



## Badger Prairie Health Care Center

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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:** June 12, 2017

**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 the residual .6 FTE (.1 fte each) of several CNA positions (#1278, #2461, #2509, #2594, #3009 and #3010), 1.0 fte CNA position (#1222), two (2) .2 FTE RN positions (#1010 and #2832), and one (1) .1 FTE RN position (#2438) 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 CNA positions serve as front line resident caregivers, and provide hands on services including toileting, bathing, dressing, feeding, personal interactions and resident supervision.

The RN positions serve as professional nurses who are responsible for leadership, direction and clinical supervision of the neighborhood health care team. They are accountable for both the provision of nursing care and the coordination of care for the resident.

### **How has this function been filled during the vacancy?**

The five (6) .1 FTE CNA positions are all residual FTE resulting from filling positions at different FTE's than were originally tied to the position numbers. We are working to reallocate these small FTE's, adding them onto other part-time positions, creating slightly higher FTE positions. Position #1222, #1278, #2461, #2509, #2594, #3009 and #3010, total 1.5 FTE of a total of 91 FTE CNA's at BPHCC. These positions became vacant between July, 2015 and October, 2016 and have been covered using a combination of overtime, LTE staff, and other existing staff working over their budgeted FTE.

One of the .2 FTE RN positions was previously classified as a Licensed Practical Nurse (LPN) and was reclassified to RN due to our inability to recruit interested LPN candidates. This was one (1) of three (3) positions reclassified. Two (2) of the positions have been filled, and we wish to fill this remaining position as soon as qualified

candidates are available. This position (#1010) became vacant in August, 2015 and was previously vacant for more than six months, and was approved for recruitment by Personnel & Finance on 11/21/16.

The second .2 FTE RN position (#2832) became vacant in December, 2016 due to the incumbent accepting a higher FTE position. The .1 FTE position (#1278) became vacant in September, 2016 due to the incumbent reducing their FTE, we will look to add this residual fte to another position to corresponding increase an fte of another position. All RN positions are currently being filled by existing staff working over their budgeted FTE or with overtime shifts.

**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.