ROCK COUNTY, WISCONSIN

NOTE: This is a Teleconference



COUNTY BOARD STAFF COMMITTEE MONDAY, APRIL 19, 2021 – 4:30 P.M. CALL: 1-312-626-6799 MEETING ID: 893 3098 5771

PASSCODE: 425352

Join Zoom Meeting

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If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Monday, April 19, 2021. To submit a public comment, use the following email: countyadmin@co.rock.wi.us.

Join from a telephone:

- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.
- > Supervisors: Please identify yourself by name
- Please mute your phone when you are not speaking to minimize background noises
- We are new at holding meetings this way, so please be patient

Instructions for the hearing impaired –

https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning

Please contact Haley at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

COUNTY BOARD STAFF COMMITTEE MONDAY, APRIL 19, 2021 – 4:30 P.M.

Agenda

- 1. Call to Order
- 2. Approve Agenda
- 3. Public Comment
- 4. Approval of Minutes of April 5, 2021
- 5. Transfers
- 6. Review of Payments
- 7. Resolutions and Committee Action
 - a. Recognizing Andrea "Andi" Edman Jahns
 - b. Recognizing Tracie Peck
 - c. Reallocating the Admission Coordinator
 - d. In Support of Governor Evers' 2021-2023 Executive Budget Proposals for Caregivers
- 8. Review, Discussion and Possible Action
- 9. **EXECUTIVE SESSION:** Per Wis. Stat. §§ 19.85(c)&(g), to consider the employment, promotion, compensation or performance evaluation data of any public employee over which the governing body has jurisdiction or exercises responsibility, and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- 10. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.



COUNTY BOARD STAFF COMMITTEE Minutes – April 5, 2021

<u>Call to Order</u>. Chair Bostwick called the meeting of the County Board Staff Committee to order at 4:30 P.M. via telephone conference.

<u>Committee Members Present</u>: Supervisors Beaver, Brien, Richard Bostwick, Peer, Podzilni, Sweeney, Leavy, Yeomans, and Davis.

Committee Members Absent: None.

<u>Staff Members Present via Phone</u>: Josh Smith, County Administrator; Randy Terronez, Assistant to County Administrator; Richard Greenlee, Corporation Counsel; Annette Mikula, Human Resources Director; Terri Carlson, Risk Manager; Melissa Wittwer, Child Support Director.

Others Present: None.

<u>Approval of Agenda</u>. Supervisor Leavy moved approval of the agenda as presented, second by Supervisor Podzilni. ADOPTED.

Public Comment. Supervisor Davis informed the committee of Discovery Farms field day April 15 from 10am to 12pm.

<u>Election of Vice Chair.</u> Supervisor Brien nominated Supervisor Davis. Supervisor Yeomans moved to close the election, second by Supervisor Brien. ADOPTED unanimously.

Approval of Minutes of March 22, 2021 and March 25, 2021. Supervisor Yeomans moved approval of the minutes of March 22, 2021 and March 25, 2021, second by Supervisor Podzilni. Amended heading on item 4A on March 25, 2021 to reflect the correct resolution Extending an Intergovernmental Agreement Between the City of Beloit, the County of Rock and the Ho-Chunk Nation. ADOPTED.

Transfers. None.

Review of Payments. The committee accepted the reports.

Resolutions and Committee Action.

<u>Recognizing Carla Buchanan Fo</u>	<u>r Service to Rock Co</u>	<u>unty</u>
"NOW, THEREFORE, BE IT	RESOLVED by th	e Rock County Board of
Supervisors duly assembled this	day of	, 2021,
does hereby recognize Carla Bucha	nan for her years of se	ervice and extends their best
wishes to her in her future endeavor	rs; and	

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to Carla Buchanan."

Supervisor Beaver moved approval of the above resolution, second by Supervisor Brien. ADOPTED.

Recognizing Optical Imaging Specialist Linda K. Nash "NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of ______, 2021, does hereby recognize Optical Imaging Specialist Linda K. Nash for her over 15 years of faithful service and recommends that a sincere expression of appreciation be given to Optical Imaging Specialist Linda K. Nash along with best wishes for the future." Supervisor Beaver moved approval of the above resolution, second by Supervisor Yeomans. ADOPTED. Proclaiming April 22 - April 25, 2021 as YWCA Stand Against Racism Days "NOW, THEREFORE, BE IT RESOLVED by the County of Rock Board of Supervisors on this day of April, 2021, hereby declares April 22 - April 25, 2021 as Stand Against Racism days in the County of Rock and encourages residents, local businesses, educators, and community and faith-based organizations to celebrate diversity and advocate for the elimination of racism." Supervisor Peer moved approval of the above resolution, second by Supervisor Davis. ADOPTED. Eliminating One I.T. Support Specialist Position and Adding One Administrative Secretary Position in the Information Technology Department "NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021 does hereby approve the elimination of one I.T. Support Specialist position and the addition of one Administrative Secretary position for the I.T. department at Unilateral pay range 10." Supervisor Yeomans moved approval of the above resolution, second by Supervisor Brien. ADOPTED. Review, Discussion and Possible Action **Adjournment.** Supervisor Brien moved adjournment at 4:41 P.M., second by Supervisor Yeomans. ADOPTED. Respectfully submitted,

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

Haley Hoffman
Office Coordinator

DECOL	JUTION NO.	
RESUL	ALTEROPORTURE.	

AGENDA NO		
$\Delta (TH X I)\Delta X I$		

Public Safety & Justice
INITIATED BY



Jacki Gackstatter Clerk of Circuit Court DRAFTED BY

March 31, 2021 DATE DRAFTED

Public Safety & Justice SUBMITTED BY

RECOGNIZING ANDREA "ANDI" EDMAN JAHNS

WHEREAS, Andi Jahns has served the citizens of Rock County for over the past 24 years as a dedicated and valued employee of Rock County; and,

WHEREAS, Andi Jahns was hired in June 1997 as a LTE in the District Attorney's Office; and,

WHEREAS, Andi Jahns was hired in November 1997 as a Seasonal Employee in the Clerk of Circuit Court's Office; and,

WHEREAS, Andi Jahns hired into the position of Clerk Typist II in the District Attorney's Office on February 9, 1998; and,

WHEREAS, Andi Jahns attained the position of Deputy Clerk in the Clerk of Circuit Court's Office on March 19, 2007; and,

WHEREAS, Andi Jahns was a Deputy Clerk in the Criminal Division of the Clerk of Circuit Court's Office; and,

WHEREAS, Over the course of her career, Andi Jahns has worked with two Clerks of Circuit Court: Clerk of Circuit Court Eldred Mielke and Clerk of Circuit Court Jacki Gackstatter; and,

WHEREAS, Additionally, over the course of her career, Andi Jahns has worked under three Presiding Judges: Honorable James Daley, Honorable Richard Werner, and Honorable Daniel Dillon; and,

WHEREAS, Andi Jahns was respected and adored by her co-workers and the members of the public she assisted each day; and,

WHEREAS, Andi Jahns has made evident, by her example and commitment, the true meaning of public service and personified the core values of Rock County, Honesty, Integrity and Respect; and,

WHEREAS, Andi Jahns worked conscientiously in her positions as Clerk Typist II and Deputy Clerk of Court until her well-deserved retirement on April 2, 2021; and,

WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to commend Andi Jahns for her long and faithful service.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this 22nd day of April 2021 does hereby recognize Andi Jahns for her dedication to service in the Circuit Courts and extend their best wishes to her in her future endeavors.

BE IT FURTHER RESOLVED that the County Clerk of Rock County be authorized and directed to furnish a copy of this resolution to Andi Jahns

Respectfully submitted,	
PUBLIC SAFETY AND JUSTICE COMMITTEE	COUNTY BOARD STAFF COMMITTEE
Mary Beaver, Chair	Rich Bostwick, Chair
Brian Knudson, Vice Chair	Wes Davis, Vice Chair
Ron Bomkamp	Mary Beaver
Danette Rynes	Tom Brien
Jacob Taylor	Kevin Leavy
	Louis Peer
	J. Russell Podzilni
	Alan Sweeney
	Bob Yeomans

RESOLUTION NO.	AGENDA NO.

James Sandvig INITIATED BY



<u>Dara Mosley</u> DRAFTED BY

<u>R</u>	RECOGNIZING TRACIE PECK			
, , ,	nas served the citizens of Rock County for the past thirty years as an ck County Information Technology Department; and			
WHEREAS, TJ began her caree	er on April 19 th , 1991; and			
WHEREAS, TJ contributed to Rock County by executing countless equipment orders, preparing reports, inventorying equipment, processing payments, and making sure the administrative needs of her co-workers were met,; and				
WHEREAS, TJ will retire from	public service on May 5th, 2021; and			
WHEREAS, the Rock County B commend TJ for her service to the	Board of Supervisors, representing the citizens of Rock County, wishes ne citizens of Rock County,			
this day of	RESOLVED that the Rock County Board of Supervisors duly assembl_, 2021 does hereby recognize Tracie Peck for her thirty years of servixpression of appreciation be given, along with best wishes for the future			
Respectfully submitted,				
FINANCE COMMITTEE	COUNTY BOARD STAFF COMMITTEE			
Mary Mawhinney, Chair	Richard Bostwick, Chair			
Wes Davis, Vice Chair	Wes Davis, Vice Chair			
Stephanie Aegerter	Tom Brien			
Richard Bostwick	Kevin Leavy			
Richard Bostwick Brent Fox	Louis Peer			
	Louis Peer			
	Louis Peer J. Russell Podzilni			

RESOLUTION NO.	AGENDA NO.
KLBOLU HON NO.	AGLIDA NO.

<u>Health Services Committee</u> INITIATED BY



Amy Spoden, Asst. HR Director DRAFTED BY

	Health Services Committee SUBMITTED BY	THE REPORT OF THE PARTY OF THE	April 12, 2021 DATE DRAFTED		
	REALLOCATING	THE ADMISSIO	N COORDINATOR		
	WHEREAS, Reallocation is defined in Rock one pay range to another to correct an error in conditions, or to reflect significant changes or position; and,	the original assign	nent, to reflect changing labor	r market	
6	WHEREAS, the position of Admission Coor	dinator as become v	racant due to a resignation; an	d,	
8 WHEREAS, the Nursing Home Administrator has reviewed the current job requirements and determing the position does not need the current level of education requirements to be successful in the position;					
11	2 Coordinator; and,				
4 5	NOW THEREFORE, BE IT RESOLVED, day of, 2021, decrease the range 22 to Unilateral pay range 17.		ty Board of Supervisors duly Admission Coordinator from U		
	Respectfully Submitted,				
	HEALTH SERVICES COMMITTEE	COUNTY BO	OARD STAFF COMMITTEE		
	Tom Brien, Chair	Richard Bost	wick, Chair		
	Mary Beaver, Vice Chair	Wes Davis, V	ice Chair		
	Ron Bomkamp	Mary Beaver			
	Kevin Leavy	Tom Brien			
	Kathy Schulz	Kevin Leavy			
		Louis Peer			
		J. Russell Poo	dzilni		
		Alan Sweene	y		
		Bob Yeoman	S		

REALLOCATING THE ADMISSION COORDINATOR PAGE 2 $\,$

FISCAL NOTE:

The reallocation of the position will result in an annual budget savings of approximately \$9,900.

/s/Sherry Oja

Sherry Oja Finance Director

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

ADMINISTRATIVE NOTE:

Recommend.

/s/Josh Smith

Josh Smith

County Administrator

EXECUTIVE SUMMARY

This position was first established in the 2017 Rock County Budget as an Admissions Registered Nurse at pay range 22 of the Unilateral Wage Scale. To be considered for the position, a candidate must have been a Registered Professional Nurse Registered with current Wisconsin Licensure in good standing, Supervisory experience in a team leader role, and work experience as a professional nurse, preferably in related fields long-term care, medical surgical nursing, mental health or nursing supervision.

In 2020, the Nursing Home Administrator, at the time, reviewed and changed the job requirements and title for the Admissions Registered Nurse position. These changes occurred due to the difficulty of recruiting and retaining a staff member into this position. Beside the title change, the other notable changes were the removal of the current licensure as a Registered Nurse requirement, adding the education requirement of a bachelor's degree in human services, Nursing, or significantly related field, and the addition of Admission experience in either long-term care, medical surgical nursing or mental health. The Nursing Home Administrator felt that by changing the requirements, it would allow Rock County to look at a great number of candidates both in the nursing and social work fields and others with similar backgrounds with long term care and previous admission experience. It was determined that the Admission Coordinator wage scale would remain unchanged due to the similarity to the wage scale of the Social Workers at Rock Haven.

In 2021, the Admission Coordinator resigned. Human Resources recruited for this opening and received twelve applications. It was determined that none of the twelve met the qualifications as posted. The current Nursing Home Administrator has reviewed the requirements and has requested modifications. The changes include focusing more on previous work experience and eliminating the degree requirement. With the removal of the degree requirement, the current pay rate no longer seems appropriate.

		1	
POSITIO	N DESCRIPTION	1. Position Control # 25212	2. Department, Division and Unit (if applicable) RH Nursing
3. Name of Er	nployee	I.	4. Unit, Work Address
			Rock Haven
5. Classification	on Title of Position		
Admission	Coordinator		7. Name and Class of Former Incumbent
6. Class Title Option (to be filled out by Human Resources)		ıman Resources)	A. Tormey, L. Greenfield, M. Wiger
8. Department Working Title of Position			9. Name and Class of Employees Performing Similar Duties
Admission	Coordinator		
10. Name and	Class of First-Line Superviso	or	11. From Approximately What Date Has The Employee Performed the Work Described Below?
Director of			
	Position Supervise Subordin	1 2	
13. Position S	ummary - Please Describe Be	elow the Major Goals o	f This Position
compete the care with co	admission process and ontinued resident contact collaborates with the in	coordinate with the and follow through terdisciplinary team	sidents from their referral source to Rock Haven. To interdisciplinary team to establish a baseline plan of hover the initial admission period. The Admission in to achieve positive resident outcomes and ease of aring for their needs during the transition.
	he Goals and Worker Activit		
	cribe the major achievements oritize and list them in descen		
Esti	mate the percentage of time	spent on each goal.	
			performed to meet that goal (1., 2., 3., etc.)
Time % Prior	•		
60% A	Admission Coordination		
	-Collaborates with the referring facility staff to complete the pre-admission intake assessment, admission assessments, physician order reconciliation and communication with pharmacy, and obtaining necessary medical equipment to meet the needs of the new admission.		
	-Completes initial assessment of admission setting interventions, and taking appropriate actions according to facility protocols. Establish Care Plan meeting time with the interdisciplinary team to complete the baseline (48 hour) care-plan and the C.N.A. Kardex.		
	-Develops and maintains effective working relationships with residents, families, fellow employees, volunteers, and the general public. Utilizes exceptional customer service, positive communications and listening skills.		
	-Assures that resident needs are communicated appropriately to other departments and shifts to facilitate continuity and smooth interdepartmental function.		
	-Assists with discharge planning (starts at the time of admission) of short stay residents as necessary.		
	-Attends the weekly Medicare meeting.		

ime %	Priority	Goals / Worker Activities
35%	В	Community Outreach
		-Collaborates with referring facilities to enhance customer service and facilitate transition and continuity of care.
		-Represents Rock Haven in the community and at community events.
		-Develops and manages referral sources and relationships.
		- Coordinate facility marketing efforts.
5%		
3 /0		-Perform other duties as assigned
5. Knov	wledge, i	Skills and Abilities (KSAs)
urren	t Theor	y in medical, geriatric, and psychiatric health concerns

Current knowledge of State and Federal long term care regulations and Medicare requirements.

Computer skills including e-mail, word precessing, work scheduling system, and electronic medical records

Ability to prepare concise, reports

Knowledge of needs of client populations and treatment sources

Ability to plan, assign and direct the work of others

Ability to read, write and speak the English language and to follow oral and written instructions

Ability to read, analyze and interpret practice standards, professional journals, technical procedures and government standards and regulations

Ability to solve complex problems and deal with a variety of issues

Ability to effectively present information and respond to questions from managers, employees, residents,

families, professionals and the general public

Ability to work well as a team/leader member

Skill in reviewing clinical work of others according to professional standards and practice guidelines

Knowledge of employee relations, ethics, and safety

Knowledge and understanding of universal precautions and use, in care of residents.

Maintain prompt and consistent attendance

16. Job Requirements

Admission experience in either long term care, medical surgical nursing or mental health.

Associates or Bachelor's degree in human services, nursing, or significantly related field preferred.

Or an equivalent combination of training and experience.

Must complete all mandatory in services as required by State and Federal Nursing Home regulations.

Must participate in scheduled staff meetings.

Capability of flexible work schedule.

All Rock Haven employees are required to receive the two series COVID-19 Vaccination; accommodations may be made for ADA, Civil Rights Act and Pregnancy Discrimination Act

17. Essential Job Functions (physical elements, equipment use and working conditions) Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Ability to sit, stand, bend, and stoop for periods of time

Ability to lift 25 pounds occasionally

Ability to work in a stressful environment

Ability to respond to emergency crisis situations.

Use personal protective equipment as needed but not limited to: gloves, gowns, goggles, and protective shield

Ability to enter accurate information into charts and reports

May be subject to potentially hostile and emotionally upset residents, family members, personnel, visitors, etc.

May be exposed to infectious diseases, blood, body fluids, conditions, etc.

Work is inside in a skilled nursing facility, as will require travel to and from local hospitals for resident assessment.

Please note: The entire Rock Haven Campus is smoke free.

18. Employees designated as "essential to operations." To be completed by the Department manager/supervisor. Approximately 600 county employees in public safety departments, 24-hour operations, and support departments have been designated as "essential to operations" in an emergency situation (i.e. a blizzard). Employees in these positions must report to work even if county facilities are closed due to inclement weather. (See HR Policies & Procedures.)
Is this position "essential to operations?" ✓ Yes No
19. Supervisory Section - To Be Completed By the First-Line Supervisor of this Position
a. The supervision, direction and review of the work of this position by the supervisor is \square close \checkmark general \square minimal
b. The statements and time estimates above and on attachments accurately describe the work assigned to the positions.
Signature of First-Line Supervisor Date
20. Updated Form - To be completed by the first-line supervisor of this position. The most recent update to this position description was done on, and an electronic copy of the form was sent to the HR Department.
21. Employee Section - To Be Completed By the Incumbent of this Position
I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (Please initial and date attachments.)
Signature of Employee Date
22. Signature of Human Resources Manager
23. Distribute Copies of Signed Form to:
Human Resources Personnel File Employee Department File

RESOLUTION NO.	AGENDA NO.
RESOLUTION NO.	AGLINDA NO.

EVAS Committee INITIATED BY

EVAS Committee SUBMITTED BY



Sup. Doug Wilde DRAFTED BY

April 14, 2021 DATE DRAFTED

IN SUPPORT OF GOVERNOR EVERS' 2021-2023 EXECUTIVE BUDGET PROPOSALS FOR <u>CAREGIVERS</u>

WHEREAS, the emergence of the COVID-19 Pandemic has further heightened the need to implement additional supports for family caregivers;

WHEREAS, the Governor's proposed 2021-2023 Executive Budget contains initiatives to support family caregivers, which include:

- Investing over \$200 million to support family caregiving by creating a Caregiving Tax Credit that provides up to a \$500 credit for qualified caregiving expenses.
- Providing additional funding for Aging and Disability Resource Centers, expands the dementia care specialist program statewide, expands the tribal aging and disability resources specialist program, the tribal disability benefit specialist program, and extends caregiver support services to address the needs of caregivers of adults with disabilities who are age 19 to 59.
- Funding expansion of the Alzheimer's Family Caregiving Support program which provides assistance to low-and-middle-income families throughout the state that have a family member who is suffering from Alzheimer's disease, dementia, or another related memory disorder.
- Creating a pilot Tailored Caregiver Assessment and Referral (TCARE) program for family caregivers to provide evidence-based care management protocols designed to support family caregivers of adults with chronic or acute health conditions.
- Allowing family caregivers to use Wisconsin FMLA leave for those with chronic conditions for caregiving responsibilities and expand the list of individuals covered to include grandparents, grandchildren, and siblings.
- Providing funding to support a Family and Guardian Training Program as well as additional Ombudsmen positions at the Board of Aging and Long-Term Care.
- Ensuring that all eligible children receive service under the Children's Long-Term Support waiver program, providing long-term services to children with intellectual, physical and/or developmental disabilities, and severe emotional disturbances.
- Establishing requirements and standards for hospitals relating to caregivers when discharging patients.

NOW, THEREFO	ORE, BE IT I	RESOLVED that the Rock County Board of Supervisors duly
assembled this	day of	, 2021, does hereby support the family caregiver support initiatives
proposed by Gover	rnor Tony Eve	ers and urge the Wisconsin State Legislature to include them in the
2021-2023 Wiscon	sin State Bud	get.

BE IT FURTHER RESOLVED that the Rock County Clerk be authorized and directed to send copies of this resolution to Governor Evers, the Wisconsin Counties Association, and members of the Wisconsin State Legislature representing Rock County.

Yuri Rashkin, Chair	Louis Peer
Doug Wilde, Vice Chair	Jacob Taylor
Pam Bostwick	
COUNTY BOARD STAFF COMMITTEE	
Richard Bostwick, Chair	J. Russell Podzilni
Wes Davis, Vice Chair	Alan Sweeney
Tom Brien	Bob Yeomans
Kevin Leavy	Mary Beaver
Louis Peer	
HUMAN SERVICES BOARD	
Brian Knudson, Chair	J. Russell Podzilni
Sally Jean Weaver-Landers, Vice-Chair	Angelina Reyes
Pam Bostwick	Kathy Schulz
Ashley Hoffman	Shirley Williams
Kaelyb Lokrantz	