

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE

September 23, 2021 – 3:30 PM

Administration Building
508 New York Avenue, Conference Room 302
Sheboygan WI 53081

**To Join the Meeting Remotely - Dial
+1-216-508-0648**

Enter Meeting ID: 411 062 297#

Or virtual

<https://meet.google.com/rma-uxpu-bhz>

Agenda

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

- Human Resources Committee – Regular Meeting – August 26, 2021

Review and Approve Vouchers

Correspondence and Other Issues

Health and Human Services Director Matt Strittmater

- Consideration of Vacant Position Requests for Limited Term Employees (LTE's) – COVID-19 Plan
- Consideration of Sign-On Bonus for Crisis Supervisor
- Consideration of General Leave for Employee 119731

Clerk of Courts Melody Lorge

- Consideration of Vacant Position Request for Extension of Limited Term Employee (LTE)

Finance Director Wendy Charnon

- Consideration of Vacant Position Request for Long Term LTE – Accounting Assistant Contingent Upon Finance Committee Approval

Rocky Knoll Administrator Kayla Clinton

- Consideration of Pay Exception for Area Nurse Manager
- Consideration of Hiring above the Midpoint for Life Enrichment Lead
- Consideration of Vacant Position Request for Area Nurse Manager – Woodland Village – Contingent Upon Health Care Center Committee Approval
- Consideration of Vacant position Request for Director of Clinical Services Contingent Upon Health Care Center Committee Approval
- Consideration of Recruitment and Retention Incentives for Nursing Staff through Usage of ARPA Funds to include:
 - Wage Increases, Shift Differentials, Sign-On Bonuses, Tuition Reimbursement and Student Loan Repayment
 - Consideration of Vacant Position Request for Limited Term Employees (LTE – Receptionist)

Human Resources Director Dennis Miller

- Human Resources Department Updates and Comments
- Consideration of 2021 Annual Health Insurance Report

Approval of Attendance at Other Meetings or Functions

Adjourn

Prepared by:

Penny Elsner, Phone: 459.6481
Recording Secretary

Fran Damp
Committee Chairperson

NOTES: The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. §19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

Persons with disabilities needing assistance to attend or participate are asked to notify Penny Elsner, 920.459.6481 prior to the meeting so that accommodations may be arranged.

Public Health COVID-19 Response

Limited Term Employee Summary

(9-14-21)

Proposed Restructured LTE Employees to Maximize Current Pandemic Response:

Role	Current				Proposed			
	# of LTE	FTE Equiv.	DBM	Employee	# of LTE	FTE Equiv.	DBM	Employee
Supervisor	1	1.0	C42 - \$32/hr.	1. Vacant	1	1.0	C42 - \$32/hr	1. Vacant
Administrative	3	3.0	C42 - \$25/hr.	1. Amy Sowls 2. Allison Butler 3. Dalila Contreras	3	3.0	C42 - \$25/hr.	1. Allison Butler 2. Dalila Contreras 3. Tricia Nielsen (switch from Support)
Contact Tracing	10	9.0	C42 - \$25/hr.	1. Chai Vue (PT) 2. Hannah Haase (FT) 3. Mei Yi Chen (FT) 4. Rhonda Arnold (FT) 5. Vacant 6. Vacant 7. Vacant 8. Vacant 9. Vacant 10. Vacant	10	8.5	C42 - \$25/hr.	1. Chai Vue (.5) 2. Hannah Haase (Casual) 3. Mei Yi Chen (1.0) 4. Rhonda Arnold (1.0) 5. Vacant (1.0) 6. Vacant (1.0) 7. Vacant (1.0) 8. Vacant (1.0) 9. Vacant (1.0) 10. Vacant (1.0)
Bilingual Outreach	2	2.0	B23 - \$20/hr.	1. CherPao Vang 2. Marisela Olivas	2	2.0	B23 - \$20/hr.	1. CherPao Vang (1.0) 2. Marisela Olivas (1.0)
Vaccine Clinic	7	6.0	C42 - \$25/hr. C42 - \$25/hr. Also possible: B23 - \$20/hr. C42 - \$30/hr	11. Kari Keller (PT) 12. Barb Kolar (PT) 13. Vacant 14. Vacant 15. Vacant 16. Vacant (PT) 17. Vacant (PT)	4	1.25	C42 - \$25/hr. C42 - \$25/hr. Also possible: B23 - \$20/hr. C42 - \$30/hr	1. Kari Keller (Casual) 2. Barb Kolar (Casual) 5. Vacant (.5) 6. Vacant (.5)
Support	3	3.0	B22 - \$17/hr Bilingual - \$18	1. Julie Deterding 2. Shirley Rhode 3. Tricia Nielsen	3	3.0	B22 - \$17/hr Bilingual - \$18	1. Julie Deterding 2. Shirley Rhode 3. Vacancy (1.0)
Total	26	24.0			23	18.75		

Explanation / Rationale

Supervisory

- Depending on the number of LTE's hired and/or pandemic related challenges, additional time could be needed to help with staff supervision, high level decisions, and/or general leadership roles. Existing Supervisory/Leadership team is near or at maximum capacity at this time.

Administrative:

- Our DPH team continues to work closely with businesses, schools and long-term care facilities that are experiencing outbreaks. These positions typically help coordinate information sharing with community partners, assist in contact tracing within these settings and ensure situational awareness for leadership.

Contact Tracing


- In the month of August, we averaged 42 new COVID cases a day, each contact tracing interview takes about 1.5 hours. In order to accomplish a 24-hour turnaround time on our current cases we would need *at minimum* 8 Full Time contact tracers each day to accomplish calls for positive cases. *This does not include close contact notification which has been deprioritized due to high case volumes. Current case turnaround time is 35 hours.*
- Our school partners are reporting decreased capacity to assist with contact tracing within the school systems which means that a large volume of close contact calls from our school systems will be transferred to DPH this year. Last year we saw a large increase in case numbers in the fall that correlated with the start of the school year. We were using all of our permanent staff and LTE staff to support contact tracing efforts in the community and in schools as well as partnering closely with our school partners. In 2021, our permanent staff members are spending a majority of their week planning and coordinating vaccination clinics throughout the community and managing other communicable disease case management.
- *During the peak of the pandemic last fall we were averaging 200 cases per day and had 19 contact tracers focused full time on completing interviews between permanent and limited term staff.*


Bilingual Outreach

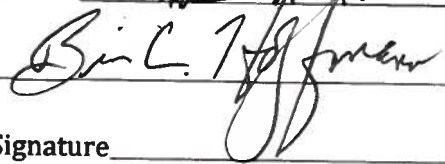
- Our efforts to partner with the Hmong and Latinx community continues and our community health workers are essential to this partnership building. They have supported our work with rural outreach and continue to build rapport through social media, church outreach and participation at community events.

Vaccination Clinics

- We anticipate that there will be a need for Booster clinics for third doses over the next few months. To quantify this need, it means that DPH will need to provide an additional dose of vaccine to 4,000 Sheboygan County residents in addition to those seeking first dose vaccinations. Logistically this would require an additional 2 vaccination days a week running 6 lines over the course of 4 Months to complete the bulk of the required vaccination boosters.
- We currently operate 2-3 vaccine clinics per week. These clinics are set up at the Health and Human Services building as well as mobile clinics in rural areas of the county. The mobile clinics span various times of day and venue including grocery stores, community events and local businesses.

County Administrator/Department Head Signature  Date: 9-15-21

Human Resources Director Signature  /ple Date: 09/16/2021

Liaison Committee Signature  Date: 9-21-21

Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes document.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents document to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards document to HR for Human Resources Committee approval/signature
5. HR begins recruitment process.



SHEBOYGAN COUNTY

Jaclyn Moglowsky - Manager
Division of Behavioral Health
Health and Human Services Department

To: Health and Human Services Committee

From: Jaclyn Moglowsky, Behavioral Health Manager

Date: September 7, 2021

Re: Consideration of Hiring Bonus for Crisis Supervisor Position

Behavioral Health has been recruiting for a Crisis Supervisor for over a year. While we have had applicants, few have met the requirements defined in DHS 34. This position is a specialty niche that can be difficult to find in any market, and is proving to be even more so in the midst of a pandemic. I am aware of one other area county recruiting for this same position, the salary ranges are in line with one another.

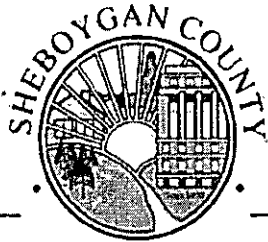
Presently all crisis programming and staff are managed directly by the Behavioral Health Manager and as a result of our continued expansion of crisis services, the need for a dedicated Crisis Supervisor continues to grow.

At this time, I am requesting approval to offer a hiring bonus for this position with a payout of \$2000 after successful completion of 6 months employment and another \$3000 following a full year of successful employment. This funding is available through our current budget for this position as it has been unfilled for the entirety of 2021.

Your consideration and approval of this request will be greatly appreciated.

A handwritten signature in blue ink that reads "Jaclyn Moglowsky".

Jaclyn Moglowsky
Behavioral Health Manager



Sheboygan County
VACANT POSITION REQUEST
 (To be completed for all vacant positions)

Date: 9/13/2021
To: Law Committee Members
From: Melody Lorge, Clerk of Courts

Position Request:

Position: LTE (extension)
Reason for Vacancy: N/A

Justification:

Due to retirements and training of current staff and new employees. This LTE position is necessary to assist with daily operations in our office. This request would be an extension of the current LTE already working in our office.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No

If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$9,600	\$710	\$10,310

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature Melody Lorge Date: 9/13/21
 Human Resources Director Signature Debra A. Mills Date: 09/13/2021
 Liaison Committee Signature Charlotte Fearing Date: 09/16/21
 Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (Salaried Positions Only.)
5. HR begins recruitment process.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 9/23/2021
To: Human Resource Committee Members
From: Wendy A. Charnon

Position Request:

Position: Long Term LTE - Accounting Assistant
Reason for Vacancy: Extended Leave

Justification:

We have an extended leave in our Accounts Payable area and would like to hire one of our financial system LTEs now to fill the gap. After the return of the employee, this LTE will continue with the Team to assist with the development of new processes and procedures evolving from the new financial system implementation and will assist with testing and conversion verifications.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No

If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
34,840	28,987	63,961

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Depart Head Signature Wendy A. Charnon

Date: 9-21-21

Human Resources Director Signature A. Will

Date: 09/21/2021

Liaison Committee Signature _____

Date: _____

Human Resources Committee Signature _____

Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
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5. HR begins recruitment process.



Pay Policy Exception Request

Department Requesting Exception: Rocky Knoll Health Care Center

Position(s) Effective: Area Nurse Manager

Effective Date: 8/26/2021

Exception Request: When an area nurse manager serves at the Second Shift Supervisor, they receive a 10% increase in their hourly wage for the duration of time they are acting as the Second Shift Supervisor.

Reason: According to Wisconsin Administrative Code DHS 132.62, a facility with 100 or more residents in need of skilled nursing care shall have, in addition to the director of nursing services, at least one registered nurse on duty as a charge nurse at all times. This situation meets the guidelines of a temporary pay adjustment outlined in 506 of the Human Resources Policy Manual.

In checking with Payroll/Finance department, this flat percentage increase of 10% will be a manageable approach.

We need to designate an acting director of nursing in order to ensure the care needs of the residents are met and for licensing and regulation purposes.

County Administrator/Department Head Recommendation:

Date: 8/27/21

Signature: 

Human Resources Support:

Approve

Disapprove

Date: 8/27/2021

Signature: 

Liaison Committee Action:

Approve

Disapprove

Date: _____

Committee Chair: _____

Human Resources Committee:

Approve

Disapprove

Date: _____

Committee Chair: _____

Form Process:

Department Head completes the ER form

Department Head presents the ER form to their Liaison Committee for approval/signature

Department Head presents the ER form to HR Committee for approval/signature



TO: Rocky Knoll Health Care Committee
Sheboygan County Human Resources Committee

FROM: Kayla Clinton, Nursing Home Administrator

DATE: September 8, 2021

SUBJECT: Request to Hire Life Enrichment Lead above Midpoint

Rocky Knoll Health Care Center is requesting to hire a Life Enrichment Lead above midpoint. This position is open due to resignation. The salary range for the Life Enrichment Lead is \$32,843 to \$47,941 with the midpoint at \$40,388. Rocky Knoll is able to cover the additional cost in the Life Enrichment 2022 budget.

Rocky Knoll has identified a candidate for this position that brings 30 years' experience in long term care. This candidate has a Bachelor's Degree of Science in Health, Physical Education, and Recreation. The candidate currently is a certified Activity Director and Volunteer Coordinator at a skilled nursing facility. This candidate also holds certification through the National Association of Activity Professionals Credentialing Center and the National Certification Council for Activity Professionals and is a member of the Lakeshore Area Activity Professionals.

Hiring above midpoint will add an experienced activity director and recreation therapist to the Life Enrichment team. This candidate's knowledge and expertise in long-term care will help residents cope with the stressors of pandemic that continue to impact the residents overall well-being. Her familiarity in skilled nursing will also make for a smooth transition.

Thank you for your consideration.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 9/23/2021

To: Human Resources Committee Members

From: Kayla Clinton, NHA

Position Request:

Position: Woodland Village Area Nurse Manager- Rehabilitation

Reason for Vacancy: Resignation

Justification: Rocky Knoll Health Care Center is requesting a full-time area nurse manager due to a resignation in the nursing department. The position oversees Woodland Village which is Rocky Knoll's rehabilitation unit.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No

If not, please state the amount over budget as well as the proposed source of funds:

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$75,000	\$28,573	\$103,573

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature [Signature] Date: 9/15/21

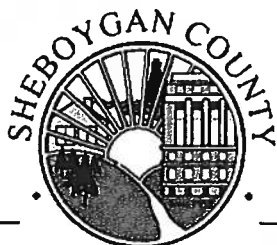
Human Resources Director Signature [Signature] /ple Date: 09/16/2021

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

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5. HR begins recruitment process.



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 9/21/2021
To: Health Care Center Committee Members
From: Katherine Clinton, NHA

Position Request:

Position: Director of Clinical Services
Reason for Vacancy: Termination

Justification:

Rocky Knoll Health Care Center is requesting full-time Director of Clinical Services in the Nursing Department due to recent termination.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No
 If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$92,726.00	\$39,268.00	\$131,994.00

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature *Katherine Clinton* Date: 9/21/21
 Human Resources Director Signature *Debra A. Mill* Date: 09/22/2021
 Liaison Committee Signature _____ Date: _____
 Human Resources Committee Signature _____ Date: _____

Form Process:

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4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only.*)
5. HR begins recruitment process.



ROCKY KNOLL
HEALTH CARE CENTER
Innovation with Compassion

TO: Finance Committee
FROM: Kayla Clinton, Rocky Knoll Administrator *KAC*
DATE: September 22, 2021
SUBJECT: Recruitment and Retention Proposal Package

The COVID-19 pandemic has been devastating long-term care staff and residents residing in nursing homes. It caused illness and deaths and added stress, fear, anxiety and risk to Health Care Workers across the country.

The COVID-19 pandemic has taken a physical and emotional toll on at the staff at Rocky Knoll. Their work is challenging during the best of times. During the pandemic Rocky Knoll staff continued to care for the residents wearing PPE and caring for residents with COVID-19. Staff worried about their own health, exposing their loved ones, and played the role of family members who were not permitted to visit during the pandemic.

Rocky Knoll's staffing shortages predate COVID-19 but the pandemic has worsened our staffing shortage as we continue to see resignations, retirements, and health care workers leaving the industry.

On a daily basis, Rocky Knoll continues to rely heavily on our current staff to fill open positions to ensure quality care and maintain our staffing pattern for our five-star rating. In the last two years 23 people have left Rocky Knoll for other employment or retired. This has left many open positions, some of which have not been filled in over a year. Currently, there at 8 open RN positions and 25 open CNA positions.

In consultation with the Sheboygan County Administrator Adam Payne and Human Resources Director Dennis Miller, we are requesting ARPA Funds to support a Recruitment and Retention package. We have analyzed and compared Rocky Knoll's current wage and benefits to the market. In order to recruit and retain top talent during the ongoing challenges of the COVID-19 pandemic we are proposing numerous changes and initiatives to help retain current staff and attract new employees. The entire cost of the Recruitment and Retention Proposal package for 2021-2022 is \$775,190.

Thank you for your consideration.

CC: Adam Payne, Sheboygan County Administrator
Wendy Channon, Finance Director
Dennis Miller, Human Resources Director



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TO: Finance Committee

FROM: Kayla Clinton, Rocky Knoll Administrator

DATE: September 22, 2021

SUBJECT: Wage Increases for Registered Nurses, Licensed Practical Nurses, and Certified Nursing Assistants

Registered Nurses (RNs) are licensed healthcare professionals who are responsible for the coordination, management and overall delivery of care to the residents. Licensed Practical Nurses (LPNs) provide basic nursing care, and Certified Nursing Assistants (CNAs) help residents with activities of daily living. All three of these positions drive the staffing rating of the Center for Medicare and Medicaid Services five-star rating.

The COVID-19 pandemic has made a huge impact on the mental health and well-being of our nursing staff. Rocky Knoll's staffing shortages predate COVID-19 but the pandemic has worsened our staffing shortage as we continue to see resignations, retirements, and health care workers leaving the industry. As a result, we have analyzed and compared Rocky Knoll's current wage and benefits to the market and our wages are below our competitors such as hospitals, hospice, homecare, and other skilled nursing facilities.

In order to recruit and retain top talent during the ongoing challenges of the COVID-19 pandemic we are proposing wage increases for RNs, LPNs, and CNAs.

This proposal is requesting ARPA Funds to support the wage increases for 2021-2022. The total cost for wage increases for 2021-2022 is \$426,894.

Wage Increases			
Position	Current Starting	Proposal Starting	Annual Cost
RN	\$26.50	\$29.50	\$169,374
LPN	\$22.85	\$24.85	\$66,187
CNA	\$16	\$17	\$191,333
Total Annual Cost			\$426,894

Thank you for your consideration.



TO: Finance Committee

FROM: Kayla Clinton, Rocky Knoll Administrator

DATE: September 22, 2021

SUBJECT: 2nd and 3rd Shift Differential Increase for Licensed Practical Nurses and Certified Nursing Assistants

Licensed Practical Nurses (LPNs) provide basic nursing care and Certified Nursing Assistants (CNAs) help residents with activities of daily living. These positions drive the staffing rating of the Center for Medicare and Medicaid Services five-star rating.

Historically, second shift, or the hours of 2:00PM-10:30PM and third shift, 10:30-6:30 are difficult shifts to recruit and continue to have LPN and CNA open positions on 2nd and 3rd shift. One way to attract candidates to these shifts is by offering a shift differential which is added to the base pay. As a result we are proposing a \$1.00/hr shift differential for CNAs on 2nd and 3rd shift and a \$1.50 shift differential for LPNs on 2nd and 3rd shift.

CNA Shift Differentials				
Shift	Current	Competitors	Proposal	Total Cost
PM	\$0.40	\$1.06	\$1.00	\$26,586
NOC	\$0.50	\$1.14	\$1.00	\$16,190
Total Annual Cost				\$53,470

LPN Shift Differentials				
Shift	Current	Competitors	Proposal	Total Cost
PM	\$0.40	\$1.50	\$1.50	\$11,436
NOC	\$0.40	\$1.76	\$1.50	\$7,498
Total Annual Cost				\$23,668

This proposal is requesting ARPA Funds to support the shift differential increases for 2021-2022. The total cost for wage increases for 2021-2022 is \$77,138.

Thank you for your consideration.



TO: Finance Committee

FROM: Kayla Clinton, Rocky Knoll Administrator

DATE: September 22, 2021

SUBJECT: Sign on Bonus for Registered Nurses, Licensed Practical Nurses (LPNs) and Certified Nursing Assistants (CNAs)

The COVID-19 pandemic has made a huge impact on the mental health and well-being of our nursing staff. Rocky Knoll's staffing shortages predate COVID-19 but the pandemic has worsened our staffing shortage as we continue to see resignations, retirements, and health care workers leaving the industry.

Rocky Knoll is competing with hospitals, hospice, homecare, and other skilled nursing facilities for licensed nursing staff. Many of Rocky Knoll's competitors are offering sign on bonuses.

In order to recruit and retain top talent during the ongoing challenges of the COVID-19 pandemic we are proposing sign on bonuses for RNs, LPNs, and CNAs.

The first payment would be paid at 6 months following the new employees start date and the other half will be paid out at his/her one-year anniversary. All staff that qualify and choose to accept the sign on bonus would be required to sign a one-year commitment contract to stay employed at Rocky Knoll or reimburse Rocky Knoll back the amount they received.

Sign On Bonus			
Position	Full Time	Part Time	Annual Cost
RN	\$5,000	\$2,500	\$40,250
LPN	\$3,000	\$1,500	\$15,525
CNA	\$2,000	\$1,000	\$36,800
Total Annual Cost			\$92,575

The total cost for this proposal is \$92,575 based on the current open positions of 10 RN, 6 LPN and 24 CNA positions. This proposal is requesting ARPA Funds.

Thank you for your consideration.



TO: Finance Committee
FROM: Kayla Clinton, Rocky Knoll Administrator
DATE: September 22, 2021
SUBJECT: Tuition Reimbursement Program

The healthcare workforce shortage continues to grow and long-term care facilities are competing with hospitals for skilled workers. In the last year, at least three employees have left Rocky Knoll to work at a hospital because of their tuition reimbursement benefits. Because many long-term care employees are currently attending school or wanting to go back to school, this is an attractive benefit and recruitment tool.

Sheboygan County's two largest hospitals offer between \$2,500 – \$5,000 in tuition reimbursement depending on how many hours you work and what school you are going to. In order to qualify for these programs, employees have to work with that company for a year.

We are proposing that college students can be reimbursed \$3,000-\$4,000 per year for tuition costs. To qualify for this benefit, employees must be pursuing a medical degree, earning a grade of C or higher, and work a certain number of hours in the year. This benefit would be available to current employees and new hires in order to retain and attract top talent. The proposed breakdown is laid out below:

600-800 hours per year	\$3,000
+800 hours per year	\$4,000

If a student worked 600-800 hours in a year, they would commit to working full time during the summer, winter break, and spring break or every other weekend for the whole year.

In order to reach 800 hours in a year, they would need to work part time throughout the year.

These two incentives would be beneficial to employees who attend college locally or afar. They would receive this reimbursement after presenting a transcript and working their +600 hours that year.

Currently Rocky Knoll employs sixteen students, many of which do not work enough hours to qualify for this program. With this benefit, we are incentivizing students to work more hours in order to qualify for this program. At this point 10 students qualify for \$3,000 and 2 qualify for \$4,000. In order to cover full time employee vacation and other staffing needs we would like to hire more students and encourage our current student employees to increase their hours.

We would like to sponsor 20 students for 2 years, which would cost \$81,000 annually. This proposal is requesting ARPA Funds to support this program.

Thank you for your consideration.



TO: Finance Committee
FROM: Kayla Clinton, Rocky Knoll Administrator
DATE: September 22, 2021
SUBJECT: Student Loan Repayment Program for Registered Nurses

Registered Nurses (RNs) are licensed healthcare professionals who are responsible for the coordination, management and overall delivery of care to the residents. Registered Nurse hours per day also drive the staffing rating of the Center for Medicare and Medicaid Services five-star rating.

Rocky Knoll Health Care Center is experiencing a crisis due to staffing shortages. Currently, Rocky Knoll has only three Registered Nurses on second shift due to recent retirements, unexpected absences, and resignations. To fully meet our staffing needs 8 nurses are needed on second shift.

In the last two years, 23 employees have left Rocky Knoll to work at a hospital and at least three of those employees left specifically for the education assistance and loan repayment benefits offered by our local hospitals. As a result, Rocky Knoll would like to offer a loan repayment benefit program to recruit Registered Nurses.

The benefit would be split into two tiers for part-time and full-time employees. Part time RNs who work 3 days a week would be eligible to have \$100 per month paid directly to their student loan lender and in exchange, the employee would agree to continue employment at Rocky Knoll for two years. Full time RNs would be eligible to receive \$200 per month payments to their student loan lender in exchange for a two year commitment to work at Rocky Knoll. The benefit would have a cap of \$4,800 over the life of the benefit. This benefit would only be available to new hires as a strategy to attract and retain Registered Nurses at Rocky Knoll for part-time and full-time positions.

We are requesting \$19,500 which would allow 10 Registered Nurses to receive the loan repayment benefit, in exchange for working at Rocky Knoll for two years. This proposal is requesting ARPA Funds to support this benefit.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 9/23/2021
To: Human Resources Committee Members
From: Kayla Clinton

Position Request:

Position: LTE-Receptionists
Reason for Vacancy: Vacant position-unbudgeted

Justification: To meet the needs of our residents' visitors, we are requesting receptionists to on evenings and weekends. Due to restricted visitation and mitigation of COVID-19, we are required to have COVID-19 screening and infection control protocols.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No
If not, please state the amount over budget as well as the proposed source of funds: ARPA funds pending county board approval

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$38,030	\$28,573	\$38,030

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature *Kayla Clinton* Date: 9/15/21
 Human Resources Director Signature *[Signature]*/ple Date: 09/16/2021
 Liaison Committee Signature _____ Date: _____
 Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (Salaried Positions Only.)
5. HR begins recruitment process.



ANNUAL REPORT ON HEALTH INSURANCE

Section 2.12(5) of the County Code requires the Human Resources Committee to prepare an annual report in advance of each October County Board meeting summarizing the actual cost of employee health insurance, computing the cost into a monthly rate into various category groups, and recommending rates into the future for single and family groups.

This report and the recommendations were required as part of the necessary administration of the County's self-insurance program. Through the adoption of Resolution No. 21 (2015/16), the County Board determined that it was in the County's best interests to pool its self-insurance program with other counties through the Wisconsin Counties Association Group Health Trust. As a result, Group Health Trust, a fully insured program now assists the County with establishing annual cost of health insurance.

Sheboygan County is nearing the sixth full year of participation in the Group Health Trust, which has proven to provide Sheboygan County and the employees excellent services. The Group Health Trusts renewal rate of the Sheboygan County Health Plan for 2022 is 3%. The Finance Department recommends a health insurance budget increase at 4.85%. The Human Resources Committee supports the Finance Department recommendation. Of particular note, the 2022 Employee Benefits Budget results in a 0% fund balance requirement, therefore the health insurance plan has attained a self-sufficient status.

Respectfully submitted this 19th day of October, 2021.

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE

Fran Damp, Chairperson

Roger TeStroete, Vice-Chairperson

Edward Procek, Secretary

Charlette Nennig, Member

Vicky Schneider, Member

ADDENDUM A

Recommended monthly premium rates for calendar year 2022 are as follows:

Medical and Dental Monthly Premium Rates

		<u>2021</u>	<u>2022</u>	<u>Dollar</u> <u>Increase/Month</u>	<u>%</u> <u>Increase</u>
Employee Health	Family	\$2,288.65	\$2,399.54	\$110.89	4.85%
	Single	\$922.61	\$967.31	\$ 44.70	4.85%
Employee Dental	Family	\$135.38	\$135.38	\$ 0.00	0.00%
	Single	\$54.05	\$54.05	\$ 0.00	0.00%
COBRA Health	Family	\$2,334.51	\$2,447.53	\$113.02	4.85%
	Single	\$941.06	\$986.66	\$ 45.60	4.85%
COBRA/Retiree Dental	Family	\$138.09	\$138.09	\$ 0.00	0.00%
	Single	\$55.13	\$55.13	\$ 0.00	0.00%