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MEMO

TO: County Commission
FROM: Robert W. Wilson
Date: May 31, 2024
Subject: Transition of Jail Nursing Staff from FCPH to County Employment

County Assistant Administrator/Human Resources Director Tracy Peters has worked closely with City of Fargo Human Resources on the process to transition Cass County Jail Nursing staff from Fargo Cass Public Health (FCPH) to Cass County employment. This transition is scheduled to formally occur on July 2, 2024.

This transition is not directly connected to but related to the anticipated agreement currently being negotiating with Family HealthCare to take over administration of jail nursing services. That agreement will be scheduled for Commission consideration in the near future and is anticipated to take effect January 1, 2025.

Careful consideration and planning went into how positions and current employee salaries will transition from the City of Fargo to Cass County. Each position grade was first evaluated and placed so the starting salary would be closest to, but not less than the current starting salaries. Individual employees were then placed in the step closest to, but not less than their current salary.

In 2022 the County Commission authorized a 10% salary supplement based on the difference between correctional health care and more typical public health positions. The salary calculations described above included this salary supplement.

Actions contemplated at the June 3rd Commission meeting will impact the 2024 County budget. The 2025 Budget will be developed with the eight jail nursing positions – and salary and benefit costs - built into the Sheriff's Office budget.

At the June 3rd Commission meeting the Board should consider a 2024 Sheriff's Office budget adjustment of approximately **\$69,774**. This represents an increase in the jail nursing line item of \$441,000 and a corresponding decrease of \$371,226 in the contract cost with FCPH. (Please note – this figure assumes all jail nursing staff will select family medical coverage. The actual budget impact will almost certainly be significantly less.)

SUGGESTED MOTION: Approve a budget adjustment in the 2024 Sheriff's Office budget increasing the jail nursing line item by \$69,774.