

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 06/23/2021

Weekly Agenda Date: 06/29/2021

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Melissa Thomas

WORDING FOR AGENDA ITEM:

Appointment of Dawn Zahnley as the temporary service director for the Woodbury County Emergency Services department effective June 30, 2021.

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

According to Iowa Code Chapter 147A and Iowa Administrative Code Rule 641-132.3, each service program approved by the Iowa Department of Public Health shall have a designated "service director" at all times. Upon Gary Brown's retirement, it is recommended that the Board appoint Dawn Zahnley to fill this designated role until a new Director of the Emergency Services Department is in place who can then fill that role. Dawn Zahnley has worked for the county in the Emergency Services Department for over 17 years. She is very familiar with the department and the responsibilities of the Rule 641-132.3 service director. She has also completed the training required by the State of Iowa.

BACKGROUND:

With Gary Brown's retirement Woodbury County is required to appoint a new or temporary service director. The responsibilities of the Service Director are laid out in Iowa Administrative Code Rule 641-132.3 as follows:
132.3(3) Service director:
a. Each service program shall have a designated service director at all times.
b. A service director shall:
(1) Be accessible 24 hours per day, seven days per week or ensure accessibility to a service director designee.
(2) Be responsible for providing direction and overall supervision of the administrative and operational aspects of the service program.
(3) Ensure that all duties and responsibilities of the service director are not relinquished before a new or temporary replacement is functioning in that capacity.
(4) Complete a department-sponsored training within one year of assuming duties as a service director and at a minimum once every three years thereafter.
(5) Ensure the service program is in compliance with service program policy, Iowa Code chapter 147A and these rules.
(6) Ensure that duties of the service program's emergency medical care providers do not exceed the providers' scope of practice as referenced in 641—subrule 131.5(2) or the service program's EMS service level of authorization.

FINANCIAL IMPACT:

Dawn will remain in her current position and perform the duties of the service director until a new Director of the Emergency Services Department is in place who can then fill that role of the Rule 641-132.3 service director. To compensate her for the additional responsibilities, Woodbury County would pay her an additional \$6.00 per hour for the weeks in which she is serving as the Rule 641-132.3 service director. Dawn and the Union understand that this is a temporary change in wage. Over a 12 month period, the difference, including benefits would be approximately \$14,687.82 annually.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Pass the motion.

ACTION REQUIRED / PROPOSED MOTION:

Motion to appoint Dawn Zahnley as the temporary service director for Woodbury County Emergency Services.