



MEMORANDUM

TO: Jesus Merejo, City Manager

Thru: Teresa Lamar-Sarno, Assistant City Manager
Natalie Cabrera, Human Resources Director

FROM: Thema Neal, Human Resources Administrator

DATE: June 18, 2024

SUBJECT: Employee Health Clinic Additional Staffing Request

Handwritten initials and a circular stamp with the initials 'TNW'.

*APPROVED
6/19/24
[Signature]*

This memo requests authorization to increase staffing levels within the Employee & Family Health Clinic. The City's evolving needs continue to change and grow, and we have identified that our growth and needs as an organization have also impacted operations at the clinic.

As a way of background, the clinic has been at maximum capacity since 2021, and staffing levels have stayed the same since its inception in 2007. Utilization of the clinic has increased by 20% since FY 20/21, with the total number of visits for FY 22/23 reaching over 13,000. The City added approximately 150 positions over the last two years, and additional staffing is planned for FY 24/25, which will exacerbate capacity issues and equate to longer wait times for staff and/or lack of appointments. The clinic budget for FY 2023-2024 City of PSL Clinic budget is \$1.7 million; OMB has confirmed that adding two [2] additional staff members will not adversely impact the budget.

With the addition of two staff members Human Resources proposes the following extension of the clinic's operating hours:

- Monday to Friday, 8 a.m. – 7 p.m. (currently Wednesday the clinic closes at 5:00)
- Saturday 8 a.m. – 3 p.m. (extends Saturday hours by 1 hour)
- Sunday 9 a.m. – 3 p.m. (currently closed on Sundays)

The new proposed hours are consistent with TCMAi's Urgent Care schedules at their other care centers.

Thema Neal

From: Ivy Ladyko
Sent: Thursday, May 23, 2024 1:15 PM
To: Thema Neal
Subject: RE: Clinic Additional Staffing ****NEED YOUR ASSISTANCE****

Yes, it does.

From: Thema Neal <TNeal@cityofpsl.com>
Sent: Thursday, May 23, 2024 12:59 PM
To: Ivy Ladyko <ILadyko@cityofpsl.com>
Subject: RE: Clinic Additional Staffing ****NEED YOUR ASSISTANCE****
Importance: High

Ivy, Thank you so much. SO, this means that the money in the 605 fund has funds that were designated for use to add the two [2] staff and will not affect the proposed budget-Correct? Thank you again, I just want to make sure I get it right and understand.

From: Ivy Ladyko <ILadyko@cityofpsl.com>
Sent: Thursday, May 23, 2024 12:31 PM
To: Thema Neal <TNeal@cityofpsl.com>
Subject: RE: Clinic Additional Staffing ****NEED YOUR ASSISTANCE****

Hello Thema,

The Clinic expansion is divided into two phases: part (1) is the actual building extension, which is covered by our CIP (FY 2025-26). Part (2), or the initial proposal, called for the clinic to hire more employees and extend its hours. This item is still budgeted under professional services in the 605 Fund. We kept it in the budget knowing this would eventually take place.

If you have any additional questions, please let me know.

Regards,

Ivy Ladyko, CGFO
Budget Manager
Office of Management & Budget

o. 772-871-5233
a. 121 SW Port St. Lucie Blvd., Port St. Lucie, FL 34984
e. iladyko@cityofpsl.com



www.CityofPSL.com

From: Thema Neal <TNeal@cityofpsl.com>
Sent: Thursday, May 23, 2024 12:19 PM
To: Ivy Ladyko <ILadyko@cityofpsl.com>
Subject: Clinic Additional Staffing ****NEED YOUR ASSISTANCE****
Importance: High

Hello Ivy,

Help! 😞 I need your assistance.

Some time ago, there was a discussion, and I believe an email from you to David Wood, regarding the expansion of the clinic, specifically the addition of two [2] staff members, and how it will not adversely impact the clinic's budget. Please confirm this as some time has passed, and if there is any need or concern about a budget amendment due to claims and staying within budget.

I am working on the memo to the CM, and I was not a part of the initial conversation; therefore, I am limited in what I can provide in the memo with certainty.

Your assistance is greatly appreciated.

Thank you!



Thema Neal
Administrator
Human Resources Department
o. 772-344-4345
c. 772-224-5999

City of Port St. Lucie | Heart of the Treasure Coast

121 SW Port St. Lucie Blvd., Port St. Lucie, FL 34984





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