

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

**Nursing Home Administrator
INITIATED BY**



**Amy Spoden
DRAFTED BY**

**Health Services Committee
SUBMITTED BY**

**August 12, 2021
DATE DRAFTED**

CREATING A 1.0 FTE ROCK HAVEN BUSINESS MANAGER POSITION

- 1 **WHEREAS**, the Nursing Home Administrator continues to evaluate the most appropriate staffing
- 2 needs for Rock Haven; and,
- 3 **WHEREAS**, the current Financial Office Manager has submitted their retirement effective January 7,
- 4 2022; and,
- 5 **WHEREAS**, it has been determined that the creation of a 1.0 FTE Business Manager position would
- 6 help Rock Haven improve the ability to manage key Business functions (accounting, billing,
- 7 reimbursement tracking) and ensure that there is adequate opportunity to transfer knowledge; and
- 8
- 9 **WHEREAS**, the Financial Office Manager position will be deleted in the 2022 budget following the
- 10 retirement of the incumbent; and,
- 11
- 12 **WHEREAS**, there will be likely be sufficient funding available in Rock Haven’s 2021 budget due to
- 13 vacancies to cover the brief overlap period; and,
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 16 assembled this 9th day of September, 2021 does hereby approve the creation of a 1.0 FTE
- 17 Business Manager position.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

/s/Tom Brien
Tom Brien, Chair

/s/ Rich Bostwick
Rich Bostwick, Chair

/s/Mary Beaver
Mary Beaver, Vice Chair

/s/ Wes Davis
Wes Davis, Vice Chair

/s/Ron Bomkamp
Ron Bomkamp

/s/ Mary Beaver
Mary Beaver

/s/Kevin Leavy
Kevin Leavy

/s/ Tom Brien
Tom Brien

/s/Kathy Schulz
Kathy Schulz

/s/ Kevin Leavy
Kevin Leavy

/s/ Louis Peer
Louis Peer

/s/ J. Russell Podzilni
J. Russell Podzilni

/s/ Alan Sweeney
Alan Sweeney

/s/ Bob Yeomans
Bob Yeomans

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FISCAL NOTE:

Depending on when overlap begins and the amount of funding available from vacancies, a transfer from Rock Haven's fund balance may be necessary.

/s/Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

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

s/Bridget Laurent

Bridget Laurent
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

Executive Summary

Creating A 1.0 FTE Rock Haven Business Manager Position

As the Nursing Home Administrator continues to evaluate the staffing patterns at Rock Haven, it has been determined that a Business Manager position is necessary to support in the supervision of the key business functions at Rock Haven. A single point of supervision will allow for more consistent processes, efficiencies, direction, and expectations of staff.