



AD HOC COMMITTEE ON THE FUTURE OF ROCK HAVEN

Minutes from October 11, 2023

CALL TO ORDER – Chair Mawhinney calls the hybrid Ad Hoc Committee on the Future of Rock Haven meeting to order at 3:03 p.m. in the conference room of the Department of Public Works.

COMMITTEE MEMBERS PRESENT – Chair Mawhinney, Supervisor Whitledge, Supervisor Rashkin, Community Member Cesares, and Community Member Kolste

COMMITTEE MEMBERS ABSENT – Supervisor Leavy and Supervisor Homan

STAFF MEMBERS PRESENT – Natalie Rolling-Edlebeck, Nursing Home Administrator; Virginia Johnson, Administrative Secretary

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

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

APPROVAL OF MINUTES – Supervisor Whitledge moves for approval of September 13, 2023 minutes, second by Supervisor Rashkin. APPROVED.

Community Member Casares requests that the minutes are updated to reflect his comments in the September 13th meeting. Supervisor Rashkin asks how minutes are taken. Virginia Johnson, Administrative Secretary shares that she strives to include the general overview of what was discussed within each committee meeting. She states she can update the past minutes to reflect Community Member Casares' comments.

REVIEW, DISCUSSION AND POSSIBLE ACTION

DISCUSSION OF OPTIONS FOR TEAM BUILDING AT ROCK HAVEN –

Josh Smith, County Administrator and Amy Spoden, HR Director share the draft survey for Rock Haven staff. Amy states that the survey will be private and can be done electronically through Survey Monkey.

Chair Mawhinney asks what Rock Haven will do with the survey information. Natalie states completed surveys will be sent to HR and then results will be given to the committee for

review and to determine next steps. Community Member Kolste asks if the goal is for employees to pick up more shifts or if there is a shortage of people to hire. Amy states there is a worker shortage in healthcare.

Community Member Casares asks who receives the applications and if it is a complicated process to apply. A complicated application process may turn people away. Amy confirms that job applications are completed through Rock County's online portal, and it is the HR office that receives them. She notes that Rock County has used the job application software since 2009. She continues that HR checks Rock Haven job applications at least once a week if not more. Natalie confirms HR is interviewing at Rock Haven sometimes as often as 3 times a week and they have made themselves available during the interview process.

Chair Mawhinney asks if the survey would be more effective than a third-party consultant. Amy explains Rock Haven has had third parties come in the past, but it would be difficult to determine if they would be more effective than a survey.

The committee discusses how to define teambuilding. Chair Mawhinney defines teambuilding as learning how to work together and be good team members to each other. She explains that a third-party consult could help with that. Supervisor Whitledge shares that her workplace has teambuilding exercises once a month to get to know each other. Amy reminds the committee that Rock Haven is unique because it is a 24-hour facility and there are 3 different shifts to cover all hours. She states they would need to be creative in scheduling team building events.

Community Member Kolste states they wish to understand how urgent Rock Haven needs to fulfill vacant shifts. A possible question on the survey could be, "What would incentivize you to work an extra shift without burn out?"

Natalie states we could have more in-services on teambuilding as defined by Chair Mawhinney. Natalie agrees that we could have a consultant come out to discuss teambuilding. Chair Mawhinney asks if there is money available for consultation. Josh states that money is not currently set aside, as no plan of action has been determined at this time.

Josh advises the committee that the survey should try to holistically understand what the employee's preferences are, so that we can change the incentives to help bring others in. Supervisor Whitledge states that she gauges a workplace based on whether she would offer a friend to work there as well. Josh states maybe we should modify a question on the survey to "Would you recommend a friend to work here?"

Chair Mawhinney asks what the timeline would be if the survey was approved today. Amy states she could build the survey by the end of the week and send it to Rock Haven. We could establish a deadline if we want the survey results for the next meeting in November. Amy states we could review the responses at that time.

Community Member Casares asks if we can leave the questions on the shift differentials and bonuses open ended. Employees can enter the number they want, and we can see what the employees would request. Amy states that the numbers were proposed by a supervisor and based on online research into what bonuses are being offered elsewhere. Amy states that the survey was offering realistic numbers; if we leave the questions open ended, we need to be clear this is for information only. Supervisor Bostwick states we should differentiate between teambuilding and morale boosting.

Community Member Kolste moves that the committee proceed with the survey, seconded by Supervisor Rashkin.

Amy states if we would like the results by the next meeting on November 8th, completed surveys should be turned into HR by November 1st.

Community Member Kolste amends motion to have survey results by next committee meeting on November 8th, seconded by Supervisor Rashkin. APPROVED. Vote 5/0.

Natalie states we will have the results to the committee, and then the committee can move to the next step. She states the results may need to go another month to ensure that all surveys are received.

CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS – Supervisor Beaver requests that handouts be emailed prior to the meeting and are shared over zoom during the meeting. Amy states they can do that for the survey results in November.

Natalie states there are plans for residents and staff teambuilding at Rock Haven to boost morale overall. She adds that Rock Haven had an employee picnic on September 29th.

Supervisor Rashkin commends Natalie for her hard work and enthusiasm for her employees. Natalie states that she is working with Josh and Amy to help keep people motivated.

She states they have a committee to help find something each day for the employees, such as dog visits and jeans days. Supervisor Whitledge asks what kind of dogs. Natalie states dogs of employees will be allowed within specific areas of the building if we have their vaccine information on file. She clarifies they cannot be in the eating areas nor visit residents who do not wish to be disturbed. They will be restricted to certain times to observe noise control.

Supervisor Whitledge asks if the dogs will be going to resident's rooms. Natalie states they will bring the animals to specific residents and to resident activities. That is how dog visits are currently observed. She continues that this will offer an opportunity for employees to bring in their dogs. Natalie confirms that Rock Haven does have therapy dogs as well. Community Member Kolste asks if the dogs will be supervised. Natalie confirms that they will. Chair Mawhinney suggests that they could have the dogs from the sheriff's department come to visit.

Natalie states staff will be able to dress in costumes for Halloween.

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NEXT MEETING DATE AND TIME – November 8, 2023 at 3:00 p.m. at the Department of Public Works.

ADJOURNMENT – Supervisor Whitledge moves to adjourn at 3:46 p.m., second by Community Member Casares. SO ORDERED.

Respectfully submitted,
Virginia Johnson

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.