



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: August 24, 2018

SUBJECT: Approval to Fill Vacant 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 CNA positions #2923 and #2433 at Badger Prairie Health Care Center. This position is 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 CNA 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?

These positions became vacant in November, 2017 and February, 2018 and have been covered using a combination of overtime, LTE staff, 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.