AD HOC COMMITTEE ON THE FUTURE OF ROCK HAVEN

Minutes from September 13, 2023

CALL TO ORDER – Chair Mawhinney calls the hybrid Ad Hoc Committee on the Future of Rock Haven meeting to order at 3:04 p.m. in the conference room of the Department of Public Works.

COMMITTEE MEMBERS PRESENT – Chair Mawhinney, Supervisor Whitledge, Supervisor Rashkin, and Community Member Casares.

COMMITTEE MEMBERS ABSENT – Supervisor Leavy and Community Member Kolste

STAFF MEMBERS PRESENT – Natalie Rolling-Edlebeck, Nursing Home Administrator; Dave Froeber, Facilities Superintendent; Aimee Thomas, Interim DON; Marilyn Burns, ADON; Chelsea Phillips, Infection Preventionist; Amanda Beaver, Food Service Manager; Gail Sullivan, Social Worker; Virginia Johnson, Administrative Secretary

OTHERS PRESENT – Supervisor Mary Beaver, Supervisor Bostwick, Josh Smith, County Administrator; Amy Spoden, Interim Director of Human Resources; Katie Meisenheimer, Human Resources Generalist

APPROVE AGENDA – Supervisor Whitledge moves for approval of the agenda, second Supervisor Rashkin. APPROVED.

APPROVAL OF MINUTES – Supervisor Whitledge moves for approval of August 9, 2023, minutes, second by Supervisor Rashkin. APPROVED.

REVIEW, DISCUSSION AND POSSIBLE ACTION

A. RECRUITMENT AND RETENTION

1. CURRENT COMPENSATION INITIATITIVES AND POLICIES – Amy Spoden, Interim Director of Human Resources and Katie Meisenheimer, Human Resources Generalist shares with the committee the current policies and compensation initiatives for Rock Haven nursing staff. She states that the new wage grid will go into effect on October 1st, and job materials will be updated to reflect that. Amy shares the current incentives that are offered to the nursing staff.

   Gail Sullivan, Social Worker joins the zoom call at 3:26 p.m.

Amy states that there is a sick time payout of 59% to employees who have ten or more years of continuous service with the county, and the payout is taxable. She notes that employees have expressed they would like HR to explore this policy within previous employee surveys. She states that the language of the sick time policy was carried over from previous contracts and either all employees must participate or none.

RECRUITMENT INITIATIVES AND PROCESSES – Katie Meisenheimer, Human Resources Generalist shares that Rock Haven is currently partnered with Blackhawk Tech with a CNA program. Through that program, 19 employees have been hired and 12 are still employed at Rock Haven. Katie clarifies that those that leave the program early are notified that they must refund the county for the program's expense. She further states that payback is limited, and the county does not charge interest. Amy states that Rock Haven is also a preceptor and host site for RN and CNA students.

Amy shares current advertising for Rock Haven. Amy states they send mailers, post on social media such as Facebook, run ads on the local radio, and feature ads on electronic bulletin boards in the area. Amy explains that the social media posts on the Rock County HR Facebook are specific to Rock Haven nursing positions and Food Service.

Amy explains that HR has done an open house at Rock Haven in the past. Job fairs have been slow to come back after Covid. She states they attempted virtual job fairs; however, they were not as successful as in person. Chair Mawhinney asks if it would be possible to do an open house at Rock Haven. Amy states that would be possible, or HR can also do a county wide open house and include a booth for Rock Haven.

Supervisor Mary Beaver asks if HR has looked into career days at local high schools. Amy states that they used to do that at Blackhawk Tech, however employers are no longer allowed on campus. Supervisor Beaver suggests checking with school districts in Rock County. Amy assures they are open to attending school job fairs.

Amy shares that HR purchased a banner that is currently on display at Dawson's Field. The banner is ours and can be used elsewhere.

POTENTIAL FUTURE INITIATIVES – Amy shares that HR have had discussions of possible avenues for future incentives including changes to new hire bonuses, shift differentials, or offering possible travel incentives. Chair Mawhinney asks if we can afford a $5000 sign on bonus as suggested by Community Member Casares. Josh Smith, County Administrator states that we need to determine what will be the most effective incentives to implement. He further states that the county has had some of these policies for years and we need to have a holistic approach to the issue. Amy agrees we need to figure out what the county is comfortable in providing.

Amanda Beaver, Food Service Manager asks how well known are the health care benefits that the county offers its employees. She states that could be an incentive. Amy shares that younger candidates are typically not interested in the health care benefits offered; many younger candidates are still on their parent's health care.

Amy suggests the committee offer feedback on what incentives they are interested in, and HR will explore those options. Amy advises that any incentive include a time commitment and she cautions that we cannot continue to band-aid the situation.

B. TEAMBUILDING – Natalie Rolling-Edlebeck, Nursing Home Administrator states that we need a systemic effort to look at everything. We need to get feedback from the employees on each incentive. Employees need to feel heard. Then we can bring their feedback to the board. Josh agrees that we need input from the staff.

Dave Froeber, Facilities Superintendent leaves the zoom call at 4:00 p.m.

Natalie proposes that we generate questions for the employees and focus on team building throughout the process. Supervisor Rashkin states that he agrees that is the best path forward.

Aimee Thomas, Interim DON shares that we should explore how we recruit people and how Rock Haven looks compared to other employers and counties. Marilyn Burns, ADON asks if we can make ads on Facebook to recruit RNs specifically. Amy states they can.

CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS –

NEXT MEETING DATE AND TIME – October 11, 2023, at 3:00 p.m. at the Department of Public Works.

ADJOURNMENT – Supervisor Whitledge moves to adjourn at 4:21 p.m., second by Community Member Casares. SO ORDERED.

Respectfully submitted,
Virginia Johnson

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.