

# BOARD OF SUPERVISORS

## Brown County



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### EXECUTIVE COMMITTEE

Tom Lund, Chairman  
Patrick Moynihan, Jr., Vice-Chairman  
Steve Fewell, John Vander Leest, Patrick Evans  
Bernie Erickson, Patrick Buckley

### **SPECIAL EXECUTIVE COMMITTEE**

**Wednesday, February 19, 2014**

**6:45 p.m.**

**Room 207, City Hall  
100 N. Jefferson Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEM ON THE AGENDA.**

- I. Call meeting to order.
- II. Approve/modify agenda.

### **Comments from the Public**

### **Vacant Budgeted Positions (Request to Fill)**

1. Human Services – Director of Nursing Hospital.
2. Human Services – Nursing Home Director of Nursing.

### **Other**

3. Such other matters as authorized by law.
4. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

HUMAN SERVICES DEPARTMENT

*Brown County*

P.O. BOX 23600  
GREEN BAY, WI 54305-3600

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February 13, 2014

TO: Troy Streckenbach, County Executive  
Brent Miller, Director of Administration  
Lynn VandenLangenberg, Interim Human Resources Manager

FROM: Community Treatment Center Administrator  
Roberta Morschauer

SUBJECT: Request to Fill – Director of Nursing Hospital

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)  
**The position job description is current except for the rate of pay.**
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.  
**No**
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)  
**Establishes standards of practice, policies and procedures in relation to nursing services delivered. Demonstrates clinical acumen in establishment of patient care plans as prepared by staff. Identifies educational needs of nursing staff in consultation with the Nurse Educator. Trains staff in specific clinical skills as needed. Initiates, defines, and updates policies and procedures for the Nursing Services Department/Hospital. Ensures Nursing Services Department meets licensure requirements for HSS-124 Administrative Code for Hospitals, Title XVIII and XIX survey certification requirements, and other standards as required. Supervises, advises, and provides counsel to supervisory staff reporting directly to the position. Provides consultation in the evaluation of personnel indirectly responsible for. Completes performance appraisals for direct reporting staff. Utilizing a client acuity system to determine staffing, monitors nursing services staffing schedule to provide adequate coverage and quality nursing care. Administers budget, practices cost containment, and documents deviations from budget when appropriate.**
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.  
**This position is necessary to assist with daily operations of the Hospital.**
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?  
**The position by state regulatory standards requires a Masters degree, and the budgeted amount for this position is not at an average for a Masters level credentialed health care professional.**
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?  
**The impact is severe risk for the quality of care overall for clients and placing the organization at risk for citations due to standards falling below baseline.**

## Budget Impact Calculation

**Department:** Human Services  
**Position:** Director of Nursing, Hospital

**Partial Budget Impact:** 2/24/2014 - 12/31/2014 44 Weeks

**Salary** \$ 57,002.85

**Fringe Benefits** \$ 22,272.46

\$ 79,275.31

Note: Estimated date of hire for partial year calculation is for the Monday following the County Board Meeting.

### Annualized Budget Impact:

**Salary** \$ 67,367.00

**Fringe Benefits** \$ 26,322.00

\$ 93,689.00

Note: this position is in the 2014 budget

**Position vacated:** 2/10/2014

**Budgeted hourly wage rate:** \$32.39

<b>Total Number of FTEs Budget for this position title in budget:</b>	1
<b>Number of FTEs <u>Unfunded</u> for this position in budget</b>	<u>0</u>
<b>Total Number of FTEs Available to be filled for this title in budget</b>	1
<b>Number of FTEs filled with this position vacant:</b>	0
<b>Percent of this position staffed:</b>	0%

Analyst Recommendation: This position is a critical management position within the Community Treatment Center, and is Mandated by State Licensure requirements. I recommend approval.

Contact Jeremy Kral 448-6005

HUMAN SERVICES DEPARTMENT

Brown County

P.O. BOX 23600  
GREEN BAY, WI 54305-3600

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February 13, 2014

TO: Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Interim Human Resources Manager  
Brent Miller, Director of Administration

FROM: Community Treatment Center Administrator  
Roberta Morschauser

SUBJECT: Request to Fill – Nursing Home Director of Nursing

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)  
**Position is currently up to date.**
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.  
**No**
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)  
**Establishes standards of practice, policies and procedures in relation to nursing services delivered. Demonstrates clinical acumen in establishment of patient care plans as prepared by staff. Identifies educational needs of nursing staff in consultation with the Nurse Educator. Trains staff in specific clinical skills as needed. Initiates, defines, and updates policies and procedures for the Nursing Services Department/Nursing Home. Ensures Nursing Services Department meets licensure requirements for HSS-124 Administrative Code for Hospitals, Title XVIII and XIX survey certification requirements, and other standards as required. Supervises, advises, and provides counsel to supervisory staff reporting directly to the position. Provides consultation in the evaluation of personnel indirectly responsible for. Completes performance appraisals for direct reporting staff. Utilizing a client acuity system to determine staffing, monitors nursing services staffing schedule to provide adequate coverage and quality nursing care. Administers budget, practices cost containment, and documents deviations from budget when appropriate.**
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.  
**This position is necessary to assist with daily operations of the Hospital.**
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?  
**Yes**
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?  
**The impact is severe risk for the quality of care overall for clients and placing the organization at risk for citations due to standards falling below baseline.**

## Budget Impact Calculation

**Department:** Human Services  
**Position:** Director of Nursing Home

**Partial Budget Impact:** 2/24/2014 - 12/31/2014 44 Weeks

Salary \$ 57,002.85

Fringe Benefits \$ 22,272.46

\$ 79,275.31

Note: Estimated date of hire for partial year calculation is for the Monday following the County Board Meeting.

### Annualized Budget Impact:

Salary \$ 67,367.00

Fringe Benefits \$ 26,322.00

\$ 93,689.00

Note: this position is in the 2014 budget

Position vacated: 2/10/2014

Budgeted hourly wage rate: \$32.39

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position is a critical management position within the Community Treatment Center, and is Mandated by State Licensure requirements. I recommend approval.

Contact Jeremy Kral 448-6005