

AGENCY NAME:	SC Department of Health and Environmental Control		
AGENCY CODE:	J040	SECTION:	34

FORM B1 – RECURRING OPERATING REQUEST

AGENCY PRIORITY	9
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Provide the Agency Priority Ranking from the Executive Summary.

TITLE	Salary Increases for Critical Position Retention
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Provide a brief, descriptive title for this request.

AMOUNT	General: \$5,037,468 Federal: Other: Total: \$5,037,468
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What is the net change in requested appropriations for FY 2020-21? This amount should correspond to the total for all funding sources on the Executive Summary.

NEW POSITIONS	No new FTEs are needed, however 52 existing FTEs must be converted to allow state personnel expenditures: 22 FTEs converted from Earmarked to State 28 FTEs converted from Federal to State 2 FTEs converted from Restricted to State
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Please provide the total number of new positions needed for this request.

FACTORS ASSOCIATED WITH THE REQUEST	Mark "X" for all that apply:
	<input checked="" type="checkbox"/> Change in cost of providing current services to existing program audience
	<input type="checkbox"/> Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/> Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/> Non-mandated program change in service levels or areas
	<input type="checkbox"/> Proposed establishment of a new program or initiative
	<input type="checkbox"/> Loss of federal or other external financial support for existing program
	<input checked="" type="checkbox"/> Exhaustion of fund balances previously used to support program
	<input type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
<input type="checkbox"/> Related to a Non-Recurring request – If so, Priority # _____	

STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES	Mark "X" for primary applicable Statewide Enterprise Strategic Objective:
	<input type="checkbox"/> Education, Training, and Human Development
	<input type="checkbox"/> Healthy and Safe Families
	<input type="checkbox"/> Maintaining Safety, Integrity, and Security
	<input type="checkbox"/> Public Infrastructure and Economic Development
	<input checked="" type="checkbox"/> Government and Citizens

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ACCOUNTABILITY OF FUNDS	<p><i>Strategy 4.2 – Become the premier employer in South Carolina by recruiting, developing, and retaining high quality employees.</i></p> <p>DHEC is currently prioritizing efforts to recruit and retain staff through several new initiatives. Salaries are a key component to retention, but the Agency lacks sufficient recurring funding to address salary inequities. The requested funding allows DHEC to bring the DHEC average salary for many critical classifications up to the state average for all agencies. DHEC will continue to monitor turnover rates, number of vacancies and salary averages to evaluate effectiveness.</p>
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What specific strategy, as outlined in the FY 2019-20 Strategic Planning and Performance Measurement template of agency’s accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?

RECIPIENTS OF FUNDS	<p>Funds will be used solely for salary increases for existing DHEC FTEs in critical classifications.</p>
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What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?

JUSTIFICATION OF REQUEST	<p>DHEC has identified critical personnel classification categories where the Agency average salary falls below the state average. The five categories and the critical functions they perform are outlined below:</p> <p>Administrative Services:</p> <ul style="list-style-type: none"> • Front-line health department clinical support • Clinic patient intake and initial payment collection • Women, Infants, and Children (WIC) food supplement services • Vital Records searches and certifications • Permit application receipt and processing <p>Engineering Services:</p> <ul style="list-style-type: none"> • Environmental permit review and issuance • Assist with compliance, enforcement and oversight activities <p>Health & Safety:</p> <ul style="list-style-type: none"> • Environmental monitoring, inspections, compliance and enforcement • Onsite wastewater permitting • Development of environmental standards and regulations <p>Laboratory Services:</p> <ul style="list-style-type: none"> • Diagnostic testing for foodborne pathogens, clinical/newborn screenings, microbiology and analytical chemistry • Analyze environmental samples, providing data to support permitting, enforcement and standards development • Support and consultation for physicians, private laboratories, hospitals and county health departments <p>Nursing Services:</p> <ul style="list-style-type: none"> • Direct patient services including immunizations, disease testing and treatment
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- and family planning
- Postpartum/newborn support
- Assistance with Children/Teens with Special Health Care Needs

Each classification requires significant training, often requiring a full year of employment before becoming fully proficient. Most of these classifications are also highly technical, requiring advanced training and degrees. High turnover limits available staffing and efficiency, reduces employee morale and ultimately impacts services to our constituents.

Issue: Agency average salaries for more than half of the 167 classifications utilized by DHEC are below the state average. 34 of these classifications fall in critical categories providing essential services to the citizens of the state. Employee retention is an Agency priority and is being addressed by several initiatives including providing training opportunities and workforce development. Salaries remain a key issue, however, and DHEC lacks funding necessary to address deficiencies at an appropriate scale. Further compounding this issue, much of DHEC’s personnel funding comes from non-state sources. Cost of living increases and continued employer-paid health care costs are a great benefit to employees. While the Agency is very supportive of these efforts, two-thirds of DHEC’s employees are funded from non-state sources and DHEC must realign resources from existing funds to fully cover the cost.

Solution: In an effort to improve staff retention, state appropriations are requested to allow DHEC to begin addressing salary inequities at an Agency-level scale. The classification categories identified represent critical staffing needs and nine of the Agency’s classifications with highest turnover and eight of the most frequently filled classifications in the past year. Improving retention in these classifications results in a more skilled workforce providing more efficient and effective services to our constituents.

Method of Calculation: As specific FTEs are being converted from Earmarked/Restricted/Federal to State, personnel costs are calculated using actual current staff salary amounts and not band midpoints. Costs reflect funds needed to bring Agency salary average for specific classifications within identified categories noted below to current state salary average. Costs also include salary-based assessments such as retirement and social security.

Category	Current Filled FTEs	# of FTEs to Convert	Total Cost
Administrative Services	535	21	\$1,322,979
Engineering Services	98.5	11	\$1,393,261
Health & Safety	539	7	\$763,458
Laboratory Services	95	2	\$219,012
Nursing Services	312.75	11	\$1,338,758
Total	1,580.25	52	\$5,037,468

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Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.
