

LETTER OF AGREEMENT  
BETWEEN  
SPOKANE REGIONAL HEALTH DISTRICT  
AND  
IFPTE LOCAL 17

The parties agree to modify Section 6.11 of the contract, Site Lead Pay, to combine as an exception Deer Park and College as a single WIC work site. The parties further agree to change Section 6.11, paragraph two of the Collective Bargaining Agreement to read as follows:

Designated Site Leads shall receive two dollars (\$2.00) per hour premium for all time assigned as a Site Lead.

Finally, the parties agree the implementation of Section 6.11 of the contract for WIC Site Leads shall be accomplished in accordance with procedures as outlined in the attachment (A) "REQUEST FOR LETTERS OF INTEREST".

Donald Briscoe

9-16-2010

Donald Briscoe, IFPTE Local 17 Union Representative

Date

Robert Gaulke

9-16-2010

IFPTE Local 17 Robert Gaulke

Date

Barb Lorang

9/16/10

Barb Lorang, Spokane Regional Health District

Date

Torney Smith

9/21/10

Torney Smith, Spokane Regional Health District

Date

## Attachment A

### REQUEST FOR LETTERS OF INTEREST

#### Spokane Regional Health District WIC Program SITE (TEAM) LEAD

#### PURPOSE:

The purpose of Site Leads within the WIC program is to coordinate site activities and serve as a resource for the benefit of both program participants and staff who serve them.

#### PROCESS:

A formalized letter of interest in the lead position must be submitted to the Program Manager (PM) by [date]. Letters of interest will be reviewed and a selection interview will be scheduled with the PM and Division Director. Selection criteria will be based on desire to lead, demonstrated leadership qualities, job skills & experience and ability to function in the role of a certifier or nutritionist. The lead will need to have a willingness to adjust current office location to any office that best fits program needs for this designation and work a minimum of 4 days per week.

#### DUTIES:

Duties for this position are as defined in the IFPTE union contract section 6.11 Site Lead Pay. The site (team) lead will provide daily oversight in each clinic location and will be a stationary position within that clinic. Deer Park is an exception and will be combined with the College office lead duties. Typical duties may include:

- Building liaison – attending building meetings and reporting critical issues to PM, troubleshooting other building needs such as maintenance requests and safety concerns and preparing a summary of bldg meeting for all staff as it relates to community partnerships;
- Staff training – assisting in and facilitation of staff and intern training;
- Team meetings – attend joint WIC leadership meetings and facilitate site (team) meetings to disseminate program information from joint leadership meetings;
- Scheduling needs – communication with program assistant and leadership team regarding team staffing challenges, needs and coverage for site. Consultation with PM when needed;
- Technical – providing technical support for CIMS or SRHD system. Liaison between staff and State WIC or SRHD Information Services Department.

Other Duties may include:

- Communication – Site Leads communicate staff concerns and issues to the PM.
- Quality Assurance – assist with completion of Quality Assurance reports for CIMS to ensure documentation of client services follows state and federal guidelines (i.e. income verification; anthropometrics, nutrition contacts etc.).
- Liaison – Point of contact for staff and clients, resolution on acute/minor issues, refer major issues from clients and staff to PM.

COMPENSATION: The designation of site (team) lead will receive a \$2.00/hr premium for all hours worked.

#### RE-ASSIGNMENT:

Re-assignment of site (team) lead designation can be made at the sole discretion of the PM.

A request of re-assignment may be made at any time by the incumbent should s/he wish to discontinue the site (team) lead duties; however duties will be continued until a replacement is available.

Re-assignment for any reason will allow the staff to continue with regular job duties prior to site (team) lead designation and result in a decrease of wages by the \$2.00/hour premium.