

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Administrator of the Seminole County Public Health Department

DEPARTMENT: Community Services **DIVISION:** Administration

AUTHORIZED BY: ^{PCS}Phillip C. Stalvey **CONTACT:** Phillip C. Stalvey **EXT.** 3100

Agenda Date 11/18/03 Regular Consent Work Session Briefing
Public Hearing – 1:30 Public Hearing – 7:00

MOTION/RECOMMENDATION:

Confirm the appointment of Michael J. Napier as Administrator of the Seminole County Public Health Department.

BACKGROUND:

Jennifer Bencie Fairburn, M.D., MSA, Administrator of the Seminole County Health Department, resigned effective September 11, 2003.

Five applicants were interviewed by the interviewing committee, comprised of: Commission Chairman Daryl McClain; J. Kevin Grace, County Manager; Dr. Bonnie Sorenson, Deputy State Health Officer; Dr. Bencie Fairburn, former Administrator; Ray Plummer, Osceola County Health Department Administrator; Yvonne Bell, Clinic Nursing Supervisor; and Phillip C. Stalvey, Community Services Director.

There was a unanimous decision to appoint Michael Napier as the Seminole County Health Department Administrator. Mr. Napier's resume is attached for your review.

Mr. Napier was offered and has agreed to a salary of \$91,194 annually, which is funded by the State. He will assume the duties of the position in January 2004.

Reviewed by:
Co Atty: _____
DFS: _____
Other: _____
DCM: PS
CM: PS
File No. CCS03

Michael J. Napier

12826 Raysbrook Dr Riverview, Fl ♦ PH: 813-672-2755 Sc 582-6303

OBJECTIVE

Have the agency use to its advantage my dynamic and resourceful team leadership qualities that have been developed and demonstrated in progressive management and leadership roles over the last 16 years in Public Health. Proven enthusiasm, participation, organizational awareness and experience in multiple Public Health programs make me an excellent candidate for the challenging leadership role of County Health Department Administrator in Seminole County.

BACKGROUND

Leadership development; personally, within staff and organizationally has consistently been accomplished in previously held positions. Have sought academic and experiential training throughout my Public Health work history in an effort to understand how to obtain measurable organizational performance results. Realization of the business and program partnership of Public Health as they related to service delivery and community health. Historically proven the ability and willingness to listen and learn from those around me to share in a common vision. Have learned and accomplished internal and external customer focused service delivery system where feedback is sought and utilized to improve processes.

SELECTED ACCOMPLISHMENTS

- Appointed Acting Administrator by Secretary Agwunobi for the Wakulla county health department to evaluate organizational status and make recommendations on leadership needs.
- Over 16 years I have developed and maintained a significant public health network of colleagues and resources through voluntary participation in various associations, committees and workgroups.
- Through the Florida Public Health Leadership developed a manual of leadership tools and activities including establishing Workforce/Leadership program which lead to significant gains in the DOH Employee Satisfaction Survey results.
- DOH – Office of Performance Improvement - QI Peer Review Examiner on administrative issues for 2 years assisting CHDs in improving administrative and management activities.
- Obtained funding for various projects such as FCO, Teen Pregnancy Prevention and adult health programs through community partners such as school board, BOCC, Healthy Start and Fed Gov.
- Automation and web based application development significantly increased effective program management and staff involvement in budgeting, spending plans, service and time coding.
- Established Hillsborough County as state leader (per state QI report) in Information Technology.
- Principle participant in Financial & Information Reporting System FIRS application going statewide.
- Have applied Sterling principles in process management, human resource focus and organizational performance to increase effective service delivery.
- Customer focus “*Ask Our Worst Critics*” program to seek input on procedural and operational improvement from those customers most critical of our operations.
- Used as a learning tool annual “Goals and Objectives” established by each department to monitor success, progress and failures through the year.
- Evidence based improvements in support services to over 500 staff, the 4th largest CHD in Florida.
- Was instrumental in exceeding the Governor’s One Florida purchasing goals for the past 3 years.
- Numerous statewide workgroups including the most recent concerning CHD Trust Fund Balances.
- Although it's not part of official duties, I participate in reading activities with our school, school advisory council member and work with the local YMCA youth hockey league.

EMPLOYMENT HISTORY

- 1998-Pres** Financial Administrator - Hillsborough CHD
Senior leader providing direction and leadership through strategic planning, organizational communication, relationship building, and ultimately public health outcomes. Directly accountable for administrative support to those providing direct services to the clients and community. Formulation and implementation of department policy effecting operations, resources and program enhancements. Liason between various state and local agencies regarding administrative matters. Investigate and define issues in operations and programs for improvement. Management of nearly \$38 million in public health service related activities.
- 1996-98** Business Manager III - Orange CHD
Managing the Financial Services (accounts payable, Medicaid billing, purchasing and accounts receivable), Vital Statistics and Budget office. Worked to develop administrative systems that supported program needs and initiatives through data collection and analysis.
- 1993-96** Business Manager I - Osceola CHD
Involved with, and assist in, program development and implementation including clinical operations. Work closely with administrator and medical/program staff to review outcomes and provide feedback related to budget. Oversee fiscal, purchasing, vital statistics and facilities. Act as the IT liaison with Tallahassee and District.
- 1989-93** Progressive Environmental Health positions - Osceola/Orange CHD
Last position held in environmental health was Asst Dir EVH. Operational oversight of the environmental health program. Conducted field inspection for a variety of environmental health programs. (Pools, Septic, Day Care, Water plants, Food service)
- 1988-89** Marine Sanitarian - Regency Cruises Inc. Miami, Florida
Independent work to develop and implement a CDC sanitation program for a fleet of 3 cruise ships. Communicated written and verbal detailed evaluations to department heads and operations managers regarding safe and appropriate policies and procedures.

EDUCATION AND TRAINING

Masters of Science – Health Sciences 1997 - University of Central Florida, Orlando, Florida
Bachelors Degree - Professional Studies 1994 - Barry University, Orlando, Florida
Applied Associate of Science – Laboratory Biology 1983 - Cobleskill, Ag & Tech College Cobleskill, NY
Florida Public Health Leadership – Public Health Leadership 2002 – University South Florida, Tampa
Florida Sterling Council – Sterling showcase/training; Sterling criteria; balanced scorecard; Leading to Performance Excellence;

PROFESSIONAL AFFILIATIONS

Florida Association of Business Administrators VP 1997 & 98; President 1999
Florida Public Health Association-Treasurer 2002-04
DOH QI team peer review examiner – 2000 to current
Hillsborough County School Advisory Council – 2001-03