



Badger Prairie Health Care Center

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

TO: Chair and Members of the Personnel & Finance Committee

FROM: Lynn Green
Director

DATE: April 14, 2016

SUBJECT: Approval to Recruit for .2 and .3 Certified Nursing Attendants (2 Positions)

County Ordinance 29.52(15) requires the Personnel and Finance Committee, along with the County Executive, to approve filling positions that have been vacant for longer than six months. I am requesting approval to fill Certified Nursing Attendant positions (#2516 and #2594) at Badger Prairie Health Care Center. These positions are funded by a combination of Medicaid, Medicare, and GPR revenues

What is the nature of the work or what is the essential function of the position?

These positions serve as front line resident caregivers and provide hands on services including toileting, bathing, dressing, feeding, personal interactions and resident supervision.

How has this function been filled during the vacancy?

Previous recruitment efforts have failed to yield a sufficient number of qualified candidates to fill all CNA vacancies resulting in these positions being held vacant until a subsequent recruitment can be executed. Positions #2516 and #2594 total .5 FTE of a total of 91 FTE CNA's at BPHCC. These positions became vacant in August, 2014 and October, 2015, respectively, when the incumbents were promoted and/or terminated. These vacancies have been covered using a combination of overtime, LTE staff, agency and other existing staff working over their budgeted FTE.

What will be the impact on the departments function and mission if the position remains vacant?

Continuing to hold these positions vacant will result in BPHCC continuing to cover these vacant shifts using the methods stated above, at possible higher costs to the County.