

PIKE COUNTY HEALTH DEPARTMENT

EQUAL OPPORTUNITY EMPLOYER AND AFFIRMATIVE ACTION PLAN

EVALUATION ENDING NOVEMBER 30, 2023

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 will be approved by the Board of Health in January 2024. 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 the low reimbursement rate received.

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: Three different were posted in-house:

Positions posted included: Part-time Home Health Aide, Full-time/Part-time/PRN Home Health RN, and 1 Full-time Public Health Secretary and 1 Part-time Public Health Secretary.

No positions were filled by in-house candidates. The positions were posted multiple times throughout the year. Four individuals were hired from outside applicants. One position was unfilled.

OBJECTIVE 4: Postings and advertisements for applications for employment will continue to identify that we are an Equal Opportunity Employer.

Evaluation: Three positions were advertised – Part-time Home Health Aide, Full-time/Part-time/PRN Home Health RN, and Part-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 Equal Opportunity.

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 were no discrimination complaints this fiscal year.

As of 11-30-2023, there were 17 employees and 7 service agreements at PCHD. Of the 17 employees, 15 are full-time and 2 are part-time. There are 17 females with 17 being white. Service agreement staff with individuals includes 4 white females. Other service agreement staff are provided through a contract with Adams County Health Department, Rehab Care Group, and Advance Physical Therapy.

Full-time staff decreased from 16 to 15.
Part-time staff increased from 0 to 2.

LEAVE OF ABSENCES:

There was one medical leave of absence in FY 2023.

RESIGNATIONS:

During FY 2023, there were 3 resignations.
(1 Part-time Public Health Secretary, 1 Full-time Public Health Secretary and 1 Full-time Home Health RN)

RETIREMENTS:

During FY 2022, there were no retirements.

OBJECTIVE 6: The Affirmative Action Policy Statement will be included in Personnel Policies and posted conspicuously. All supervisory staff will receive a copy of the policy statement, yearly plan, and evaluation.

Evaluation: The Equal Opportunity/Affirmative Action policy statement is included in the Personnel Policies and posted in the break room.

WORKFORCE ANALYSIS SUMMARY – PIKE COUNTY HEALTH DEPT.

DEPARTMENT STAFF - 11-30-2023

<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 (ACHD)
Nursing Supervisors	0		
RN Coordinators/Assistants	2		
Public Health Nurses	3		
Physical & Occupational Therapist	1		4 (Rehab Care Group, Advance Physical Therapy)
Speech Therapist			0
Registered Dietitian	1		
Environmental Health Inspector	1		
Office Clerical	2	1	
Homemaker/Home Health Aide	1		
Nurse Practitioner			1
Contract RN			1
Breastfeeding Peer Counselor		1	
	<hr/> 15	<hr/> 2	<hr/> 7

Employees - 17
 Female - 17 White - 17

Service Agreements - 7 (3 agencies, 4 individuals)
 Female - 4, White - 4

EOE & AFF EVAL