

APPENDIX D – BRDHD

COOP ORDER OF SUCCESSION

This tab contains information regarding the equipment and material management of the BRDHD. Also, included in this section is the distribution of materials by BRDHD. The items to be distributed include generators, responder vest, satellite radios, and other necessary equipment. Upon reading this section one will see the distribution of material and equipment throughout the district.

❖ COOP Delegation of Authority



Barren River District Health Department

**Delegation of Authority
Barren River District Health Department
Issue Date:**

*DELEGATION OF AUTHORITY
AND SUCCESSION FOR THE
Public Health District Director*

PURPOSE

This is a delegation of authority for the continuity of essential functions through the orderly succession of officials at the Barren River District Health Department to the Office of the Public Health District Director in case of the Director's absence, a vacancy at that office, or the inability of the director to act during a disaster or national security emergency.

DELEGATION

I hereby delegate authority to the following officials, in the order listed below, to exercise the powers and perform the duties of the Public Health district director, in case of my absence, inability to perform, or vacancy of the office, and until that condition ceases.

1. Disaster Response Coordinator
2. Human Resource Officer
- 3.
- 4.
- 5.

If this position is vacant, the next designated official in the order of succession may exercise all the powers, duties, authorities, rights, and functions of the Office of the Commissioner of Public Health, but may not perform any function or duty required to be performed exclusively by the office holder.


Eligibility for succession to the Office of the Public Health District Director shall be limited to officially assigned incumbents of the positions listed in the order of succession, above. Only officials specifically designated in the approved order of succession are eligible. Persons appointed on an acting basis, or on some other temporary basis, are ineligible to serve as a successor; therefore, the order of succession would fall to the next designated official in the approved order of succession.

AUTHORITIES

KRS 211.025

OFFICE OF PRIMARY INTEREST

The Office of the Public Health District Director is the office of primary interest in this delegation.



 Dennis Chaney
 District Director

2-13-12

❖ COOP Order of Succession

Key Position	Essential Functions Served	Triggering Condition	Successor 1 & Limitations	Successor 2 & Limitations	Successor 3 & Limitations	Successor 4 & Limitations
Nurse Program Manager for Communicable Disease Team	All Essential Functions	Inability to be present due to extended absence for illness, injury, vacation, death or immediate family need.	Communicable Disease Public Health Nurse Defer administrative obligations including evaluations, independent disciplinary action or staffing decisions concerning hiring, firing, or lay-offs, time sheets, leave travel vouchers, to Director of Nursing	Communicable Disease Local Health Nurse III Defer administrative obligations including evaluations, independent disciplinary action or staffing decisions concerning hiring, firing, or lay-offs, time sheets, leave travel vouchers, to Director of Nursing	Communicable Disease Local Health Nurse II Defer administrative obligations including evaluations, independent disciplinary action or staffing decisions concerning hiring, firing, or lay-offs, time sheets, leave travel vouchers, to Director of Nursing	
Volunteer Manager	insuring a competent workforce	Absent for any reason during an emergency	Preparedness Planner/MRC Advisor			
Community Health Improvement Branch Manager	Administrative functions of CHI branch	Absence due to vacation, injury, filling another key position, etc.	HANDS Coordinator Cannot make non-HANDS staffing decisions or non-emergency financial decisions without	DCOE Team Leader Cannot make non-DCOE staffing decisions or non-emergency financial decisions	RD Cannot make non-Nutrition program staffing decisions or non-emergency financial decisions without agency	

Key Position	Essential Functions Served	Triggering Condition	Successor 1 & Limitations	Successor 2 & Limitations	Successor 3 & Limitations	Successor 4 & Limitations
			agency director's approval	without agency director's approval	director's approval	
Child death grief counselor	Child grief counseling	Absence due to vacation, injury, filling another key position, etc.	HANDS Social Worker (Laura) No limitations	HANDS Social Worker (Kristie) No limitations	HANDS Supervisor No limitations	
DCOE Nurse	Diabetes care management	Absence due to vacation, injury, filling another key position, etc.	DCOE Team Leader No limitations	Level 3 Diabetes Coordinator Cannot make DCOE policy decisions	RD Cannot make policy decisions; only provide services within scope of practice	
International Board Certified Lactation Consultant (IBCLC)	In-depth breastfeeding support	Absence due to vacation, injury, filling another key position, etc.	RD, Certified Lactation Counselor Cannot counsel on complex breastfeeding issues beyond scope of credentials	RD Cannot counsel on complex breastfeeding issues beyond scope of credentials	Breastfeeding Peer Counselor with CLC credential Cannot counsel on complex breastfeeding issues beyond scope of credentials	
Disaster Prepared'd Branch Manager	Operations, Deputy IC	Extended absence of branch manager	Disaster Prepared Training Coordinator N/A	Training coordinator N/A		
Finance Director	Purchasing, District and Environment Accounts	Absent without cause for	Account Clerk III – only perform duties	Account Clerk II – only perform	Administrative Specialist I – only perform duties	

Key Position	Essential Functions Served	Triggering Condition	Successor 1 & Limitations	Successor 2 & Limitations	Successor 3 & Limitations	Successor 4 & Limitations
	Receivable, Accounts Payable, Purchasing, Payroll, Financial Reporting	greater than 24 hours	related to each essential function	duties related to each essential function	associated with the payroll essential function	
Health Education Director	#3, 4, 5, 7, 8, 9, 10	Injury requiring prolonged leave (more than 1 month) or deceased.	Health Ed. II- No staff decisions (hiring/firing), no budgetary decisions without approval from district director	Health Ed. II- No staff decisions (hiring/firing), no budgetary decisions without approval from district director	Health Ed. II – No staff decisions (hiring/firing), no budgetary decisions without approval from district director	Health Ed. II – No staff decisions (hiring/firing), no budgetary decisions without approval from district director
Environmental Health Program Manager	All Essential Functions	Death, Extended Illness, Vacation or Other Extended Absence, Injury, Need to Take Care of Immediate Family	Environmental Health Program Manager No Limitations	<i>Health Environmentalist II</i> <i>Limitations include the following:</i> <i>No independent policy development or amendment,</i> <i>No independent disciplinary action,</i>	Health Environmentalist II Limitations include the following: No independent policy development or amendment, No independent disciplinary action, No independent staffing	Health Environmentalist II Limitation include the following: No independent policy development or amendment, No independent disciplinary action, No independent

Key Position	Essential Functions Served	Triggering Condition	Successor 1 & Limitations	Successor 2 & Limitations	Successor 3 & Limitations	Successor 4 & Limitations
				<i>No independent staffing decisions concerning hiring, firing or lay-off.</i>	decisions concerning hiring, firing or lay-off.	staffing decisions concerning hiring, firing or lay-off.
Human Resources Manager	Manage Advertising, Applications, State Register for Hiring Staff; Manage Employee Health Insurance; Manage HRA, FSA, DCA; Manage Employee Dental Insurance; Manage Employee Life Insurance; Manage Employee Vision Insurance; and Advise Management on LHD Regulations	Absent without cause for greater than two weeks	Finance Administrator; No limitations, takes over partial duties until the supervisor is reinstated or replaced by the Director	Director; No limitations, takes over partial duties until the supervisor is reinstated or replaced by the Director		
Human Resources Manager	Janitorial Services; Heat and Cooling; Plumbing; Grounds and building; and	Absent without cause for greater than 24 hours	Maintenance Supervisor; cannot make staffing decisions or non-	Director; No limitations, takes over partial duties until the		

Key Position	Essential Functions Served	Triggering Condition	Successor 1 & Limitations	Successor 2 & Limitations	Successor 3 & Limitations	Successor 4 & Limitations
	Agency Vehicles		emergency financial decisions without approval of the Director.	supervisor is reinstated or replaced by the Director		
Human Resources Manager	Risk Management: Injury/Accident, OHSA, Workers Compensation, General Liability, Professional Liability; Agency Vehicle Insurance	Absent without cause for greater than 24 hours	Finance Administrator; No limitations, takes over partial duties until the supervisor is reinstated or replaced by the Director	Director; No limitations, takes over partial duties until the supervisor is reinstated or replaced by the Director		
IT Director	Maintaining and setting up IT equipment and phones; Trouble Shooting, Internet, e-mail, I-TV, Bridge, Phones, Server, Contract IT Support	Death, Extended Illness, Vacation or Other Extended Absence, Injury, Need to Take Care of Immediate Family	Technical Specialist Cannot make staffing decisions or non-emergency financial decisions without approval of the Director.	IT Support contractor Limited to only working on IT equipment. Will follow the direction of the director or IC.		
Director of Clinic services		Death, Extended Illness, Vacation or Other Extended				

Key Position	Essential Functions Served	Triggering Condition	Successor 1 & Limitations	Successor 2 & Limitations	Successor 3 & Limitations	Successor 4 & Limitations
		Absence, Injury, Need to Take Care of Immediate Family				
County Center Coordinators	Run local health centers	Death, Extended Illness, Vacation or Other Extended Absence, Injury, Need to Take Care of Immediate Family	Support Staff Supervisor			
Public Information Officer	Monitoring, Surveillance, and release of health information		Disaster Preparedness Services Coordinator Cannot make staffing decisions or non-emergency financial decisions without approval of the Director.	HIT member Cannot make staffing decisions or non-emergency financial decisions without approval of the Director.		