

**Division of Child and Family Health
HR Actions Weekly Report
February 14, 2012 – March 6, 2012**

Joan	<ol style="list-style-type: none">1. FHX32 – Home Visiting Specialist (Human Services Program Coordinator, 5A) Funding: 100% Home Visiting Grant (MIECHV)<ul style="list-style-type: none">- 02/27: Laurel Aparicio started work today. 2. FHX13 Preconception Health Infant Mortality Prevention Coordinator (Human Services Program Coordinator, 5A) Funding: 100% Title V MCH Block Grant Focus: Commissioner’s Infant Mortality Work Group and Birth Defects Prevention (e.g., folic acid, FASD). Lead: <u>Joan Corder-Mabe</u><ul style="list-style-type: none">- 8/31: Dr. H told NF during 1:1 that this position, which is listed under “Preconception Health” could be the birth defects prevention position (e.g., NTD, FASD). Later, JCM and NF thought this was an error as it appeared to be Katherine Gangeri’s position (FHX92). Later, after George gave NF an updated reorg list (page 23), we realized that Katherine’s position had not been listed on the previous reorg list. The 9/1/2011 reorg list (page 23) shows both positions: (1) Vacant FHX13 (5A) and (2) Katherine Gangeri FHX92 (5A). . . JCB to begin recruitment (submit HR-3) immediately.- 9/13: JCM and T Taylor need to work on this.- 9/20: JCM and T Taylor working on HR-3.- 9/27: JCM reviewing and editing paperwork.- 10/4: NF EMAILED AND DELIVERED HR-3, HR-8 (PD), & COVER MEMO TO LISA.- 10/25: Waiting for HR-3 approval.- 11/15: HR-3 approve; JCM working on Request for Recruitment documents to advertise position.- 12/06: Waiting for position to be posted.- 12/13: Waiting for position to be posted.- 01/06: Job posted 01/03/2012, closes 01/17/2012.- 01/17: 30 applications; JCB will screen this week.- 01/31: Interviews for four applicants are scheduled for 2/7/2012.- 02/14: 2 of the 4 applicants withdrew; 1 of the remaining 2 scheduled for interviews withdrew; the remaining applicant was interviewed; will re-advertise.- 02/22: Position re-advertised: job opened 2/13, job closes 2/24. 3. FH143 Home Visiting Program Consultant (Human Services Program Consultant, 5B) Funding: 80% MIECHV, 20% Title V MCH Focus: MIECHV Grant (and supv. Healthy Start & BabyCare/Resource Mothers/CHIP staff) Lead: <u>Joan Corder-Mabe</u><ul style="list-style-type: none">- 10/12: Cathy Bodkin resigned, last day is 10/31/2011.- 10/12: NF EMAILED AND DELIVERED HR-3 & COVER MEMO TO LISA.- 10/13: Dr. H. signed HR-3.- 11/08: Waiting for approval.- 11/15: HR-3 approved on 11/14.- 11/22: JCM working on revising some of the Request for Recruitment documents (e.g., EWP).- 12/06: Waiting for position to be posted.- 12/13: Job posted 12/13, closes 12/27; interviews planned for January.
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	<ul style="list-style-type: none"> - 01/17: 66 applications; 7 will be interviewed 01/23. - 01/31: Top applicant selected, reference checks completed, JCM completing summary. - 02/03: JCM sent recruitment pkt to L. McColm. - 02/14: Waiting for salary approval. - 02/22: Pkt was lost and found today. Pkt returned to J. Corder-Mabe to revise HR-5, which was originally done by L. McColm. - 02/27: JCM delivered revised recruitment pkt (HR-5 revised) to C. Watkins, who said he would give it to Dr. H. today..
Karen	<p>4. FH061 FH150 – Oral Health Promotion Supervisor (The number FH061 will be abolished per Lisa McColm) (Human Services Program Supervisor, 5C) Lead: <u>Karen Day</u></p> <ul style="list-style-type: none"> - 8/31 Elizabeth Barrett resigned, effective 9/30. - 9/13: KD will rewrite EWP to include CDC Oral Health Infrastructure grant management. - 9/20: KD rewriting EWP, will be funded 50% by CDC Infrastructure grant. - 9/27: KD rewriting EWP & preparing HR-3. - 10/18: Waiting on approved of CDC work plan before proceeding with submitting HR-3; NF needs to submit proposed revised DHP org plan to Dr. H. - 10/25: Remains hold until Dr. H. makes decision about proposed reorganization. - 11/15: Remains hold until Dr. H. makes decision about proposed reorganization. - 11/16: NF emailed Dr. H summary of KD’s conf call with CDC Project Officer and need for decision to proceed with changes in FH061 so can proceed with recruitment. - 11/22: Remains on hold until Dr. H. makes decision about proposed reorganization. - 12/06: Remains on hold until Dr. H. makes decision about proposed reorganization. - 12/16: NF EMAILED AND DELIVERED HR-3, EWP, ORG CHART, & COVER MEMO TO LISA. - 01/10: Waiting for HR-3 approval. - 01/17: Waiting for HR-3 approval. - 01/31: Waiting for HR-3 approval. - 02/15: Vacant position discussed during today’s CDC Infrastructure Grant Conference Call. According to C. Watkins, Dr. H. the signed HR-3. <p>5. FHX72 (FHX13)- Oral Health Data Support (Enter Working Title, pay band) Lead: _____</p> <ul style="list-style-type: none"> - Funding: CDC Infrastructure Grant. - 9/27: KD preparing HR-3. - 10/18: Waiting on approved of CDC work plan before proceeding with submitting HR-3; NF needs to submit proposed revised DHP org plan to Dr. H. - 10/25: Remains on hold until Dr. H. makes decision about proposed reorganization. - 11/15: Remains on hold until Dr. H. makes decision about proposed reorganization. - 11/22: Remains on hold until Dr. H. makes decision about proposed reorganization. - 12/06: Remains on hold until Dr. H. makes decision about proposed reorganization. - 12/16: NF EMAILED AND DELIVERED HR-3, HR8 Wage, ORG CHART, & COVER MEMO TO LISA. - 01/10: Waiting for HR-3 approval. - 01/17: Waiting for HR-3 approval. - 01/31: Waiting for HR-3 approval. - 02/15: Vacant position discussed during today’s CDC Infrastructure Grant Conference Call. According to C. Watkins, Dr. H. has not signed HR-3. Dr. H. requesting additional information, such as where it is positioned on OFHS Org Chart. Previously, K. Day sent CDC Infrastructure Work Plan to C. Watkins for him to review with Dr. H. On 2/15, N. Ford

informed sent email to Clai that position is to report to FH061 and HR-3 was sent to L. McColm on 12/16/11.

6. **FHX99 (FHX34) (FHX13) - Oral Health Educator**

(Enter Working Title, pay band)

lead: _____

- Funding: CDC Infrastructure Grant
- 9/27: KD preparing HR-3.
- 10/18: Waiting on approved of CDC work plan before proceeding with submitting HR-3; NF needs to submit proposed revised DHP org plan to Dr. H.
- 10/25: Remains on hold until Dr. H. makes decision about proposed reorganization.
- 11/15: Remains on hold until Dr. H. makes decision about proposed reorganization.
- 11/22: Remains on hold until Dr. H. makes decision about proposed reorganization.
- 12/06: Remains on hold until Dr. H. makes decision about proposed reorganization.
- **12/16: NF EMAILED AND DELIVERED HR-3, HR8 Wage, ORG CHART, & COVER MEMO TO LISA.**
- 01/10: Waiting for HR-3 approval.
- 01/17: Waiting for HR-3 approval.
- 01/31: Waiting for HR-3 approval.
- 02/15: Vacant position discussed during today's CDC Infrastructure Grant Conference Call. According to C. Watkins, Dr. H. has not signed HR-3. Dr. H. requesting additional information, such as where it is positioned on OFHS Org Chart. Previously, K. Day sent CDC Infrastructure Work Plan to C. Watkins for him to review with Dr. H. On 2/15, N. Ford informed sent email to Clai that position is to report to FH061 and HR-3 was sent to L. McColm on 12/16/11.

7. **FHX20 – Dental Assistant (Southside)**

(Dental Assistant Sr., 2A)

Lead: _____

- 11/22: Hope (Rebecca) Tuck resigned effective 11/18/11.
- 12/06 KD in process of making decision if want to hire for 4 months given that position is only needed for remainder of school year (funding ends August 2012).
- 12/13: Decided to contract for a temp, RAP sent.
- 01/10: On hold b/c contract for services via RAP instead.
- 01/31: Will leave position vacant until new HRSA grant awarded, then will revisit contract for services arrangement.
- 02/14: Remains as contract position until new HRSA grant awarded

8. **FHX44 – Dental Assistant**

(Dental Assistant Sr., 2A)

(Previously used in Cumberland Plateau but is now needed to support one of our MCH-funded hygienists.)

Lead: Susan Pharr

- **12/09: NF EMAILED AND DELIVERED HR-3, ORG CHART, & COVER MEMO TO LISA.**
- 01/10: Waiting for HR-3 approval
- 01/17: KD will check with S. Pharr to see if HR-3 returned approved.
- 02/14: KD will check with S. Pharr to see if HR-3 returned approved.

9. **8332 – Admin and Office Specialist**

(Executive Secretary, 3A)

Lead: _____

- 01/31: Talitha Bell to retire, effective 2/8/2012.

	<ul style="list-style-type: none"> - 02/14: HR-3 needs to be completed.
<p>Joanne</p>	<p>10. FH125 – CSHCN Program Supervisor (Human Services Program Supervisor, 5C) Funding: 100% MCH Title V Lead: Joann Boise</p> <ul style="list-style-type: none"> - 8/16: HR-3 WAS PREVIOUSLY SENT TO LISA. DR. H APPROVED HR-3 8/16. - 9/8: Nancy Bullock to retire effective 9/30/2011. OCOM approved HR-3 on 8/19. SHHR approved HR-3 on 9/2 LM returned approved HR-3 to JB 9/8. - 9/20: Posted on Virginia Jobs (9/16 – 9/30). - 9/27: Remains in recruit. - 10/18: Recruit has closed. - 10/25: Interviewing this week. - 11/08: JB completing interview paperwork on selected candidate; waiting for salary verification (NF emailed this info to Dr. H. per request). - 11/15: Candidate withdrew; JB requested position be re-advertised. - 11/22: JB will request position be re-advertised. - 12/06: Ad closes 12/07. - 01/05: 75 applications received, screened down to 75, JB setting up interviews for 1/20. - 01/10: Interviews scheduled for 1/20. - 01/17: Interviews scheduled for 1/20. - 02/12/13: Start date for selected candidate is 2/27/12 3/5/12 and is scheduled to attend AMCHP meeting 2/12-14/2012. <p>11. FHX36 Newborn Screening Nurse (Registered Nurse I, 4C) Funding: 100% Title V MCH Block Grant Initial Focus: SCID Lead: <u>Kathleen Moline</u></p> <ul style="list-style-type: none"> - 10/18: NF EMAILED AND DELIVERERD HR-3, HR8-Wage, & COVER MEMO TO LISA. - 10/20: Dr. H returned HR-3 pkt to NF for modifications. - 10/24:NF EMAILED AND DELIVERERD REVISED HR-3, HR8-Wage, & COVER MEMO TO LISA. - 11/15: Waiting for HR-3 approval. - 11/22: Waiting for HR-3 approval. - 12/02: HR-3 approved, can proceed with recruitment. - 12/06: Kathleen proceeding with recruitment. - 01/06: Job posted 12/22, closes 1/16. - 01/17: Job posted 12/22, closed 1/16. - 01/31: Interviews being scheduled. - 2/14: To be re-advertised b/c no successful candidates were interviewed. <p>12. FH106 Sickle Cell Coordinator (Human Svcs Prog Coord, 5A) Lead: Kathleen Moline</p> <ul style="list-style-type: none"> - 11/18: Tiara Green taking position with Div. of Prevention and Health Promotion effective 11/28. - 11/22: In process of writing HR-3; may revised EWP b/c position has been responsible for two research project, which have not been in EWP: (1) VCU Transition within Sickle Cell Projects and (2) NIH Grant (Wally Smith), which includes 5% of positions' salary. - 12/06: JB and staff are analyzing job functions, might add functions beyond sickle cell, such as newborn screening.

	<ul style="list-style-type: none"> - 12/13: JCM, JB, and KM will meet to look at commitments made. KM preparing document on position and recommendations for JB. KM will work on HR-3. - 01/10: JCM, JB, and KM met in Dec. regarding position duties. Still need to meet. - 01/17: K. Moline will follow up with JCM regarding EWP duties. - 01/31: EWP and reporting need to be changed. - 02/14: There is no EWP for FTE position. Previously, G. Pilarinos sent a Wage EWP to J. Boise. - 02/22: NF EMAILED AND DELIVERED HR-3 AND COVER MEMO TO LISA. <p>13. FHX39 Early Childhood Project Coordinator (Human Svcs Prog Spec, 4C) Lead: Bethany Geldmaker</p> <ul style="list-style-type: none"> - 01/05: NF EMAILED AND DELIVERED HR-3, COVER MEMO, AND ORG CHART TO LISA. (Nikkia Goforth resigned, effective 1/10/2012) - 01/10: Waiting for HR-3 approval. - 01/17: Waiting for HR-3 approval. - 01/31: HR-3 came back approved; position can now be recruited for. - 02/16: Position will be posted on 02/20 for two weeks. - 02/22: Position advertised: job opened 02/20, job closes 03/12. <p>14. FH071 Follow-up Specialist (for VEHDIP) (Program Administration Specialist 1) Lead: Ruth Frierson</p> <ul style="list-style-type: none"> - 01/31: NF EMAILED AND DELIVERED HR-3 AND COVER MEMO TO LISA. (T. Person's last day was 1/27/2012).
Nancy	<p>15. 0243 Dental Health Programs Manager (Human Services Program Manager, 6A) Lead: Nancy Ford</p> <ul style="list-style-type: none"> - 01/20: K. Day to retire, last day is 2/27/2012. - 02/01: NF EMAILED AND DELIVERED HR-3, COVER MEMO, AND EWP TO LISA. - 02/07: Tonya McRae Adiches, RDH, has been selected for the position of Acting Dental Health Programs Manager, effective 03/01/2012. - 02/15: Vacant position discussed during today's CDC Infrastructure Grant Conference Call. According to C. Watkins, Dr. H. signed the HR-3. - 02/21: HR-3 approved. NF sent recruitment documents to Lisa McColm. - 02/27: NF approved ad with job open date 03/01/12 and job date 03/24/12. - 03/06: As of today, position has not been advertised.
Dr. H.	<p>16. FH104 Program Administration Manager III (Human Services Program Director 6C) Lead: _____</p> <ul style="list-style-type: none"> - 02/06/01: N. Ford announced her intention to retire effective June 1, 2012, with the last day in the office being 3/12/2012. - 02/14: There has been no announcement regarding an acting position. - 03/05: E. Fobbs will be Acting Director, during her leave, D. Nair will be Acting Director, during both of their leaves, Clai Watkins will be Acting Director. Position to be advertised 3/7 – 3/26.