

Corrected 3/5/2020



**AD HOC ADVISORY COMMITTEE ON THE FUTURE OF ROCK HAVEN  
Minutes – January 23, 2020**

**Call to Order.** Chair Mawhinney called the meeting of the Ad Hoc Advisory Committee on the Future of Rock Haven to order at 3:00 P.M. on Thursday, January 23, 2020, in the Rock Haven Classroom.

**Committee Members Present.** Supervisors Mawhinney, Brill, Richard, Rashkin; and Ron Combs.

**Committee Members Absent:** Supervisor Leavy and Diane Pillard.

**Staff Members Present.** Josh Smith, County Administrator; Jodie Surber, Analyst; Sherry Gunderson, Michelle Lynch, Sara Beran, Angela Besaw, Shari Burnett, Angela Breneman, Ashley Kabor, Pamela Jacobson, Jeanne Mueller and Renae Thompson, Rock Haven staff.

**Others Present:** Supervisor Podzilni.

**Approval of Agenda.** Mr. Combs moved approval of the agenda, second by Supervisor Brill. ADOPTED.

**Approval of Minutes - January 8, 2020.** Chair Mawhinney said we would delete this item.

**Employee Engagement Survey Results.** Mr. Smith went over the Rock Haven Employee Engagement Survey Results of the culture and trust statements.

**Exit Interviews Summary.** Mr. Smith went over the Rock Haven survey results, covering 2016 – 2019, summarizing the exit interviews, personnel changes/turnover, new hires, longevity, and attendance.

**Rock Haven Sick Leave Policy and Mandation Information.** Mr. Smith and Ms. Gunderson discussed the various attendance and tardy policies since 2013 as well as the copy of the Dane County policy handed out at the last meeting. Mr. Smith asked the Committee if they would like him to try to obtain copies of other counties policies. There was discussion with staff on absences and tardiness, how it was handled and how things are getting better. Ms. Gunderson said the goal was to discourage those employees who would use a sick day as soon as they earned one. Supervisor Richard referred to it as “punishing all because of abuse by a few”. Ms. Burnett added that FMLA is also abused.

**Citizen Participation, Communications, Announcements, Information.** Ms. Burnett brought up the number of absentee write-ups reported being lower than the ones she was aware of.

Supervisor Rashkin asked what the one thing is that effects morale the most. Comments were sick leave, people being treated the same, be a team player, and appreciate each other.

Supervisor Rashkin asked about team building. Ms. Gunderson said she has seen tremendous team work the last few days. She added that once employees understood a situation they all worked

together to rectify it. A number of staff said this has improved with the addition of Ms. Gunderson and Ms. Beran.

Ms. Besaw said she sees mandation both a blessing and a curse. It is dangerous to be short staffed as staff would have double the residents. Ms. Jacobson said she had heard some of the newer CNAs say we are very lucky Rock Haven mandates.

Supervisor Rashkin asked about the payroll data that had been requested. Ms. Gunderson said payroll has been very busy but they will be getting it to us, though she is not too sure if it will be very much help. She said an employee can punch in but stop and do other things before reporting to their job. She added that this is a work related problem and not a tardy problem.

Supervisor Richard asked if there are questions we should be asking, but are not being asked. Ms. Thompson said one thing she sees the managers need to do is to focus on learning about their staff, from the minute they arrive to when they leave for the day. She said they have had color training to understand each type of person, and how to approach them, but a course in communication and the best way to interact with staff. She said they would need more money in staff education to do this. Ms. Gunderson said about 15 months ago the facility switched from classroom to computer courses and there is no longer staff interaction there. She said Relias is not as good a thing as what had been originally thought. Ms. Gunderson said she feels doing a “focus of the month” as well as a refresher, and fire drills would help staff retain information more and they would also have interaction with each other to help them think of themselves as being part of a team. She said they do have a training budget, which they will be running over the budgeted amount.

Ms. Gunderson said they will tackle compliance issues first.

**Next Steps.** Supervisor Richard asked if an external consultant should be hired. Staff said they do not feel this is necessary at this time, and that it seems things have been improving since Ms. Gunderson came back.

Supervisor Rashkin asked about doing a survey. Mr. Smith said there will be another employee survey ~~in August~~. He added they will be doing a recruitment for a Nursing Home Administrator, and with this change the upcoming survey in August may not be a good one to use.

Ms. Gunderson said there will be suggestion boxes for staff to put written suggestions in. She added that five new employees have been hired, so things are moving along.

Supervisor Richard asked for a summary of all the meetings to date on the next agenda.

Chair Mawhinney asked if a consultant should be brought in or if that is on hold. Mr. Combs said he thought it sounded like that is on hold for now.

Mr. Combs said he still does not fully understand mandation and what triggers it. Ms. Gunderson said if an employee cannot make it to work they call in about two hours prior to the start of their shift, the census is looked at, and they contact another employee to give them as much time as possible, or see if someone else would be willing to take the shift.

The Committee decided on March 5, 2020 at 2:00 P.M. for the next meeting.

**Adjournment.** Supervisor Rashkin moved adjournment at 4:17 P.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Office Coordinator.

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**