

Port Washington, Wisconsin  
February 16, 2011

Aging and Long Term Care Committee met in Room A-200 at the Administration Center prior to County Board.

Present: Supervisors Stumpf, Richart, Rothstein, and Geracie (8:35am). Staff: County Administrator Meaux, Lasata Administrator Luedtke, and County Clerk Winkelhorst.

Others Present: Supervisor Leider

Absent: Supervisor Curtis

Call to Order/Proper Notice/Adoption of Agenda: The meeting was called to order by Vice Chairperson Stumpf at 8:30AM. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Richart, seconded by Supervisor Rothstein to adopt the agenda as presented. All members present voting aye. Motion carried. (3-0)

Public Comment: There was none.

Lasata Campus:

Action Items:

Review/Approve Lasata Care Center Reorganization:

Request to Fill Assistant Administrator Position, Non-Rep, 40 hrs, Paygrade Change from 111 to 110: Mr. Luedtke stated that the Assistant Administrator position was recently vacated. This position is responsible for coordinating Administrative office functions including Human Resource duties for the entire campus. This position requires a state Nursing Home Administrator's license and assumes all responsibility for operations in the absence of the Administrator as required by State Code.

In the interim, Human Resources Director Dzwinel has spent numerous half days at the Care Center at the request of the County Administrator to evaluate the filling of the position. The Administration of the Care Center and Campus in general, since the resignation of the Assistant Administrator is lacking three critical areas; personnel management, high level fiscal analysis and reporting and providing competent and continuous back-up to the Administrator. This approach to reorganization provides needed redundancy in these three areas allowing for cross support for the two Administrator positions and fiscal support across the Assistant Administrator and Fiscal Coordinator positions.

8:35AM Supervisor Geracie in attendance and assumed the Chair.

Supervisor Richart raised concerns regarding lowering the paygrade of a position that would assume the Administrator's duties if needed. Discussion on the job duties.

Motion made by Supervisor Rothstein, seconded by Chairperson Geracie to approve the request to fill the Assistant Administrator position, lowering the paygrade from a 111 to 110, and allowing the Lasata Care Center Administrator to exceed the maximum wage credit policy, and hire at any point in the pay grade accounting for the applicants experience. The majority of members present voting aye. Motion carried. (3-1) Richart opposed. This will move forward to the Administrative Committee for approval.

Request to Upgrade Account Services Coordinator Position, Non-Rep, Paygrade 105 to Fiscal Coordinator, Non-Rep Paygrade 106: Mr. Luedtke explained that this is part of the reorganization as was explained previously. The duties and responsibilities have increased and this position coordinates billing as well for the entire campus.

Motion made by Supervisor Rothstein, seconded by Supervisor Richart to approve the name change from Account Services Coordinator to Fiscal Coordinator and an increase from a paygrade 105 to

paygrade 106. All members present voting aye. Motion carried. (4-0) This will move forward to the Administrative Committee for approval.

Review/Approve Carryover of 2010 Funds: The request to carryover funds from the 2010 budget for a capital outlay projected that was started in 2010 and for the contracted Measurable Management Training Program the will not be completed until February of 2011.

Motion made by Supervisor Stumpf, seconded by Supervisor Rothstein to approve the carryover of 2010 funds in the amount of \$47,500. All members present voting aye. Motion carried. (4-0) This will move forward to the Administrative Committee for approval.

Next Meeting Date: Wednesday, March 2, 2011 – 1:00PM

Adjournment: Motion made by Supervisor Richart, seconded by Supervisor Stumpf to adjourn. All members present voting Aye. Motion carried. (4-0).

Meeting adjourned at 8:53AM.

*Julianne B. Winkelhorst, County Clerk*