

# REQUEST FOR BOARD ACTION

## HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** September 21, 2022

**SUBJECT:** Regional Tobacco Control Manager Project Position Request

**PRESENTER:** Steve Smith, Health Director

**ATTACHMENTS:** 1. NC DHHS Request - Regional Tobacco Control Manager position  
2. NC Association of Local Health Directors Map of Regions

### **SUMMARY OF REQUEST:**

The NC Department of Health & Human Services has asked the Henderson County Department of Public Health to consider embedding a regional tobacco control manager position within the department. As described in the attached email communication, this position would be a department employee, but would be state funded. There are 10 regions in North Carolina and Region 2 is the only one without this position serving in a local health department.

The Henderson County Board of Health discussed the request at their August 9, 2022 meeting and agreed it was consistent with their strategic priority to advance tobacco and substance use prevention strategies and policy. The board approved by majority vote to support the request and that the matter be forwarded to the Henderson County Board of Commissioners for their consideration.

The state funding provided is more than would be needed to support a Human Services Planner II position, the expected classification for this role.

### **BOARD ACTION REQUESTED:**

The Henderson County Board of Commissioners is requested to approve the addition of one (1) state-funded project position for a regional tobacco control manager within the Henderson County Department of Public Health.

#### **Suggested Motion:**

*I move the Board approve the addition of one (1) project position to serve as a regional tobacco control manager.*

\*Copy of email communication on 8/4/2022.

Steve Smith,

As you know when the Tobacco Prevention and Control Branch moved to place Tobacco Control Regional Managers in each of NC's 10 Public Health Regions using North Carolina's CDC funding from the Office on Smoking and Health, we had a skilled staff member, Karen Caldwell, who was a state employee under the previous funding - Project ASSIST, who lived in and served in Region 2. Region 2 Local Health Directors agreed to continue with Karen Caldwell as the Regional Manager as she had a strong track record and good relations in the Region.

As Karen Caldwell moves to a new position in the Henderson County Health Department, this email requests that the Henderson County Health Department embed the Tobacco Control Regional Manager position into the health department in order to continue serving Region 2 as has been done by Karen Caldwell and as is the model in the other 9 Public Health Regions.

With Henderson County Health Department support, an AA will be that developed that includes the following:

Region 2 Aid to County funds:

- \$88,556 is your total currently available annually for salary and fringe. Your current operational funding is \$3,501. Your PHHS Block Grant funding, used to advance health equity by identifying and eliminating commercial tobacco product-related inequities and disparities is \$12,666. TOTAL = \$104,723.
- I checked with DPH IT, and Karen Caldwell's laptop will need to be returned to the Division of Public Health, so the new Regional Manager will need a laptop and other equipment to fulfill the role in Region 2. This may include a cellphone, desk and office space with room to store some materials.

If there are questions regarding the health department's increased responsibilities be with the changes, the following notes may be helpful.

- There is responsibility for recruiting, hiring and onboarding the Regional Tobacco Control Manager to serve Region 2. Our team can also be involved in some ways if you like. Certainly in the onboarding process.
- The LHD leadership will need to engage LHD leaders and staff from Region 2, and as appropriate coordinate with other LHDs, opening doors for opportunity for policy, systems and environmental change.
- There is a bit more involvement from the LHD fiscal management, as we work on a 100% spending plan each state fiscal year. It will be important to work together for TPCB and Henderson Co HD to track funds as the position is filled.
- We are going to SmartSheet next year so that will change the fiscal management reporting and the AA.

Sally Herndon, MPH

(she, her, hers)

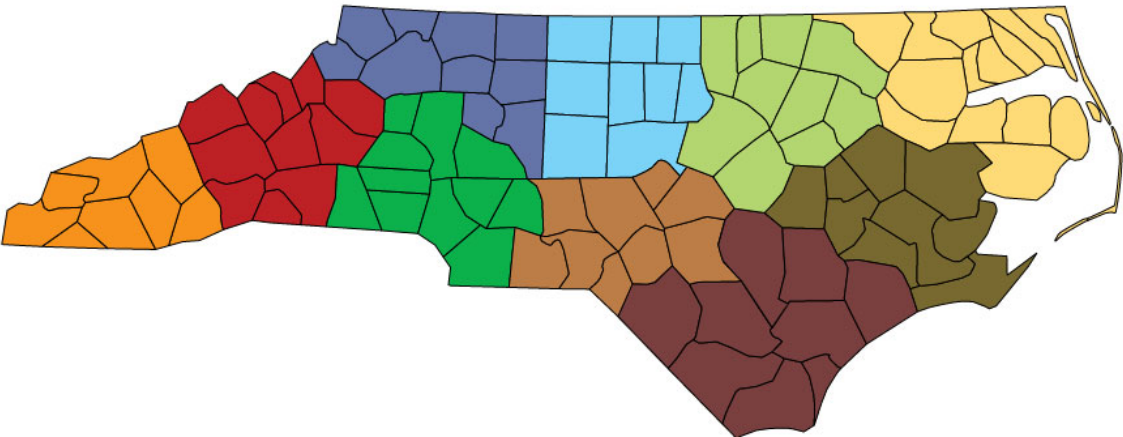
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**North Carolina Association of Local Health Directors – Map of Regions**



Region 2 is shown in red above and includes the counties of Avery, Buncombe, Burke, Caldwell, Henderson, Madison, Mitchell-Avery, Polk and Rutherford-McDowell.