Nursing Supervisors	0		
RN Coordinators/Assistants	2		
Public Health Nurses	3		
Physical & Occupational Therapist	1		3 (Rehab Care Group, Advance Physical Therapy)
Speech Therapist			1
Registered Dietitian	1		
Environmental Health Inspector	1		
Office Clerical	3		
Homemaker/Home Health Aide	1		
Nurse Practitioner			1
Contract RN & CNA			6
Breastfeeding Peer Counselor		0	
	16	0	12

Employees - 16  
 Female - 16    White - 16

Service Agreements - 12 (3 agencies, 9 individuals)  
 Female - 9, White - 9

EOE & AFF EVAL