

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Rock Haven
INITIATED BY



Sherry Gunderson NHA
DRAFTED BY

Health Services Committee
SUBMITTED BY

January 20, 2020
DATE DRAFTED

Deleting, Creating, and Retitling 2.7 FTE Positions at Rock Haven

1 **WHEREAS**, the County Finance Director and the Nursing Home Administrator have determined that
2 changes to administrative positions are necessary to cover duties and improve operations; and,
3
4 **WHEREAS**, some accounting and billing tasks have been assigned to an Administrative Assistant
5 position, which is now vacant due to internal movement; and,
6
7 **WHEREAS**, the Nursing Home Administrator is recommending to change 1.0 FTE Administrative
8 Assistant to 1.0 FTE Accounting Specialist; and,
9
10 **WHEREAS**, the Nursing Home Administrator is recommending to change 0.7 FTE vacant nursing
11 assistant to 0.5 FTE Administrative Assistant in the nursing department; and,
12
13 **WHEREAS**, the Nursing Home Administrator is recommending a retitle of 1.0 Analyst to Financial
14 Office Manager, which has no budget implications because those positions are in the same pay range;
15 and,
16
17 **WHEREAS**, the changes would be budget neutral as the funding budgeted for the 0.7 FTE relief nursing
18 assistant exceeds the cost of the changes.
19
20 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
21 this 13th day of February, 2020 does hereby approve deleting a 1.0 Administrative
22 Assistant, creating a 1.0 FTE Accounting Specialist, deleting 0.7 FTE nursing assistant, creating 0.5 FTE
23 Administrative Assistant, and retitling an Analyst position to Financial Office Manager.

20-2A-420

Respectfully submitted,

HEALTH SERVICES COMMITTEE

Tom Brien

Tom Brien, Chair

Mary Beaver

Mary Beaver, Vice Chair

Ronald Bomkamp

Ron Bomkamp

Kevin Leavy

Kevin Leavy


Kathy Schulz

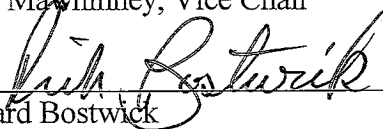
Kathy Schulz

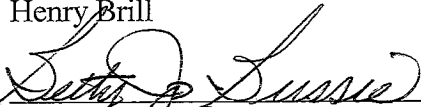
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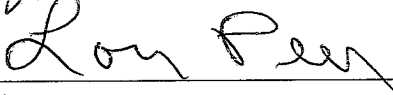
COUNTY BOARD STAFF COMMITTEE

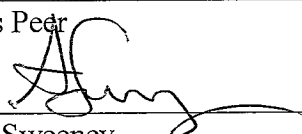

J. Russell Podzilni, Chair

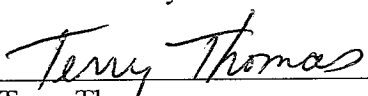

Mary Mawhinney, Vice Chair



Richard Bostwick

Henry Brill

Betty Jo Bussie


Louis Peer

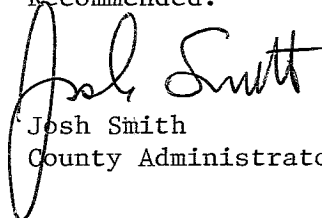

Alan Sweeney


Terry Thomas


Bob Yeomans

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

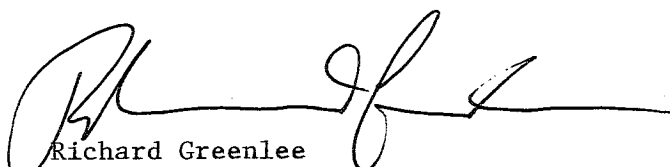
FISCAL NOTE:

The requested personnel changes will result in a slight budget decrease of approximately \$15,000.


Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.22(2),
Wis. Stats.


Richard Greenlee
Corporation Counsel

Executive Summary

Deleting, Creating, and Retitling 2.7 FTE Positions at Rock Haven

The interim Nursing Home Administrator and the County Finance Director have reviewed financial and administrative operations at Rock Haven and are recommending a number of position changes that will allow staff to cover all duties and improve operations in the short term. These include:

- Deleting a vacant 1.0 FTE Administrative Assistant that has recently been assigned some accounting and billing duties and creating a 1.0 FTE Accounting Specialist.
- Deleting a vacant 0.7 FTE Certified Nursing Assistant position and creating a 0.5 FTE Administrative Assistant position in the nursing department.
- Retitling a 1.0 FTE Analyst position to Financial Office Manager. These positions are in the same pay range, so this change has no impact on the budget.

Overall, the savings from the reductions outweigh any cost increases, so the change does not require a budget amendment.

This change will better align financial operations at Rock Haven, a process that began in 2019. The revised organizational structure will include two Financial Office Manager positions, one overseeing billing and one overseeing traditional accounting operations. Each of the accounting and billing managers will directly supervise Accounting Specialist position. The new Nursing Home Administrator and the County Finance Director will monitor these operations in 2020 and suggest any further changes, if necessary, for the 2021 budget.

Due to these finance-related changes, the nursing department would lose some administrative support currently provided by the 1.0 FTE Administrative Assistant. The deletion of the vacant CNA position and creation of a part-time AA will provide needed administrative support to the nursing department while ensuring the overall change does not result in any cost increases.