



Badger Prairie Health Care Center

Dane County Executive – Joe Parisi
Human Services Director-Shawn Tessmann
Badger Prairie Health Care Center Administrator – William Brotzman

MEMORANDUM

TO: Personnel and Finance Committee

FROM: Shawn Tessmann

DATE: June 25, 2019

RE: Request for waiver of County Ordinance 29.52(15)

Badger Prairie Health Care Center (BPHCC) employs 96.0 FTE Certified Nursing Assistants (CNAs), of which 17 are currently vacant. Due to the tight labor market that exists in the healthcare industry, BPHCC has been experiencing difficulty recruiting qualified applicants resulting in positions remaining vacant for extended periods.

Moreover, as positions become vacant and are recruited for internally, BPHCC is moving CNA's into the oldest vacant positions to avoid having positions vacant longer than six months. This process is administratively cumbersome and inefficient for both BPHCC and Employee Relations staff.

County Ordinance 29.52(15) requires that "Any authorized budgeted position that remains vacant for more than six months shall not be filled without approval of the Personnel & Finance Committee and the County Executive." Due to the volume of vacancies and internal personnel moves, BPHCC is seeking a waiver of the ordinance requirement that the Personal and Finance Committee approve all CNA vacancies, which have been vacant for more than six months' time.

So as to keep the County Board informed, we are more than willing to submit a bi-annual report to the committee if necessary detailing the vacancy and turnover rate for CNA's at Badger Prairie.

Thank you for your consideration.