



**TOWN OF HARTFORD
SELECTBOARD AGENDA
SPECIAL MEETING**

Tuesday, September 1, 2020, 6:00pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

**This meeting will be conducted in compliance with
Vermont Open Meeting Law with electronic participation.**

<https://zoom.us/j/549799933> - Please mute your microphone.
[youtube.com/catv810](https://www.youtube.com/catv810) – click “live now”.

If you're calling in from phone dial:

**(415) 762-9988 Type in the Room ID: 549-799-933 followed by #
Press # a second time
Press *9 to raise your hand for public comment**

- I. Call to Order the Selectboard Meeting
- II. Public and Selectboard Comments
- III. Cornerstone VCDP Planning Grant (motion required)
- IV. Discussion of the potential hire of a Community Wellness Coordinator (motion required)
- V. Executive Session:

**Discussion of the appointment of a town manager under the provisions of Title 1,
Section 313(a)(3) of the Vermont Statutes.**
- VI. Adjourn the Selectboard Meeting: (motion required)

All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.

Town of Hartford
Job Description
Wellness Coordinator

FLSA DESIGNATION: Exempt/Full Time

PAY CLASSIFICATION: ?????

DEPARTMENT: FIRE? ADMIN?

NATURE AND SCOPE OF POSITION

Provides direct health and medical assistance to persons trapped in emergency services cycle. Refers persons in need to service providers for indigent- and/or subsidized- medical care. Reducing 9-1-1 requests for non-urgent, non-transport services that are not reimbursable. Coordinates with Town Police Department, Town Health Officer, Police Social Worker and other State officials. Works under the direct supervision of the Fire Chief.

DISTINGUISHING CHARACTERISTICS: This position is characterized by the responsibility to work with individuals and/or families in a field setting and interacts with a variety of health care providers, community organizations, and State Departments. Duties involve the full scope of community health nursing activities that do not require Public Health Nurse Certification. Clients typically have limited knowledge of health principles, nutrition, disease process, appropriate care, or available resources. Incumbents work in the community making home visits, as well as conducting specialty clinics and health education activities.

DUTIES AND RESPONSIBILITIES

- Plans, implements and/or evaluates prevention activities, programs or care provided to specific populations or in response to epidemic outbreaks; interviews and counsels patients; conducts health screening and assessments; provides health education presentations to schools and other community groups; and develops health and education plans for individuals and families.
- Educates and counsels clients and their families in health maintenance and promotion and disease prevention in order to enhance the individual's ability to recognize the need for and to seek treatment to meet health care and general social needs. Demonstrates nursing techniques for home care of the ill or injured and observes client and client-family interaction in the home.
- Serves as a first responder on Crisis Intervention Team (CIT).
- Maintains regular, proactive contact with persons in Hartford as a means of preempting emergency responses.
- Provides integration with local public health agencies, home health agencies, health systems, and other providers

- Provides basic medical first aid and medical referral as part of team outreach to homeless persons.
- Serves as the Deputy Health Officer in the absence of the Health Officer.
- Managing or coordinating specific community health outreach programs in collaboration with community partners from planning and design through implementation and evaluation
- Participating as a member of committees, coalitions and workgroups such as the Hartford Community Coalition to represent the Town in community health outreach and improvement activities
- Helping to identify community health program-related grant funding and develops grant proposals in partnership with area agencies
- Assesses the physical, psycho-social and health care status and needs of families and/or individual clients; interviews client and/or family, collecting a health history and data regarding current health status and life situations.
- Coordinates client care with other health professionals to improve client's health; refers clients and/or families to appropriate community or public agencies to obtain services or assistance to improve or maintain social functioning and health; and refers clients to physicians when medical intervention is indicated.
- Diagnoses and investigates health problems in the community to identify potential problem/outbreak situations; participates in case identification and treatment of persons with communicable diseases or populations with high risk factors; identifies and works with cultural patterns influencing health outcomes of specific population groups.
- Manages a caseload of clients requiring prioritization of patient care; records patient data; completes state forms and nursing daily reports; provides written referrals to other agencies; plans and organizes caseload to ensure that service is delivered according to program and professional guidelines; ensures caseload is covered during short periods of absence; and acts as client advocate with health care providers; prepares and maintains a variety of pertinent records reflecting patient's condition, medication and treatment, and other records required by state and federal governments
- Coordinates health and related services in assigned programs; determines eligibility according to program guidelines; interprets and explains program guidelines to beneficiaries, service providers, and community agencies; refers beneficiaries to other appropriate community services; maintains case records according to program requirements.

EMPLOYMENT STANDARDS

Possession of a valid Registered Nurse license, Licensed Practical Nurse license, or Emergency Medical Care license issued by the State of Vermont required. *Bachelor's degree in health or social work field preferred.*

Additional Qualification: Independent travel is required. Possession of a valid Driver's License is required.

Knowledge of: practices of general clinical and public/community health nursing principles and epidemiological methods of data collection; causes and means of transmission methods of communicable diseases and partner notification; communicable disease investigation, and health promotion; public health programs such as immunizations, maternal child health, adolescent health, children's services, geriatric assessment etc.; case management and provisions for continuity in patient care; health promotion techniques; laws and regulations governing public health nursing; child abuse and neglect detection practices; environmental, sociological and psychological problems encountered in disease processes; contemporary health management principles; current trends in community health nursing; use and effects of medicines; principles of nutrition and personal hygiene practices; cultural differences affecting health care service delivery and community/public health; effective counseling and coaching techniques; and principles of clinical health screening, including charting histories and system reviews.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

Exercise independent judgment; plan, organize, and carry out community/public health nursing activities in a local area; apply public health nursing laws and regulations; work effectively with individuals and families to assist them in satisfactory solution of health problems; perform assessments of health status, determining the need for and level of nursing and/or medical care; identify problems and develop a plan for follow-up; communicate effectively verbally and in writing; maintain accurate records and document actions taken; prepare clear and concise reports; work with groups; direct work of support staff; make home visits in assigned geographic areas; deal with clients of various socio-economic backgrounds and temperaments; demonstrate tact, diplomacy, and compassion; respond appropriately in emergency or stressful situations; identify and report domestic violence and child abuse and neglect; refer clients to social service agencies and health care providers; act as patient advocate; collect and analyze data to draw logical conclusions and make appropriate recommendations; interview and counsel clients on health and related matters; and maintain confidentiality of information.

memo

TOWN OF HARTFORD, VT

To: Selectboard

From: Pat MacQueen, ITM

Cc: Department Heads

Date: 8-31-20

Re: Wellness Coordinator

My understanding is that the Wellness Coordinator position has been included in the current year budget under Administration and the Board is considering a decision on posting and moving forward with it. The position is a new or additional initiative in the sense that it is intended to be a significant augmentation of existing services. It is hoped that its adoption will reduce costs for the Town particularly in the Fire Department. Chief Cooney can speak for himself on that.

Friday, I had a discussion with and received a proposal from Health Officer Brett Mayfield in relation to this position (attached hereto). Brett told me that much of what he understands this position would do is already being done between what the PD does with its social worker and what he does as Health Officer. Health Officer is technically a State position so he is an employee of the State of Vermont even though most if not all his work is for the Town of Hartford. He pointed out that there is also in State Law the Town position of Service Officer which is currently not filled in Hartford. He is proposing that that position be filled by the Town which would further augment the social welfare end of things at no additional cost to the Town. If he were appointed to the position and therefore became a town employee, it would resolve the problem of him feeling sometimes out of the loop of town business because technically currently he is not a town employee.

Recommendations:

With respect to the Wellness Officer initiative itself, I question whether the Town should move forward with it at this time even though it is something that the Town has in its current budget. I would not feel this way if I knew that it was going to have offsetting cost savings equal to its cost. However, based on my understanding from Chief Cooney, that is not going to be the case. Accordingly, in view of the uncertain financial situation that the Town is currently facing, I recommend that the Board delay any posting of the Wellness Coordinator position until it is clear that the Town's financial path forward is solid.

With respect to Mr. Mayfield's proposal to fill a Town Service Officer position at no additional cost to the Town, I recommend that the Board authorize the posting of that position with the understanding that there will be no additional costs to the Town or other additional requirements or obstacles that we are not currently aware of.

Town of Hartford

Job Description

Town Public Service Coordinator

FLSA Designation: Select Board Appointed attached to Health Officer Position

Pay Classification: Stipend

Department: Admin

Nature and Scope of Position

Provides direct assistance to persons in need of food, shelter and social service assistant. Would reach out and work with local and state, food, lodging and social service agencies, Town Departments and the Wellness Coordinator.

Town Service Coordinator
Brett Mayfield
Fri 8/28/2020 12:08 PM

Brett Mayfield
Health Officer
State of Vermont
Town of Hartford
802 591-3978

Dear Dan and Pat,

For many years I served as the Town Service Officer. When 211 was put in the State Position was not needed. But many towns still keep the position for their towns. While being the Health Officer I have continued doing these service activities for the town. The Town sees me as a State Employee as I am appointed by the Commissioner of Health as the Health Officer. I feel that I do much for the town citizens as the Health Officer that goes beyond just being the Health Officer. I would like to feel that I am also a member of the Town of Hartford as well as a State Officer. Many Health Officers throughout Vermont are their town's employee in some capacity and well as the Health officer. Since my stipend comes from the town it makes sense to me to make a position that is directly connected to the town that is already being done.

I would like the Select Board to consider this proposal.
If you have any questions please reach out to me.

Thanks for your consideration