1. December 19, 2019 Special Joint Lakeland Health Care Center Board Of Trustees & Human Resources Committee Meeting Agenda

   Documents:

   DEC. 19, 2019 JOINT HR AND LHCC AGENDA.PDF

2. December 19, 2019 Special Joint Lakeland Health Care Center Board Of Trustees & Human Resources Committee Meeting Packet

   Documents:

   DEC. 19, 2019 JOINT HR AND LHCC PACKET.PDF

3. December 19, 2019 Special Joint Lakeland Health Care Center Board Of Trustees & Human Resources Committee Meeting Distributed At Meeting Materials

   Documents:

   DEC. 19, 2019 SPEC. JOINT LHCC AND HR-DIST. AT MTG.PDF
Special Joint Meeting of  
Lakeland Health Care Center Board of Trustees  
And  
Human Resources Committee  
MEETING NOTICE  
Thursday, December 19, 2019  
3:15 PM  
County Board Room 114  
Walworth County Government Center  
100 W. Walworth St., Elkhorn, Wisconsin

Lakeland Health Care Center Board of Trustees:  
Ken Monroe – Chair  
Tim Brellenthin – Secretary  
Supervisor Kathy Ingersoll  
Supervisor William Norem  
Supervisor Charlene Staples

Human Resources Committee:  
Tim Brellenthin – Chair  
Ken Monroe – Vice-Chair  
Supervisor Kathy Ingersoll  
Supervisor Susan Pruessing  
Supervisor Rick Stacey

(Posted in compliance with Sec. 19.84, Wis. Stats.)

It is possible that a quorum of the county board or any of its other committees could be in attendance at this meeting.

Agenda enclosures are available upon request from the County Administrator’s Office or on the County’s webpage (www.co.walworth.wi.us). The agenda packet, including supporting documents, may be large, depending upon the number of enclosures. Downloading it will require ample computer memory and may take significant time.

A G E N D A

Note: all agenda items are subject to action.

1. Call to order
2. Roll call of committee members  
   a) Lakeland Health Care Center Board of Trustees  
   b) Human Resources Committee
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of minutes  
   a) December 11, 2019 Lakeland Health Care Center Board of Trustees Meeting  
   b) December 11, 2019 Special Joint Human Resources Committee & Children with Disabilities Education Board Meeting
6. Public comment period
7. New Business  
   a) Resolution No. ** Authorizing Certain Position Changes at LHCC
8. Reports
9. Correspondences
10. Announcements
11. Upcoming Events
   a) Open House for Elizabeth Aldred

**Set/Confirm next meeting date and time**
   a) Lakeland Health Care Center Board of Trustees - January 22, 2020 at 1:00 p.m.

**Adjournment of the Lakeland Health Care Center Board of Trustees**

12. New Business
   a) Resolution No. ** Revising the Pay Range for the Director of Health and Human Services Position
   b) Request to Overfill the County Administrator position

**Reports/announcements by Chairperson**

**Set/confirm next meeting date and time**
   a) Human Resources - Wednesday, January 22, 2020 at 3:30 p.m.

**Adjournment of the Human Resources Committee**

Submitted by: Ken Monroe, Committee Chairperson of Lakeland Health Care Center Board of Trustees
             Elizabeth Aldred, Director of Health and Human Services
             Tim Brellenthin, Committee Chairperson of Human Resources
             Kate Bishop, Human Resources Director

Posted: December 17, 2019
Chair Ken Monroe called the meeting to order at 1:00 p.m.

Roll call was conducted, with the following members present: Chair Ken Monroe, Vice Chair Tim Brellenthin, and Supervisors Kathy Ingersoll, William Norem and Charlene Staples. A quorum was declared.

Others in attendance:
County Board members: County Board Chair Russell
County staff: County Administrator David Bretl; Lakeland Health Care Center (LHCC) Administrator Timothy Peek; Human Resources Director Kate Bishop; Health and Human Services Director Elizabeth Aldred
Members of the public: Gary Wagner, Lake Geneva, Wisconsin

Supervisor Norem made a motion, seconded by Vice Chair Brellenthin, to approve the agenda as presented. Motion carried by voice vote.

On motion by Vice Chair Brellenthin, seconded by Supervisor Ingersoll, the minutes of the November 20, 2019 Board of Trustees special meeting were approved by voice vote.

Public Comment – There was none.

New Business
• Update on Facility Transition Plan
LHCC Administrator Timothy Peek reported the transition of residents is underway. Closing Unit C made the most logical sense because of its proximity to short-term rehabilitation. Nine residents on Unit C-West remain where they are and will be transitioned through attrition. By the end of December, there will be four available beds on Unit A, which is the secured unit. Unit B will be full, and Unit D will be full on the West side. No moves will take place the weeks of Christmas and New Year. All LHCC staff have worked together on the transitions to ensure new rooms are set up with residents’ belongings before they move in. Although the relocations are upsetting to residents, families and employees, every attempt is being made to minimize disruption. Residents involved in the moves have been placed on a “watch” list to ensure they are getting special attention if they need it. Supervisor Staples asked how the transition will affect staffing. Peek replied there are still staffing shortages on the p.m. shift. With the new setup, there will be a charge nurse, one CNA and a float on each shift. Director of Health and Human Services (HHS) Elizabeth Aldred said she met with the Director of Nursing today to address reaching the appropriate staffing levels.

• Update on Facility Staffing
Aldred said she has reviewed the proposed staffing changes for 2020 that were presented at last month’s meeting. Changes will be made to adapt to the 90-bed census. She is working with LHCC administrative staff, the Finance Department and Human Resources to finalize the plan. Aldred distributed a memo prior to the meeting with proposed eliminations of some positions, including: a 1.00 FTE Restorative Therapy Aide; a .40 FTE RN Wound Care Nurse; a 1.00 FTE Administrative Clerk III; and a 1.00 FTE Recreational Therapist. Only one current employee will be affected, and Aldred said she has an Administrative Clerk III position available at Health and Human Services (HHS) that would be a good fit.
for the displaced LHCC employee. A special meeting will most likely be held next week to discuss the final overall staffing plan.

**Reports**
- Report of Department Head concerning November 2019 Business Activities

Peek distributed an updated report for November 2019, which is not complete because of the early meeting schedule. He gave an overview of the report, and confirmed that the license for the 120 beds will be maintained. Overtime increased slightly, and the census was reduced due to discharges/expirations. Chair Monroe noted that compared to last year, overtime has been measurably reduced. County Administrator David Bretl reminded the Board that LHCC is still a 4-star facility and credited staff for maintaining the rating despite the challenges during the past year. He noted two more nursing facilities closed in Milwaukee last month.

**Correspondence** – There was none.

**Announcements** – There were none.

**Upcoming Events** – Information on upcoming special events was included in the agenda packet. Aldred announced that this is Peek’s last regular Board meeting, and thanked him for his dedicated service to LHCC and the County.

**Confirmation of next meeting:** There will be a special meeting on Thursday, December 19th (time to be determined); the next regular business meeting is scheduled for Wednesday, January 22, 2020 at 1:00 p.m.

**On motion and second by Vice Chair Brellenthin and Supervisor Staples, Chair Monroe adjourned the meeting at 1:22 p.m.**

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes are not considered final until approved by the Board Trustees at the next meeting.
Human Resources Committee Chair Tim Brellenthin called the meeting to order at 3:30 p.m.

Roll call was conducted:
Human Resources Committee. All members were present: Chair Tim Brellenthin, Vice Chair Ken Monroe, and Supervisors Kathy Ingersoll, Susan Pruessing and Rick Stacey. A quorum was declared.

Children with Disabilities Education Board (CDEB). All members were present: Chair David Weber, Secretary Charlene Staples, and Supervisors Kathy Ingersoll, Ken Monroe and William Norem. A quorum was declared.

Others in Attendance
County Board Supervisors: County Board Chair Russell
County staff: County Administrator David Bretl; Human Resources (HR) Director Kate Bishop; Director of Special Education Tracy Moate; Assistant Corporation Counsel/Director of LURM Michael Cotter; Finance Director Jessica Conley; Benefits Manager Lisa Henke; Health and Human Services Director Elizabeth Aldred; Assistant Corporation Counsel Estee Scholtz, Director-Public Works Richard Hough; County Treasurer Val Etzel; County Clerk Kim Bushey
Members of the public: Ryan Barbieri, M3 Insurance

Supervisor Stacey made a motion, seconded by Supervisor Monroe, to approve the agenda as presented. Motion carried by voice vote.

Supervisor Ingersoll made a motion, seconded by Supervisor Stacey, to approve the November 20, 2019 Human Resources Committee meeting minutes. Motion carried by voice vote.

Secretary Staples made a motion, seconded by Supervisor Norem, to approve the October 16, 2019 Children with Disabilities Education Board Meeting minutes. Motion carried by voice vote.

Public comment – There was none.

New Business
- Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Substitute Aides and Substitute Teachers
  Director of Special Education Tracy Moate said it is becoming increasingly difficult for schools to recruit and retain reliable substitute teachers and aides. In order to remain competitive, staff requests an increase from $110 to $120/day. The increase has been included in the 2020 budget. Supervisor Monroe made a motion, seconded by Secretary Staples, to recommend approval of the ordinance. Motion carried: Human Resources 5-0; CDEB 5-0.

Reports and Correspondence
- CDEB Chair – There were none.
- CDEB Director
Holiday Show – “Snowmen at Night” – December 13th at 1:15 p.m. Moate encouraged Supervisors who plan on attending to arrive by 1:00 p.m.

Lions Club Donation for Classroom Gifts, December 20th at 1:15 p.m. Santa will be joining the Lions Club to distribute gifts to students. Everyone is welcome.

Confirmation of next CDEB meeting: Wednesday, January 22, 2020 at 4:30 p.m.

Adjournment of CDEB
On motion and second by Supervisor Monroe and Secretary Staples, Chair Weber adjourned the CDEB meeting at 3:34 p.m.

New Business
• Resolution Authorizing the Reclassification of an Assistant Corporation Counsel II Position in the Corporation Counsel Office
  County Administrator David Bretl said a Deputy Corporation Counsel position was approved in the 2020 budget. Deputy Corporation Counsel/Director of LURM Michael Cotter reported that an internal candidate has been selected for the position, which will leave the Corporation Counsel II position vacant in January. Cotter feels an Assistant Corporation Counsel I would better serve departmental needs and will produce a cost savings of $24,696 in 2020. **Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to recommend approval of the reclassification. Motion carried 5-0.**

• Resolution Revising the Pay Range for the LHCC Administrator Position at the Lakeland Health Care Center
  Human Resources Director Kate Bishop reported with Elizabeth Aldred taking the position of Superintendent of Institutions, some administrative responsibilities formerly performed by the LHCC Administrator will fall to the Superintendent. After evaluating the position, staff recommends revising the pay range one step lower for the Administrator, which will produce an approximate savings of $19,184 in 2020. Bretl recommended that Aldred’s position be upgraded because of her additional duties. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to approve the pay range revision for the LHCC Administrator position. Motion carried 5-0.**

• Resolution Setting Salaries for Register of Deeds, County Treasurer and County Clerk for 2021-2024
  Bretl said the salaries for the Register of Deeds, County Treasurer and County Clerk for 2021-2024 have to be established before candidates take out papers for election. He reminded the Committee that the salaries are based on the positions themselves, not the individuals who currently hold office. Bishop distributed a list of salaries for the same positions in other counties that are higher than Walworth County; a list of salaries for those positions in our region and with similar populations; and a list of counties in which those positions have different salaries. Bretl noted Treasurer Val Etzel and County Clerk Kim Bushey were in the audience and asked if they wished to address the Committee. Etzel distributed a memo prior to the meeting, in which she requested the Committee consider setting the 2021-2024 Treasurer’s salary independently from the County Clerk and Register of Deeds. She asked them to consider a similar pay range as that of the Clerk of Circuit Court and the Sheriff. Etzel said the statutory responsibilities of the Treasurer are numerous, and have expanded within the last seven years. In addition, her office has taken on responsibility for the In Rem County Owned Property sales and absorbed the County print shop and mail services. In 2016, the payroll study conducted by the Hay Consulting Group determined that the salary for the Deputy Treasurer position would be increased because of the responsibilities and number of staff supervised by that position. As a result, the Deputy Treasurer’s salary has been higher than the Treasurer’s beginning this year. Bishop said that the Committee did not have to take action on this item today, but it has to be approved at the March...
2020 County Board meeting. Chair Brellenthin noted that most counties in Wisconsin pay the same salary for the three offices and asked Etzel why she feels the Treasurer’s salary should be higher. Etzel said the duties of the Treasurer in each county vary; her office has taken on additional in-house duties above and beyond the statutory requirements. She added management staff continues to receive merit raises which are higher than the 2% increase the elected officials have received each year of the current terms. Supervisor Ingersoll asked if an independent pay study of the elected positions has ever been conducted, and Bretl replied in the past, other county comparisons have been used as a guideline. He reminded the Committee that the elected positions have no educational or experience requirements. Bishop stated she will send Committee members a copy of the salaries paid by each county from 2017-2020 to help in their evaluation. Supervisor Stacey asked if it was possible to hold continued discussions in closed session. Bretl said he would consult Deputy Corporation Counsel on the issue.

- Information regarding partnering with Elkhorn Area School District for our Employee Health Care Center
  Bretl reported Elkhorn Area School District (EASD) has approached staff regarding partnering with the County for the Employee Health Care Center. M3 Insurance was involved in the initial planning and implementation of the clinic, and Ryan Barbieri of M3 Insurance presented an overview about what the partnership would involve, how it would benefit the County, and potential disadvantages. Barbieri said overall feedback on the Health Care Center has been positive and there have been a number of repeat patients. Employees were polled about the clinic, and the overriding concern was lack of office hours. Currently the clinic is open five days a week for a total of 20 hours. EASD is interested in participating, since the County’s clinic has been underway for a year, and economies of scale can be realized. The County could continue to pay for 20 hours a week of service and EASD could pay for 10 hours, thereby expanding service hours to County employees as well. Barbieri said this would provide the opportunity to grow utilization of the clinic and perhaps complement the core service with other services such as wellness initiatives, mental health services, etc. Camillia Pignotti, the County’s provider, has expressed an interest in expanding her hours at the Health Center. Barbieri said the only potential drawback to a partnership would be with alignment of services, although EASD has expressed similar goals and objectives as the County. Another potential issue could arise if the County decided in the future to change vendors. Benefits Manager Lisa Henke said the current contract with Aurora is for two years, with the option to extend the contract for three one-year periods. Bretl suggested that a multiple year commitment from EASD would be desirable. Henke said that they are in the initial stages of negotiating with EASD, and they brought this issue to the Committee to provide information and ascertain if the Committee is interested in pursuing the partnership. She added that the EASD would have their own agreement with Aurora and pay them directly for services. If EASD commits to the partnership, it would not be implemented until July of 2020. Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to direct staff to continue to pursue the partnership with EASD and to update the Committee as the process progresses. Motion carried 5-0.

- Recruitment video
  Bishop said in an effort to improve recruitment efforts and attract top candidates, Human Resources made a recruitment video to be posted on the website, which includes testimonials from employees on why they enjoy employment at Walworth County, and how they have grown in their careers here. She showed the video to the Committee, which was filmed over three days by a firm from Chicago.

Reports/announcements by Chair – There were none.

Confirmation of next Human Resources Committee meeting: There will be a special Committee meeting Thursday, December 19 (time to be determined). The next regular business meeting is Wednesday, January 22, 2020 at 3:30 p.m.
Adjournment of Human Resources Committee
On motion and second by Vice Chair Monroe and Supervisor Stacey, Chair Brellenthin adjourned the meeting at 4:21 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes are not considered final until approved at the next regularly scheduled committee meeting.
Lakeland Health Care Center Staff for a 90 bed Facility
Purpose of Today’s meetings

• We will review the staffing plan based on a 90 bed facility
  • The staffing plan will start as of January 12, 2020
• We will discuss the criteria for how decisions were made
• We will share an overview of the staffing for the:
  • General facility
  • Dietary
  • Nursing (RN/LPN/ CNA/ CMA)
  • Pool staff
• We will **NOT** provide individual schedules
  • Individual schedules will be available no later than 12/23/19
• Future plans for the C wing
Criteria

Our goal was to create the least amount of disruption for the staff. To this end the following methodology was used:

- No Staff were laid off
- Staff were kept on the same shift if possible
- Staff were kept with the same FTE if possible
- We will no longer be utilizing 12 hour shifts
- Staff who worked varied shifts were placed on shifts that they previously successfully worked on
How it worked out

In order to meet those criteria we had to make some changes:

• Some days in individual schedules will need to change- staff will have to remain flexible as they will not receive the same assignment every day.

• We have retained more staff then we will eventually need on some shifts in some positions so that we could eliminate the need for lay offs and cover vacant positions

• As staff change these overages will be eliminated
  • HR will begin recruiting for our vacant positions in 2020
  • Pool staff will be used to fill in available vacant positons that are remaining and during the hiring process
Facility Staff

A few changes have and will be made to the facility staff (those people other than the Nursing and dietary staff)

• The admin clerk II- memory that was created in the 2020 budget will not be created and will remain an admin clerk II

• One Admin clerk III will be eliminated- the incumbent has accepted a position at HHS

• Recreation therapy leader- This position will be changed to a social work aide, the incumbent will be moved to that position

• Recreation therapist- will be eliminated on 6/1/20- position is expected to be vacant via a retirement

• One restorative therapy aide will be eliminated- The position is currently vacant

• Social Service Memory Care case manager that was created in the 2020 budget will not be created and facility will remain with one social worker

• All other positions remain the same for facility staff
Dietary staff

The Facility will take over the cooking for the sustainable kitchens project that feeds seniors at the congregate meal sites and through home delivered meals. By doing this we were able to keep positions for:

- 1 full time senior meal program cook (SMPC)
  - We are working on this job description
  - The position will be a promotional opportunity for an internal staff person
- 2-.35 relief cooks

We needed to make additional cuts:

- 2 vacant .35 relief cooks will be eliminated
- 1 full time relief cook will be eliminated following the hiring of the SMPC
- 1-.6 relief cook was reduce to a .35 relief cook
Nursing staffing (RN/LPN/CNA/ CMA)

- DON, ADON, and Assistant Nurse Manager will remain
- Reductions were made in all level of nursing staff
- The follow positions were eliminated:
  - 1 Nurse manager- vacant
  - RN wound care 0.40 FTE (was going to be created in the 2020 budget)
  - 2- RN supervisors- all vacant one FT and two reduced to 0.5 FTE each
  - 2- LPN unit supervisors (initially we will actually retain 1.3 FTE over schedule to cover 2 part-time RN vacancies)
  - 1- LPN Med Sup Services (position will be included in the LPN unit supervisor group)
  - 18.9 C.N.As (initially we will retain 5.5 FTE over schedule)
  - 0.5 FTE CMA- currently vacant
## Overview of staffing pattern*

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* does not include positions maintained over schedule needs
Next steps

The leadership team will be developing a schedule to be distributed by 12/23/20.

• Not everyone may be interested in accepting the position offered. If an employee falls into this category they will have the following options:
  • If you a peer is interested in making a swap, both parties can present the swap to the DON. She will make all possible trades. Once trades are approved, they will be permanent.
  • An employee may decline the position assigned to them. If they decline they are resigning. I hope no one chooses this option.
  • An employee may request a transfer to another shift, FTE, schedule if/when one becomes available.
    • As positions become available, we will make every attempt to fit currently employed staff into those positions.
    • If staff resign and another employee is interested in changing to the newly vacated position, we will do our best to accommodate the requests. Requests will be accepted in writing by the DON so that LHCC/HR are able to keep track of staff interest and make sure changes are made fairly.
    • As a reminder positions being maintained beyond what is needed will be modified/eliminated first, prior to considering staff requests.
    • Maintaining a few more individuals than what will be required long term was not done anticipating any resignations. We would prefer there are no resignations but understand that this may not occur.
Pool Staff

We will continue to utilize our pool staff during our transition and to fill in for planned absences and vacant positions when recruiting is being done. The schedule was established to reduce the reliance on pool staff once all positions are filled.

- Pool staff will be eligible to apply for any vacant positions.
  - We will be hosting a job fair for current pool staff so that they can interview for these positions.
  - A streamlined process will be done during our internal job fair.
    - Since we know each staff person, we will be conducting an abbreviated interview
    - We will have staff fill out a position interest sheet so that they can apply for more than one position if they are interested.
    - We will hold the job fair after the schedule has been implemented in order to give current staff a chance to move positions if available and interested.
The future of C Wing

• C wing will remain operational until all residents have moved. We anticipate this will be done prior to 3/1/20.
  • A staffing schedule is being developed

• We will be developing a team of employees to work with myself, the new Nursing Home Administrator and a contractor to determine a mission/ vision for our facility.
  • We will be seeking all employees feedback as part of this process
  • Based on the mission/ vision- we will develop a long term strategic plan
  • Depending on the plan for the wing we may utilize a consultant to look at the physical plant to determine if changes need to be made.
  • This process will be done in 2020.
We cordially invite you to

Open House for

Liz Aldred

LHCC’s New Superintendent &
Director of HHS

LHCC
CORE AREA

FRIDAY, DECEMBER 27TH
2 P.M. - 3 P.M.
Memorandum

To: Walworth County Human Resources Committee
Cc: David A Bretl, County Administrator
From: Kate Bishop, Human Resources Director
Date: December 18, 2019
RE: December 19, 2019 Human Resources Committee Meeting

New Business- Joint LHCC Board of Trustees & Human Resource Committee:

a.) Resolution Authorizing Certain Changes to Positions at LHCC. Elizabeth Aldred, HHS Director, will present her proposed LHCC staffing changes at the meeting. The changes come as a result of the facility moving from operating at 120 beds to 90 beds. A draft resolution is enclosed for your approval.

New Business- Human Resource Committee:

a.) Request to overfill the County Administrator position for Walworth County per Section 15-18 of the Walworth County Code of Ordinances. With the announcement of County Administrator Bretl’s retirement, the search for a new County Administrator began. A finalist has been named for the County Administrator position, and a start date is anticipated for January 20, 2020. To ensure a successful transition of this key position, Mr. Bretl has agreed to on-board the new County Administrator, and therefore we request an overfill of the position from January 20, 2020 through February 7, 2020.

b.) Resolution Revising the Pay Range for the Director of Health and Human Services Position. As you may recall, Elizabeth Aldred, Director of Health and Human Services, was appointed Superintendent of County Institutions in November. An analysis of her new role was recently conducted. Her position will now assume some of the higher level duties that were previously performed by the Lakeland Health Care Administrator and will also have greater fiscal responsibility. We are requesting an increase in the pay range for the position to reflect the change in the scope of duties and responsibilities. We are recommending the position move from 21M to 22M. This change will have a 2019 cost of $741 and an annual cost of $5,189.
Resolution No. 73D-12/19
Authorizing Certain Position Changes at LHCC

Moved/Sponsored by: Human Resources Committee

WHEREAS, the Lakeland Health Care Center ("LHCC") is currently undergoing the transition from 120 to 90 beds; and,

WHEREAS, the reduction in beds has changed the staffing needs of the facility; and,

WHEREAS, LHCC Administration has proposed position changes as outlined on the attachment entitled, LHCC Position Changes (hereinafter "Attachment").

NOW, THEREFORE, BE IT RESOLVED that the Walworth County Board of Supervisors hereby adopts the positions changes set forth in the Attachment, effective January 12, 2020, unless otherwise noted, and directs the County Administrator to reflect these changes in the County's Administrative Procedures.

Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk

County Board Meeting Date: December 19, 2019

Action Required: Majority Vote X Two-thirds Vote _____ Other _____

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

David A. Bretl
County Administrator/Corporation Counsel

Jessica Conley
Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Authorizing Certain Position Changes at LHCC

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize position changes at LHCC as outlined in the Attachment.

III. **Budget and Fiscal Impact:** Passage of this resolution will result in position savings of $1,462,244. The savings shall be used to offset projected revenue shortfalls due to the lowered 90-bed census.

IV. **Referred to the following standing committees for consideration and date of referral:**

<table>
<thead>
<tr>
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<tr>
<td>Human Resources</td>
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<tr>
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<td>December 19, 2019</td>
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County Board Meeting Date: December 19, 2019

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

<table>
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<tr>
<th>David A. Bretl</th>
<th>Date</th>
<th>Jessica Conley</th>
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<td>Finance Director</td>
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LHCC Position Changes

1) *Lakeland Health Care Center.*

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<td>Food and Nutrition Services Lead</td>
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<td>Food and Nutrition Services Manager</td>
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<tr>
<td>Licensed Beautician</td>
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<tr>
<td>LPN – Medical Records Lead Worker</td>
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<td>LPN – Medical Support Services</td>
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<td>LPN – Unit Supervisor</td>
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<td>MDS Coordinator</td>
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<td>Nurse Manager</td>
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<tr>
<td>Receptionist</td>
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<tr>
<td>Recreation Therapy Coordinator</td>
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<tr>
<td>Recreation Therapy Leader</td>
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<tr>
<td>Recreational Therapist</td>
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<tr>
<td>Relief Cook</td>
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<tr>
<td>Restorative Therapy Aide</td>
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<tr>
<td>RN – Unit Supervisor</td>
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<tr>
<td>RN – Wound Care</td>
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<td>Senior Accountant</td>
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<tr>
<td>Senior Meal Program Cook</td>
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<tr>
<td>Social Services Memory Care Manager</td>
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<tr>
<td>Social Work Aide</td>
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<tr>
<td>Social Worker</td>
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<tr>
<td><strong>Total Lakeland Health Care Center FTEs</strong></td>
<td><strong>133.79</strong></td>
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</table>

1Reports to Finance

u) Total County FTEs.
The following change listed below shall be effective as of June 2, 2020:

1) *Lakeland Health Care Center.*

<table>
<thead>
<tr>
<th>CLASSIFICATION TITLE</th>
<th>FTE</th>
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<tbody>
<tr>
<td>Recreational Therapist</td>
<td>1.00</td>
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</table>

| Total Lakeland Health Care Center FTEs | 113.89 112.89 |

u) *Total County FTEs.*

| Grand Total – County FTEs | 836.87 835.87 |

The following changes listed below shall be effective as of July 1, 2020:

u) *Total County FTEs.*

| Grand Total – County FTEs | 859.77 838.87 |

The following change listed below shall be effective as of August 22, 2020:

u) *Total County FTEs.*

| Grand Total – County FTEs | 858.77 837.87 |

The following changes listed below shall be effective as of October 1, 2020:

u) *Total County FTEs.*

| Grand Total – County FTEs | 860.77 839.87 |
Resolution No. 73E-12/19
Resolution Revising the Pay Range for the Director of Health and Human Services Position

Moved/Sponsored by: Human Resources Committee

WHEREAS, on November 21, 2019, the Director (“Director”) of Health & Human Services was appointed Superintendent of County Institutions; and,

WHEREAS, oversight of the Lakeland Health Care Center (“LHCC”) was placed under the direction of said Superintendent; and,

WHEREAS, with the oversight of the Lakeland Health Care Center comes additional duties and responsibilities for the Director of Health & Human Services position, requiring the position to be re-evaluated by Human Resources; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the matter of pay for the Director of Health & Human Services based on the evaluation of the position; and,

WHEREAS, the Committee recommends revising the pay range for the Director of Health & Human Services; and,

WHEREAS, the Committee recommends moving the Director of Health & Human Services from pay grade 21M to 22M;

WHEREAS, thirty percent (30%) of the Director’s time/compensation will be allocated to the Lakeland Health Care Center with the remaining seventy percent (70%) remaining under the Health & Human Services Department.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the Non-Premium Management Pay Plan shall be revised to reflect this change to the Director of Health & Human Services pay range effective retroactively as of November 21, 2019.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the FTE count of 0.70 FTE Director – Health & Human Services in the Health & Human Services Department and 0.30 FTE Director – Health & Human Services at the Lakeland Health Care Center, with departmental totals being adjusted accordingly.

______________________________
Nancy Russell
County Board Chair

______________________________
Kimberly S. Bushey
County Clerk
County Board Meeting Date: December 19, 2019

Action Required: Majority Vote __X__  Two-thirds Vote _____  Other _____

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

_____________________________  ______________________________
David A. Bretl  Date  Jessica Conley  Date
County Administrator/Corporation Counsel  Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Resolution Revising the Pay Range for the Director of Health and Human Services Position

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to revise the pay range for the Director of Health and Human Services position based on the recent evaluation of the position’s additional duties and responsibilities.

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a cost of $741 in 2019 and a cost of $5,189 annually.

IV. **Referred to the following standing committees for consideration and date of referral:**

   Committee: Human Resources  
   Meeting Date: December 19, 2019

   Vote:

   County Board Meeting Date: December 19, 2019

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

<table>
<thead>
<tr>
<th>David A. Bretl</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Administrator/Corporation Counsel</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jessica Conley</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Director</td>
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</table>

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