

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

**Human Resources  
INITIATED BY**



**Amy Spoden  
DRAFTED BY**

**Health Services Committee  
SUBMITTED BY**

**June 25, 2021  
DATE DRAFTED**

**CREATING A 0.5 FTE NURSING STAFF COORDINATOR POSITION  
AND DELETING A 0.5 FTE ADMINISTRATIVE ASSISTANT POSITION**

1 **WHEREAS**, Rock Haven requests that a 0.5 FTE Administrative Assistant position be deleted, and a  
2 0.5 FTE Nursing Staff Coordinator position be created; and,  
3  
4 **WHEREAS**, the 0.5 FTE Administrative Assistant position is currently vacant; and,  
5  
6 **WHEREAS**, Rock Haven would like to provide additional assistance to the scheduling function; and,  
7  
8 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
9 assembled this 8<sup>th</sup> day of July, 2021 does hereby approve the creation of a 0.5 FTE  
10 Nursing Staff Coordinator position and the deletion of a 0.5 FTE Administrative Assistant position at the  
11 Rock Haven Nursing Home.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

/s/Tom Brien  
Tom Brien, Chair

/s/Richard Bostwick  
Richard Bostwick, Chair

/s/ Mary Beaver  
Mary Beaver, Vice Chair

/s/Wes Davis  
Wes Davis, Vice Chair

/s/Kevin Leavy  
Kevin Leavy

absent  
Tom Brien

absent  
Ron Bomkamp

/s/Kevin Leavy  
Kevin Leavy

/s/Kathy Schulz  
Kathy Schulz

/s/Louis Peer  
Louis Peer

/s/J. Russel Podzilni  
J. Russell Podzilni

/s/Bob Yeomans  
Bob Yeomans

/s/Alan Sweeney  
Alan Sweeney

/s/Mary Beaver  
Mary Beaver

TO CREATE 0.5 FTE NURSING STAFF COORDINATOR POSITION

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LEGAL NOTE:

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

s/Richard Greenlee

Richard Greenlee  
Corporation Counsel

FISCAL NOTE:

The annualized cost of these changes is approximately \$3,165. Due to staff vacancies, funds are available in Rock Haven's 2021 budget for these position changes. The increased cost will need to be added to the 2022 budget.

/s/Sherry Oja

Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

## EXECUTIVE SUMMARY

The .5 Administrative Assistant position is currently vacant. As the Nursing Home Administrator continues to evaluate the staffing patterns at Rock Haven, a request has been made to delete the .5 Administrative Assistant position and create a .5 Nursing Staff Coordinator. This change will provide additional coverage in managing the daily staffing needs of Rock Haven.