Jefferson County Health Alliance
2019 - 2020 Staffing Plan

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Overview and Rationale

This staffing plan describes staffing support provided through Jefferson County Public Health for the period of August 2019 - March 2020 to support the Jefferson County Health Alliance (the Alliance). It also includes steps that will be taken to continue to evaluate staffing needs, continually assessing the need to support the Alliance. At this time, the Alliance seeks to enroll an existing member in providing staffing support. Kelly Kast of Jefferson County Public Health will bring her expertise in collaboration, data, program management to meet the Alliance's current needs, as indicated below. The Alliance also seek to add administrative support and communications expertise through existing positions, as well as contractual support for marketing and communications. The project budget outlines time requirements for each of these roles in more specificity.

Interim Staffing Role and Duties

Current 2019 staffing, will support the Alliance work plan activities (attached) during August 2019 through March 2020. The current staffing needs inc include the following roles and activities.

Alliance Program Manager (0.8 FTE)

The Alliance Program Manager will provide the broadest staffing support for the Alliance work plan. The Program Manager will support activities related to the Results and Indicators, and Performance Measures processes. This position will also support ongoing functions around facilitation, outreach and engagement, data, and communications. The Program Manager will work with The Civic Canopy on several of these functions, ensuring appropriate timing for capacity transfer.

Grant Administration	Governance & Staffing	Outreach & Engagement	Facilitation	Data	Communications
• Support grant-related communication with Community First Foundation. • Ensure completion of grant deliverables including final grant report in April 2020 and any other	• Provide feedback and suggestions about ongoing and future Alliance staffing needs. • Ensuring grant deliverables for staffing are met (March 2020	• Support outreach to Jefferson County partners to ensure the appropriate voices are heard during different stages of development. • Synthesize outreach findings for the	• Support process to identify indicators. • Assist the Alliance chair facilitate Steering Committee meeting content, as appropriate.	• Obtain and summarize needs assessments and other reports already conducted in Jefferson County. • Compile outcomes from existing initiatives.	• Support Alliance communications, branding, marketing upon identification of results. • Support Alliance communicate data results and findings.

requested reports/communications.	● Convene Governance and Staffing Subcommittees.	purposes of identifying Results.		● Obtain and analyze data to measure indicators identified for Alliance results in order to develop the Turn the Curve process.	

Administrative Support (0.1 FTE)

The backbone entity will also identify administrative support for scheduling, meeting planning, meeting logistics, etc.

The Civic Canopy

The Canopy team will continue to provide support to both the Steering Committee as it moves into the second phase of its work, and to Jefferson County Public Health as it steps into the backbone support role. Steering Committee support will include moving through the elements of the work plan—defining results, indicators, strategies and performance measures—and into the establishment of action teams. This will include additional support on community outreach where needed. The support for the backbone role will include helping with the transition to staffing the Steering Committee in the short term and defining the staffing needs for the long term.

Member Organizations

There will be an ongoing need to assess support needs from member organizations. At this time, communications support is under consideration. Also, during this phase, data support will be critical.

Contractual

The Alliance anticipates additional, temporary needs related to website development, marketing, and data communications. These vendors will be selected through the Steering Committee and secured through the Backbone entity.

Anticipated Future Staffing Needs

Staffing check-in points will be included as agenda items for Steering Committee meetings in October, December, February, and April in order to ensure that needs are being met and to note considerations for more permanent staffing needs. The Staffing Subcommittee will meet every other month. Could include data support, communications, website maintenance, marketing, administrative support, onboarding/partnership development, facilitation and process design. Feedback on emerging staffing needs will be considered within the Staffing Subcommittee. The role of the Staffing Subcommittee is to:

- Ensure that the right skills, knowledge, and attributes are identified to meet staffing needs.
- Ensure an appropriate, collaborative hiring process through the Backbone entity.
- Monitoring grant timelines to ensure staffing deliverables are met.
- Monitoring progress, ensuring that the necessary support is available to move the work forward.

Alliance Recruitment, Hiring, and Decision-Making

At this time, the Alliance has agreed to utilize existing, qualified staff to fulfill current staffing needs. However, future hiring processes will be developed inclusively and collaboratively. Alliance needs are kept at the forefront by the hiring agency, with hiring decisions at the discretion of the Alliance. Specific roles will be as follows.

Staffing Subcommittee

- Draft job descriptions for review by Steering Committee.
- Develop process for vetting applicants, remaining mindful of Backbone hiring processes.

Hiring Agency (Jefferson County Public Health)

- Post openings.
- Conduct the internal hiring process.

Steering Committee

- Ensure that recruitment is inclusive with a broad reach.
- Provide approval of hiring decisions.