

# Richland County Community & Health Services Standing Committee

Date Posted: January 29, 2026

## NOTICE OF MEETING

Please be advised that the Richland County Community & Health Services Standing Committee will convene on Thursday, February 5, 2026, at 9:30 AM in the Richland County Board Room of the Courthouse located at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

<https://administrator.co.richland.wi.us/minutes/community-and-health-services-committee/>

If you have any trouble accessing the meeting, please contact MIS Support at 608-649-4371 (phone) or mis@co.richland.wi.us (email).

## AGENDA

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From December 4, 2025 Meeting
6. Public Comment
7. Reports
  - A. HHS Director: Administrative Report
  - B. HHS Expenditures Report (Vouchers & Expenditures Over \$2,000 But Less Than \$10,000)
  - C. HHS 2025 Budget Summary & Richland County Placement Report
  - D. Pine Valley Community Village: Administrative Report
  - E. Child Support Agency: Director Report & Departmental Activities
8. Discussion & Possible Action: Changing Committee Meeting Time
9. Discussion & Possible Action: Changes To The Pine Valley Community Village Addendum
10. Correspondence
11. Future Agenda Items
12. Adjourn

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Tricia Clements, County Administrator at 181 W. Seminary St., Richland Center, WI 53581 or call 608-647-2197.

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Community & Health Services Standing Committee.

Derek S. Kalish  
County Clerk

# Richland County Community & Health Services Standing Committee

December 4, 2025

The Richland County Community & Health Services Standing Committee convened on Thursday, December 4, 2025, in person and virtually at 9:30 AM in the County Boardroom of the Richland County Courthouse.

**Call To Order:** Committee Chair Kramer called the meeting to order at 09:30 AM

**Roll Call:** Deputy Clerk Hege conducted roll call. Committee member(s) present: Mary Miller, Sandra Kramer, Larry Engel, Alayne Hendricks, Rod Perry, and Dr. Jerrel Berres. Committee member(s) absent Daniel McGuire, Frances Braithwaite, and Cynthia Chicker.

**Verification of Open Meetings Law Compliance:** Deputy County Clerk Hege confirmed the meeting had been properly noticed.

**Approval Of Agenda:** Motion Engel, seconded by Miller to approve agenda. Motion carried and agenda declared approved.

**Approval Of Minutes From November 6, 2025 Meeting:** Committee Chair Kramer asked if there were any amendments or corrections to the minutes from the November 6, 2025 meeting. Hearing none, Committee Chair Kramer declared the minutes approved as presented.

**Public Comment:** Kevin Hoffman joined via WebEx and shared a letter of complaint regarding the CPS policies of the Health and Human Services department with the committee. Brief discussion ensued. Supervisor Perry introduced himself as a newly appointed member of the Community and Health Service Standing Committee. Supervisor Kramer reminded all assembled that the American Legion was holding a bake sale at a local bank.

## Reports

**A. HHS Director: Administrative Report:** Health & Human Services Director, Stephanie Ronnfeldt, presented the HHS December 2025 Unit Updates report to the committee and highlighted the ADRC trip to the La Crosse Rotary Lights, the Rise and Dine program, CYS referrals, and the flu shot clinic. Director Ronnfeldt introduced Tamara Olson to the committee as the new Behavioral Health Manager. Brief discussion ensued.

**B. HHS Expenditures Report (Vouchers & Expenditures Over \$2,000 But Less Than \$10,000):** Kali Levy, Business & Financial Services Manager, presented the Expenditures Report. No discussion.

**C. HHS Budget Summary & Richland County Placement Report:** Kali Levy, Business & Financial Services Manager, presented the HHS Budget Summary and Richland County Placement Report and reported that adult placements were at 53% utilization and child placements were at 47% utilizations. No discussion.

# Richland County Community & Health Services Standing Committee

**D. HHS 2026 Revenue Contracts:** Director Ronnfeldt presented the Richland County Health and Human Services 2026 Revenue Contracts report and gave a brief background on the revenue contract process. No discussion.

**E. Quarterly Contract Monitoring Report:** Director Ronnfeldt presented Contract Monitoring Report for 2025 to the committee. Brief discussion ensued.

**F. Quarterly Review Of Organization Chart:** Director Ronnfeldt presented the Richland County Health & Human Services Organizational Chart and briefly highlighted the staffing level of each department. Brief discussion ensued.

**G. Pine Valley Community Village: Administrative Report:** Brittany Paulus, Nursing Home Administrator, provided the Pine Valley Community Village December report and highlighted that the current census was 69, the results of a recent survey, the new wound care physician, a contract for wound care supplies, the new food vendor, and the results of several self-report instances. Brief discussion ensued.

**Discussion & Possible Action: New Starting Wage For Licensed Practical Nurses:** Brittany Paulus, Nursing Home Administrator, provided a brief description of the proposed changes to the starting wage for Licensed Practical Nurses. Motion by Engel, seconded by Perry to approve the resolution. Brief discussion ensued. Motion carried and the resolution was approved and forwarded onto to the county board for final approval.

**Discussion & Possible Action: Updates To Pine Valley Addendum:** Brittany Paulus, Nursing Home Administrator, provided a brief description of the proposed changes to the Pine Valley addendum. Motion by Engle, seconded by Berres to approve the resolution. Brief discussion ensued. Motion carried and the resolution was approved and forwarded on to county board for final approval.

**Discussion & Possible Action: Resolution Approving Provider Contracts For 2026 For The Health And Human Services Department:** Director Ronnfeldt presented provided a brief explanation of the provider contracts. Motion by Hendricks, seconded by Miller to approve the resolution. Brief discussion ensued. Motion carried and the resolution was approved and forwarded on to county board for final approval.

**Discussion & Possible Action: Approve Changes To Fee Schedule:** Director Ronnfeldt presented provided a brief explanation of the changes to the fee schedule. Motion by Perry, seconded by Miller to approve the resolution. Brief discussion ensued. Motion carried and the changes were approved.

**Correspondence:** County Administrator Clements stated she would have the letter from Mr. Hoffman made available to the members of the committee.

## **Future Agenda Items:**

Discussion & Possible Action: Changing Committee Meeting Time  
Report: Area Mental Health Clinics

**Adjourn:** Committee Chair Kramer entertained a motion to adjourn until January 8, 2026 at 9:30 AM. Motion by Miller, second by Engel to adjourn. Motion carried and meeting adjourned at 10:23 AM.

Richland County  
Community & Health Services Standing Committee

Respectfully submitted by,

*Myranda H. Hege*

Myranda H. Hege  
Deputy County Clerk

DRAFT

## HHS February 2026 Unit Updates

### ADRC

- The Richland County Transportation Program continued to provide a high level of service to the community. In 2025 the program provided 4356 one-way volunteer driver trips. Volunteer drivers traveled 179,532 miles and donated 6345 hours of their time. The Bus program which provides both bus routes and wheelchair trips provided a total of 1152 one way trips, traveling 19,974 miles.
- The Richland County Nutrition Program continues to provide meals at its three meals sites - Richland Center, Rockbridge, and Germantown. In 2025 we added Rise n' Dine at the Phoenix, which was a huge success. Due to the success we will be offering it monthly starting in February.
- The ADRC/Richland County Care Coalition partnered and offered four POA for healthcare clinics in 2025 and assisted 41 individuals with setting up their POA documents. This will be offered again quarterly in 2026.
- The ADRC is partnering with the Willow Community Center in Loyd and the Land and Conversation office to start a program called "Men's Shed". It will be on the 2nd Wednesday of the month at 11 am, starting March 11th. The goal of a Men's Shed is to bring men over the age of 60 together and promote socialization, reducing loneliness and improving the health and well-being of men. Each month there will be a different speaker, a light lunch, and time for people to connect. March's speaker will be Phil Nee, local radio host. People interested in more information can reach out to the ADRC.

### Behavioral Health

During the month of January, Behavioral Health staff worked diligently to assist the residents of Richland County in improving their emotional well-being by serving as a resource in the areas of education, intervention and treatment for mental health and addiction. While specific numbers were not available this month, their hard work does not go unnoticed.

Also in January, the unit welcomed a new Recovery Services Coordinator to be the liaison with the jail and provide resources to that population and we continue to recruit for a Mental Health Case Manager to work with our Comprehensive Community Services (CCS) clientele.

### Child and Youth Services

Currently for out of home care children:

1 child in a foster home placement

1 child in a trial reunification with their parent

Youth Justice referrals continue to be received steadily.

Shelby Miller is currently out on medical leave however, has accepted the position of the Lead Social Worker and will begin that role on March 2<sup>nd</sup>.

The unit manager completed an extensive supervising safety training at the end of 2025. Due to that training, the staff in the CYS unit that are safety trained have the opportunity to attend a similar training as a refresher. Those staff are attending that training within the next few weeks. This is a wonderful opportunity to refresh their skills and get trained on any changes that DCF may have implemented since the time they completed their initial training.

### **Economic Support**

Below you will find the number of calls answered by Capital Consortium for the year of 2025. The calls answered continues to be above the 85% benchmark set by the state. We had 9 ESS taking calls in that month. With 9 ESS, our goal is to answer 7.75% of all calls.

MONTH:	WHOLE CONSORTIUM - INBOUND OFFERED	WHOLE CONSORTIUM - ANSWERED	ANSWER RATE FOR CONSORTIUM	TOTAL ANSWERED BY RICHLAND	PERCENTAGE OF CALLS ANSWERED	PERCENTAGE OF CALLS TO ANSWER - GOAL -
Jan-25	26,871	23,216	86.40%	1,954	8.40%	7.70%
Feb-25	21,317	20,527	96.29%	1,968	9.50%	9.40%
Mar-25	21,804	21,158	97.04%	2,018	9.50%	8.60%
Apr-25	22,145	21,548	97.30%	2,074	9.60%	8.60%
May-25	21,201	20,604	97.18%	1,961	9.50%	8.60%
Jun-25	21,973	21,184	96.41%	2,023	9.50%	8.60%
Jul-25	22,986	22,235	96.73%	1,976	8.80%	8.60%
Aug-25	20,852	19,912	95.49%	1,795	9.00%	7.75%
Sep-25	23,191	21,534	92.85%	2,082	9.60%	7.75%
Oct-25	22,150	21,159	95.53%	1,839	8.60%	7.75%
Nov-25	18,357	17,541	95.55%	1,421	8.10%	7.75%
Dec-25	23,829	22,191	93.13%	1,816	8.18%	7.75%

ESS process casework in the CARES Worker Web (CWW) system. This is done while on the phone with callers, but is also done during their time off the phone when they are processing applications, renewals, six month report forms (SMRFs), documents, discrepancies, alerts, and ACCESS change reports. There are several tasks within each duty. For example, there are several tasks performed when one application is processed. Here are the stats for 2025:

MONTH:	Total Consortium Tasks Completed - Consortium	Avg Tasks per worker - Consortium	Total Tasks Completed - Richland	Avg Tasks per worker - Richland
Jan-25	100,716	916	8,891	889
Feb-25	86,162	783	7,800	780
Mar-25	88,678	806	9,183	918
Apr-25	79,605	730	7,848	785
May-25	70,964	651	6,731	673
Jun-25	78,611	721	8,342	834
Jul-25	72,090	674	7,789	779
Aug-25	69,892	659	7,788	779
Sep-25	82,109	782	8,448	939
Oct-25	77,786	741	8,462	940
Nov-25	62,847	599	6,035	671
Dec-25	84,602	806	7,767	863

In addition to those responsibilities for Richland County ESS, they are required to be the in-office On-Call Worker one to three times per month. This means they are available to the agency staff and visitors (by phone or walk-in) who have questions regarding public assistance benefits. The On-Call ESS answers general questions and case specific questions for those customers who stop in at the office or call in to the local

agency. These On-Call workers also handle issuing the temporary Quest cards, any in-person appointments that customers request, and assist customers with getting to their drug tests in the Public Health Unit (for the Foodshare program).

NUMBER OF CONTACTS ON-CALL			
WORKER HANDLED			
MONTH	TOTAL		
Jan-25	143		
Feb-25	89		
Mar-25	98		
Apr-25	68		
May-25	97		
Jun-25	84		
Jul-25	106		
Aug-25	83		
Sep-25	79		
Oct-25	127		
Nov-25	86		
Dec-25	111		

Due to the federal government trying to freeze some Child Care funding, parents and providers may have questions regarding the availability of those benefits. DCF released this statement as a part of their January 8 Child Care Provider Updates:

## January 8 Child Care Provider Updates

### Update on Federal Child Care Funds

The Wisconsin Shares child care subsidy program continues to serve Wisconsin families accessing quality early care and education. January benefits were loaded onto parents' MyWIChildCare EBT cards on January 1, and families should use the benefits as usual to pay their authorized child care provider. We are aware of public reporting indicating the federal government has attempted to freeze certain child care funding for several states, reportedly including Illinois, Minnesota, California, Colorado, and New York. At this time, we do not believe Wisconsin programs are impacted by this freeze; however, the Wisconsin Department of Children and Families (DCF) continues to monitor this situation closely and we will review any guidance from the federal government for potential impacts and share information as it becomes available.

Last month I reported that MAPP HealthCare premiums are no longer forgiven if left unpaid. This began with December's premium payment. What this means is if a MAPP recipient didn't pay their premium in December, they will be getting a letter after 1/16/26 telling them their MAPP Health Care benefits are ending at the end of January. They have until the end of January to pay December and January premiums.

## Public Health

- Welcome to Grace Tjossem, Public Health Intern who joined our team on January 12<sup>th</sup>! Grace will be with RCHHS Public Health for 600 hours through early May 2026.
- Next Vaccine for Children & Adults (VFC/VFA) Immunization Clinics: January 29<sup>th</sup> & February 26<sup>th</sup>.
- Evan Ewing: CHIP Mental Health Workgroup will be meeting on January 23rd virtually, first meeting of the new year.
- P4P won the Richland Rejuvenates, "Making a Difference Award" for Outstanding Organization
- Radon:

- Completed radio interview with Big Country Radio WEKZ on behalf of Lafayette County for Radon Action Month
  - Provided separate radio spots with Big Country, WQPC (Prairie Du Chein), and WRCO for Radon Action Month
  - Created a Radon Action Month social media content delivery strategy (social media graphics and captions) and have posted 3 of 4 posts on agency Facebook
  - Partnered with Symons and The Richland Hospital to digitally share flyers and other information for Radon Action Month
  - Created and delivered flyers for Radon Action Month to Anytime Fitness, Community First Bank, the 24-hour laundry mat, Creative Outlet, and the Brewer Public Library
- Environmental Public Health Tracking: Taking Action With Data
  - Ordered and have received all supplies for grant implementation (except for some of the Legos for the Lego Tick Kits and the tick removal kits)
  - Engaging in outreach to offer tick bite prevention information via presentations, flyers, handouts, signage, and policy change
  - Completed midyear reporting
- MCH Objective:
  - Working with RCCFAC to plan and deliver community campaign to reduce adolescent anxiety/equip parents with how they can support their children with anxiety
  - Completed 2025 reporting for Q3 & Q4
- Public Health Staff participated in a Measles Tabletop Exercise, hosted by Sauk County Public Health in Baraboo on January 22<sup>nd</sup>.
- Flu cases increasing in the state, region, community, including both flu A & B! RCHHS respiratory guidance updated for staff.
  - WI DHS weekly respiratory virus activity report indicates “moderate” activity for COVID, Flu & RSV; in the Southern Region, a slight decrease, overall.
  - For more information and most up to date reports, visit: <https://www.dhs.wisconsin.gov/disease/respiratory-data.htm>
  - EH consortia meeting was held at the GCHD in Lancaster on December 17<sup>th</sup>, with an emphasis on shared regional tasks.

**RICHLAND COUNTY HEALTH AND HUMAN SERVICES  
VOUCHERS – February 5, 2026**

<b>Unit</b>	<b>Number of Vouchers</b>	<b>Amount</b>
<b>2025 Volunteer Driver Expense Reports</b>	18	\$11,588.65
<b>2025 Prepaid Vouchers</b>	46	\$19,805.05
<b>2026 Prepaid Vouchers</b>	3	\$950.00
Purchasing Card	36	\$7,196.88
<b>TOTAL</b>	<b>103</b>	<b>\$39,540.58</b>

**TRANSPORTATION DRIVER**

	<b>Check #</b>	<b>Date</b>	<b>Driver Name</b>	<b>Vendor #</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
1	48401	1/14/26	Ruth Brennum	1059	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 1,364.30 \$ -
2	48411	1/14/26	William Butteris	6368	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 1,157.10 \$ 7.39
3	48410	1/14/26	William Drea	4163	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 85.40 \$ -
4	48409	1/14/26	Virginia Gieseke	4628	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 49.70 \$ -
5	48377	1/14/26	Daniel Hardy	2503	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 129.50 \$ 7.39
6	48384	1/14/26	Janice Hill	4599	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 581.70 \$ -
7	48404	1/14/26	Sharon Jones	1038	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 333.90 \$ -
8	48376	1/14/26	Cindy Maly	6338	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 492.10 \$ -
9	48387	1/14/26	Kathleen Maly	4448	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 112.00
10	48380	1/14/26	Donald McCarthy	4546	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 1,001.70 \$ -
11	48402	1/14/26	Sandra McKittrick	4449	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 506.10 \$ -
12	48383	1/14/26	Hubert McWane	4161	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 1,105.30 \$ 36.28
13	48392	1/14/26	Pamela Moran	6110	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 382.20 \$ -
14	48405	1/14/26	Susan Price	1973	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 740.60 \$ 30.91
15	48370	1/14/26	Arnold Joseph Richter	2000	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 1,080.80 \$ -
16	48386	1/14/26	Karen L Sumwalt	6550	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 350.00 \$ -
17	48381	1/14/26	Gregory Wankowski	6563	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 891.10 \$ -
18	48375	1/14/26	Cheryl Graves	7195	Mileage Meals	630.5563.0000.53039 630.5563.0000.53035	\$ 1,128.40 \$ 14.78

\$ 11,588.65



Richland County, WI

Richland  
County  
A County of Firsts

## 2025 &amp; 2026 EXPENDITURES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 530 - RESOURCE CENTER FUND</b>					
NICHOLE GAUDETTE	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	530.5507.0000.53035	\$ 34.17
CASSANDRA SANDERS	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	530.5507.0000.53039	\$ 5.00
ELIZABETH BRAUN	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	530.5507.0000.53039	\$ 159.12
ROXANNE KLUBERTANZ-GERBI	20251231 HHS	01/07/2026	DEC 2025 MILEAGE	530.5507.0000.53039	\$ 15.81
CASSANDRA SANDERS	20251231 HHS	01/07/2026	DECEMBER 2025 MILEAGE	530.5507.0000.53039	\$ 13.87
<b>Fund 530 - RESOURCE CENTER FUND Total:</b>				<b>\$ 227.97</b>	
<b>Fund: 560 - HEALTH &amp; HUMAN SERVICES FUND</b>					
LAURIE COUEY	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	560.5457.0000.53039	\$ 45.39
LAURIE COUEY	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	560.5459.0000.53039	\$ 129.45
LAURIE COUEY	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	560.5472.0000.53039	\$ 36.21
QUADIENT LEASING USA, INC.	Q2109760	12/17/2025	20251118 HHS MAIL METER LE	560.5511.0000.55032	\$ 372.42
ELIZABETH ORELLANA	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	560.5457.0000.53039	\$ 33.15
ELIZABETH ORELLANA	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	560.5459.0000.53039	\$ 108.12
AMANDA DRAKE	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	560.5472.0000.53039	\$ 25.25
ERIC IVES	20251130 HHS	12/17/2025	OCTOBER MILEAGE	560.5479.0000.53039	\$ 78.54
AMBER PETERS	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	560.5481.0000.53039	\$ 64.26
JESSICA TISDALE	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	560.5502.0000.53039	\$ 185.64
BRITTNEY WIRTZ	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	560.5502.0000.53039	\$ 171.36
RHONDA FRADETTE	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	560.5502.0000.53039	\$ 170.34
ERIC IVES	20251130 HHS	12/17/2025	OCT/NOV/DEC 2025 MILEAGE	560.5518.0000.53039	\$ 149.94
JESSICA TISDALE	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	560.5518.0000.53039	\$ 20.40
ERIC IVES	20251130 HHS	12/17/2025	NOVEMBER MEAL	560.5518.0000.59099	\$ 15.39
MORRIS NEWSPAPER CORP OF	20251130 HHS	12/17/2025	REF NO. 528149	560.5531.0000.59099	\$ 230.00
CINDY BROMELAND	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	560.5532.0000.53039	\$ 371.79
WAYSTAR, INC	30006167096	12/17/2025	20251210 HHS PATIENT PAYM	560.5477.0000.52014	\$ 36.88
MIDWEST MONITORING &	DT 1125110	12/26/2025	20251130 HHS CYS SUPPLIES A	560.5530.0000.57050	\$ 295.08
HYNEK PRINTING LLC	00074123	12/26/2025	20251212 HHS RELEASES OF IN	560.5511.0000.53012	\$ 893.00
WALSHS ACE HARDWARE	539767	12/26/2025	20251215 HHS MAINTENANCE	560.5511.0000.53056	\$ 116.60
RICHLAND CENTER UTILITIES	20251208 HHS	12/26/2025	20251208 HHS UTILITY BILL	560.5511.0000.52022	\$ 1,786.60
WISCONSIN ELECTRIC POWER	5733824459	12/26/2025	20251209 HHS HEATING BILL	560.5511.0000.52026	\$ 449.83
DATEK IMAGING LLC	40800020	12/31/2025	20251215 HHS PRINTER USAGI	560.5511.0000.53013	\$ 781.44
UW MADISON ACCOUNTING S	CIV-00046853	12/31/2025	20251217 HHS CYS TRAINING	560.5502.0000.51057	\$ 70.00
GRANT COUNTY HEALTH DEPT	20251202 HHS	12/31/2025	20251202 HHS PH VACCINES	560.5401.0000.59099	\$ 55.00
ISABELA CANDELARIA	20251130 HHS	01/07/2026	NOV 2025 MILEAGE	560.5472.0000.53039	\$ 73.44
ISABELA CANDELARIA	20251231 HHS	01/07/2026	DEC 2025 MEALS	560.5472.0000.53035	\$ 25.00
ISABELA CANDELARIA	20251231 HHS	01/07/2026	DEC 2025 MILEAGE	560.5472.0000.53039	\$ 116.99
AMANDA DRAKE	20251231 HHS	01/07/2026	DEC 2025 MILEAGE	560.5472.0000.53039	\$ 31.62
AMBER PETERS	20251231 HHS	01/07/2026	DEC 2025 MILEAGE	560.5477.0000.53039	\$ 14.28
ERIC IVES	20251231 HHS	01/07/2026	20251231 HHS EMPLOYEE EXP	560.5518.0000.53039	\$ 219.30
WAYSTAR, INC	30006145694	01/07/2026	20251112 HHS PATIENT PAYM	560.5477.0000.52014	\$ 36.88
LANGUAGE LINE SERVICES, INC	11785715	01/07/2026	20251130 HHS LANGUAGE LIN	560.5503.0000.52016	\$ 311.62
SCHILLING SUPPLY COMPANY	1034020-00	01/07/2026	20251223 HHS AGENCY SUPPL	560.5511.0000.53056	\$ 1,589.85
MORRIS NEWSPAPER CORP OF	20251231 HHS	01/07/2026	20251231 HHS ANNUAL SUBSC	560.5511.0000.53026	\$ 85.50
<b>Fund 560 - HEALTH &amp; HUMAN SERVICES FUND Total:</b>				<b>\$ 9,196.56</b>	
<b>Fund: 630 - COUNTY AGING UNIT FUND</b>					
RONALD COUEY	20251031 HHS	12/17/2025	20251031 HHS EMPLOYEE EXP	630.5563.5310.53035	\$ 29.16
PREMIER COOPERATIVE	20251130 HHS 2501	12/17/2025	20251130 HHS ADRC FUEL	630.5563.5310.53051	\$ 214.95
PREMIER COOPERATIVE	20251130 HHS 5320	12/17/2025	20251130 HHS ADRC FUEL	630.5588.0000.53051	\$ 108.00
MORRIS NEWSPAPER CORP OF	20251130 HHS	12/17/2025	REF NO. 528150	630.5563.5310.53026	\$ 130.00
MORRIS NEWSPAPER CORP OF	20251130 HHS	12/17/2025	REF NO. 528151	630.5563.5310.53026	\$ 173.75
DANIEL HARDY	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	630.5563.5310.53035	\$ 5.28
rita connors	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	630.5583.0000.53039	\$ 81.09
alice meyer	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	630.5583.0000.53039	\$ 85.68
tina shaw	20251130 HHS	12/17/2025	20251130 HHS EMPLOYEE EXP	630.5588.0000.53039	\$ 89.45
NUTRI-SYSTEMS CORPORATIOI	54951	12/17/2025	20251107 HHS ADRC MEAL TR	630.5580.0519.53022	\$ 506.99
SYMONS RECREATION COMPLI	121125	12/17/2025	20251211 HHS ADRC MUSCOD	630.5407.0000.59070	\$ 17.20
SYMONS RECREATION COMPLI	121225	12/17/2025	20251212 HHS ADRC TAI CHI C	630.5407.0000.59070	\$ 265.00
SYMONS RECREATION COMPLI	121325	12/17/2025	20251213 HHS ADRC TAI CHI C	630.5407.0000.59070	\$ 64.50
ROXANNE KLUBERTANZ-GERBI	20251231 HHS	01/07/2026	DEC 2025 MILEAGE	630.5566.0000.53039	\$ 61.20
DANIEL HARDY	20251231 HHS	01/07/2026	DEC 2025 MEALS	630.5563.5310.53035	\$ 15.15
TINA SHAW	20251231 HHS	01/07/2026	DECEMBER 2025 MILEAGE	630.5588.0000.53039	\$ 143.62
CHRISTOPHER E KETTNER	036903	01/07/2026	DEC 2025 ROCKBRIDGE MEALS	630.5581.0000.53022	\$ 660.40
CHRISTOPHER E KETTNER	036903	01/07/2026	DEC 2025 GERMANTOWN ME	630.5583.0000.53022	\$ 730.25
CHRISTOPHER E KETTNER	036903	01/07/2026	DEC 2025 FROZEN MEALS	630.5588.0000.53022	\$ 610.00
CHRISTOPHER E KETTNER	036903	01/07/2026	DEC 2025 RICHLAND CENTER N	630.5588.0000.53022	\$ 6,070.60
CHRISTOPHER E KETTNER	036903C	01/07/2026	DEC 2025 ROCKBRIDGE CREDI	630.5581.0000.53022	\$ (31.75)
<b>Fund 630 - COUNTY AGING UNIT FUND Total:</b>				<b>\$ 10,030.52</b>	
<b>Fund: 990 - OPIOID SETTLEMENT</b>					
RUNNING INC	32475	12/31/2025	20251222 HHS BH TAXI VOUCH	990.5113.5512.59099	\$ 350.00
<b>Fund 990 - OPIOID SETTLEMENT Total:</b>				<b>\$ 350.00</b>	
<b>2025 Grand Total:</b>				<b>\$ 19,805.05</b>	
<b>Fund: 630 - COUNTY AGING UNIT FUND</b>					
ST ANTHONY CHURCH	20250102 HHS	01/07/2026	20250102 HHS JAN CAZ MEALS	630.5583.0000.55031	\$ 250.00
BETHLEHEM LUTHERAN CHUR	20260102 HHS	01/07/2026	20260102 HHS JAN ROCKBRIDI	630.5581.0000.55031	\$ 400.00
CITY OF RICHLAND CENTER	20260102 HHS	01/07/2026	20260102 HHS JAN RC MEALS	630.5588.0000.55031	\$ 300.00
<b>2026 Grand Total:</b>				<b>\$ 950.00</b>	

## 01/06/26 STATEMENT DATE - 12/09/25 - 01/05/26 TRANSACTIONS

## US Bank National Association #6167 Acct #4874

	Date	Vendor Name	Account #	Amount
1	12/10/25	SP Exercize Innovation	630.5407.0000.59099	\$ 831.08
2	12/9/25	Kwik Trip	990.5113.5512.59099	\$ 150.00
3	12/11/25	Tebra Technologies	560.5477.0000.52014	\$ 1,372.25
			560.5472.0000.52014	\$ 738.14
			560.5520.0000.59099	\$ 40.00
			560.5481.0000.52014	\$ 50.11
			630.5407.0000.59099	\$ 24.95
5	12/10/25	Amazon	630.5407.0000.59099	\$ 13.92
6	12/11/25	Amazon	630.5566.0000.59099	\$ 38.54
7	12/10/25	Amazon	630.5407.0000.59099	\$ 20.88
8	12/10/25	Amazon	630.5407.0000.59099	\$ 10.78
9	12/10/25	Amazon	630.5407.0000.59099	\$ 239.40
10	12/11/25	Amazon	560.5511.0000.53019	\$ 199.60
11	12/11/25	Amazon	560.5511.0000.53019	\$ 22.98
12	12/18/25	Amazon	630.5407.0000.59099	\$ 89.40
13	12/17/25	Amazon	630.5407.0000.59099	\$ 18.44
14	12/19/25	Amazon	630.5407.0000.59099	\$ 109.82
15	12/19/25	UW Green Bay	560.5481.0000.51057	\$ 35.00
16	12/22/25	DOJ	560.5477.0000.59028	\$ 15.00
17	12/22/25	DOJ	560.5503.0000.59099	\$ 15.00
18	12/23/25	Kneerover	560.5484.0000.59092	\$ 499.00
19	12/22/25	Amazon	560.5459.0000.59092	\$ 40.94
20	12/23/25	Adaptefy Ltd	560.5459.0000.59092	\$ 128.75
21	12/22/25	Amazon	560.5511.0000.53019	\$ 8.26
22	12/22/25	Amazon	560.5459.0000.59092	\$ 45.98
23	12/22/25	Amazon	560.5511.0000.53019	\$ 277.93
24	12/29/25	Lifevac	560.5459.0000.59092	\$ 144.85
25	12/29/25	Amazon	630.5566.0000.59099	\$ 84.99
26	12/29/25	Amazon	630.5407.0000.59099	\$ 95.98
			630.5566.0000.59099	\$ 10.99
27	12/29/25	DOJ	560.5503.0000.59099	\$ 15.00
28	12/29/25	DOJ	560.5503.0000.59099	\$ 15.00
29	12/22/25	Amazon	560.5459.0000.59092	\$ 56.41
30	12/31/25	Meals on Wheels America	630.5564.0000.53034	\$ 250.00
31	12/31/25	Amazon	630.5580.0000.53019	\$ 57.99
32	12/31/25	Amazon	630.5580.0000.53019	\$ 75.14
33	12/31/25	The Webstaurant Store	630.5580.0000.53019	\$ 817.22
34	12/31/25	Amazon	630.5580.0000.53019	\$ 204.84
35	12/31/25	Amazon	630.5580.0000.53019	\$ 43.35
36	12/31/25	Amazon	630.5580.0000.53019	\$ 288.97
				\$ 7,196.88

**RICHLAND COUNTY**  
**2025 ADULT PLACEMENTS**  
**Fund 54**

**ADULT INSTITUTIONAL AND INPATIENT PLACEMENTS**

*Includes Mental Health Institutes, Trempealeau County Health Care, private inpatient hospitals, detox facilities, and crisis stabilization facilities*

*Cost Range: \$375 to \$1,596 per day*

<b>INSTITUTIONAL</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<i>Days of Stay</i>	28	13	44	59	78	53	24	62	22	36	12	37
<i># of Individuals</i>	2	3	4	9	11	7	5	7	3	5	3	3
<i>Cost of Stay</i>	\$44,688	\$0	\$0	\$35,122	\$21,121	\$27,806	\$39,646	\$89,564	\$61,931	\$64,737	\$8,664	\$2,848
<i>Reimbursements</i>	(\$11,477)	\$0	(\$11,665)	\$0	\$0	\$0	\$0	(\$5,044)	(\$52,143)	(\$12,064)	(\$16,627)	(\$2,417)
<i>County Expense</i>	\$33,211	\$0	(\$11,665)	\$35,122	\$21,121	\$27,806	\$39,646	\$84,520	\$9,788	\$52,673	(\$7,963)	\$431

<b>CRISIS STABILIZATION</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<i>Days of Stay</i>	10	20	0	0	0	12	0	0	0	0	1	0
<i># of Individuals</i>	1	1	0	0	0	1	0	0	0	0	1	0
<i>Cost of Stay</i>	\$1,200	\$2,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$625	\$0
<i>Reimbursements</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>County Expense</i>	\$1,200	\$2,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$625	\$0

YTD ADULT CRISIS STABILIZATION

<i>Days of Stay</i>	43
<i># of Individuals</i>	4
<i>Cost of Stay</i>	\$4,225
<i>Reimbursements</i>	\$0
<i>County Expense</i>	\$4,225

YTD ADULT INSTITUTIONAL

<i>Days of Stay</i>	468
<i># of Individuals</i>	39
<i>Cost of Stay</i>	\$396,127
<i>Reimbursements</i>	(\$111,438)
<i>County Expense</i>	\$284,689

**ADULT COMMUNITY RESIDENTIAL PLACEMENTS**

*Includes Community-Based Residential Facilities and Adult Family Homes*

*Cost Range: \$26 to \$2312 per day*

	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<i>Days of Stay</i>	248	224	248	225	217	180	169	155	162	186	180	186
<i># of Individuals</i>	8	8	8	8	7	6	6	6	6	6	6	6
<i>Cost of Stay</i>	\$ -	\$ 18,462.19	\$ 5,097.07	\$ 10,616.70	\$ 24,731.38	\$ 30,802.37	\$ 55,051.79	\$ 3,739.22	\$ 13,713.03	\$ 7,912.99	\$ 9,509.56	
<i>Reimbursements</i>	(\$150)	(\$3,613)	(\$7,519)	(\$4,034)	(\$2,147)	(\$5,780)	(\$3,430)	(\$3,919)	(\$19,407)	(\$34,408)	(\$2,407)	(\$6,002)
<i>County Expense</i>	(\$150)	(\$3,613)	\$10,943	\$1,063	\$8,469	\$18,951	\$27,373	\$51,132	(\$15,668)	(\$20,695)	\$5,506	\$3,507

YTD ADULT RESIDENTIAL

<i>Days of Stay</i>	2380
<i># of Individuals</i>	8
<i>Cost of Stay</i>	\$179,636
<i>Reimbursements</i>	(\$92,817)
<i>County Expense</i>	\$86,819

FUND 54 BEGINNING BALANCE	\$705,000
TOTAL EXPENSE IN FUND 54: <b>\$375,733</b>	<b>53% utilized</b>
FUND 54 REMAINING BALANCE	\$329,267

**RICHLAND COUNTY**  
**2025 CHILD PLACEMENTS**  
**Fund 44**

**CHILD INSTITUTIONAL, INPATIENT, AND DETENTION PLACEMENTS**

*Includes mental health institutes, private inpatient hospitals, children's residential care centers, as well as secure and non-secure detention facilities*

*Cost Range: Institutional \$625 to \$1451 per day; Detention up to \$500 per day*

<b>INSTITUTIONAL</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<i>Days of Stay</i>	46	30	31	30	24	0	0	0	1	0	0	0
<i># of Individuals</i>	3	2	1	1	2	0	0	0	1	0	0	0
<i>Cost of Stay</i>	\$55,971	\$27,400	\$25,896	\$25,061	\$20,972	\$0	\$0	\$0	\$2,005	\$0	\$0	\$0
<i>Reimbursements</i>	<i>\$0</i>	<i>\$0</i>	<i>(\$21,127)</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>(\$1,354)</i>	<i>\$0</i>
<i>County Expense</i>	<b>\$55,971</b>	<b>\$27,400</b>	<b>\$4,769</b>	<b>\$25,061</b>	<b>\$20,972</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,005</b>	<b>\$0</b>	<b>(\$1,354)</b>	<b>\$0</b>
<b>DETENTION</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<i>Days of Stay</i>	14	17	0	0	0	0	0	0	20	22	20	0
<i># of Individuals</i>	1	1	0	0	0	0	0	1	2	1	1	0
<i>Cost of Stay</i>	\$0	\$9,056	\$0	\$0	\$0	\$0	\$0	\$0	\$5,900	\$5,750	\$10,000	\$0
<i>Reimbursements</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
<i>County Expense</i>	<b>\$0</b>	<b>\$9,056</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,900</b>	<b>\$5,750</b>	<b>\$10,000</b>	<b>\$0</b>

**YTD CHILD INSTITUTIONAL**

<i>Days of Stay</i>	162
<i># of Individuals</i>	5
<i>Cost of Stay</i>	\$157,305
<i>Reimbursements</i>	<i>(\$22,481)</i>
<i>County Expense</i>	<b>\$134,824</b>

**YTD DETENTION**

<i>Days of Stay</i>	93
<i># of Individuals</i>	3
<i>Cost of Stay</i>	\$30,706
<i>Reimbursements</i>	<i>\$0</i>
<i>County Expense</i>	<b>\$30,706</b>

**CHILD FOSTERCARE AND TREATMENT FOSTERCARE PLACEMENTS**

*Includes regularly licensed fostercare homes, licensed treatment fostercare homes, and youth group homes*

*Cost Range: Group Hm \$335 to \$630; Tx FC \$119 to \$121 per day; Regular FC \$22 per day*

<b>GROUP &amp; TX FC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<i>Days of Stay</i>	107	100	120	83	62	31	31	31	30	31	30	31
<i># of Individuals</i>	5	4	4	3	2	2	1	1	1	1	1	1
<i>Cost of Stay</i>	\$32,418	\$35,079	\$44,874	\$24,490	\$17,394	\$3,950	\$3,685	\$3,685	\$2,395	\$3,773	\$3,677	\$2,972
<i>Reimbursements</i>	<i>(\$2,032)</i>	<i>(\$1,051)</i>	<i>(\$1,051)</i>	<i>(\$198)</i>	<i>(\$2,437)</i>	<i>(\$412)</i>	<i>(\$505)</i>	<i>(\$357)</i>	<i>(\$63)</i>	<i>(\$386)</i>	<i>(\$532)</i>	<i>(\$2,500)</i>
<i>County Expense</i>	<b>\$30,386</b>	<b>\$34,028</b>	<b>\$43,823</b>	<b>\$24,292</b>	<b>\$14,957</b>	<b>\$3,538</b>	<b>\$3,180</b>	<b>\$3,328</b>	<b>\$2,333</b>	<b>\$3,388</b>	<b>\$3,145</b>	<b>\$473</b>
<b>REGULAR FC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<i>Days of Stay</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i># of Individuals</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Cost of Stay</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Reimbursements</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
<i>County Expense</i>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**YTD GROUP HOME & TREATMENT FOSTERCARE**

<i>Days of Stay</i>	687
<i># of Individuals</i>	6
<i>Cost of Stay</i>	\$178,395
<i>Reimbursements</i>	<i>(\$11,523)</i>
<i>County Expense</i>	<b>\$166,872</b>

**YTD REGULAR FOSTERCARE**

<i>Days of Stay</i>	0
<i># of Individuals</i>	0
<i>Cost of Stay</i>	\$0
<i>Reimbursements</i>	<i>\$0</i>
<i>County Expense</i>	<b>\$0</b>

<b>FUND 44 BEGINNING BALANCE</b>	<b>\$680,000</b>
<b>TOTAL EXPENSE IN FUND 44:</b>	<b>\$332,402</b>
	<i>49% utilized</i>
<b>FUND 44 REMAINING BALANCE</b>	<b>\$347,598</b>

# 2025 Health and Human Services Budget

Expenses	12/31/2025	Current Month =	100%	
Program	Total	2025	Actual	% Utilized
Administrative Services	915,190			
Staff		590,938	556,424	94.2%
Building & Operating Costs		324,252	261,426	80.6%
Public Health	315,998			
Public Health		315,998	288,534	91.3%
Aging & Disability Resource Center	1,132,253			
Elderly Services		389,244	346,953	89.1%
Nutrition		295,306	249,428	84.5%
Resource Center		447,704	437,292	97.7%
Economic Support Unit	1,087,015			
ES Programs		1,087,015	1,003,682	92.3%
Child & Youth Services	872,330			
Children & Youth Programs		776,555	598,096	77.0%
CPS Contractual Services		95,775	84,002	87.7%
Behavioral Health	4,546,801			
MH Outpatient / Crisis Services		672,027	654,644	97.4%
AODA Outpatient		266,748	227,702	85.4%
CCS		2,863,525	3,325,737	116.1%
Adult Protective Services		119,793	70,124	58.5%
Treatment Court		157,076	117,885	75.0%
Birth to Three Program		226,477	231,089	102.0%
Children with Disabilities		241,154	313,060	129.8%
<b>HHS Board Approved Budget</b>	<b>8,869,587</b>	<b>8,869,587</b>	<b>8,766,077</b>	<b>99%</b>
<b>Budget Balance (Through November)</b>				
<b>Revenues (with Tax Levy)</b>	<b>9,018,780</b>			
WMHI Charges Through November	-278,094	*		
Anticipated Revenue	1,218,506			
Received Revenue	7,083,869			
<b>Minus Expenses</b>	<b>-8,766,077</b>			
Anticipated Expenses				
Actual Expenses	-8,766,077			
<b>Equals Budget Balance</b>	<b>252,702</b>			
<b>Chargeback</b>				
Budget Balance Prior to Chargeback	252,702			
Chargeback for MH Institute Thru November (that have not occurred)	166,025	**		
<b>New Core Budget Balance after Chargeback</b>	<b>418,728</b>			

\*MH Institute charges reduce Fund 56 revenue.

\*\*Chargeback reimburses Fund 56 from Placement Funds.

## **Administrator Monthly Report**

Pine Valley Community Village

Brittany Paulus

### **Facility Overview & Census**

Skilled Nursing Licensed Beds: 80

Assisted Living Licensed Beds: 16

Average Daily Census (SNF): 67

Average Daily Census (AL): 16

Admissions This Month: 8

Discharges This Month: 6

Narrative Summary:

Had several hospital stays in the month of December, due to respiratory and other. Had Covid and Influenza in the building, just came off testing and no masks.

### **Regulatory & Survey Activity**

Surveys or Inspections This Month: 1 Complaint survey- they were completely satisfied with the cares of our patients, COC charting she stated was amazing, however we will be cited for a missing narcotic count sheet.

Plan of Correction / Follow-up Status: For F755- Pharmacy

Services/Procedures/pharmacist/Records, working on this, we are getting hard cover narcotic books verses binder. No sheets can be removed from the bound book moving forward. We have implemented checks to ensure proper filling out of these as an added layer of protection.

### **Quality Measures & QAPI**

Quality Indicators Reviewed:

Root Cause Analysis

Active QAPI Projects:

Root Cause Analysis

Outcomes / Progress:

Education, hand outs to nurses

### **Staffing Updates**

Current Vacancies or Challenges:

All availability, all shifts. In February if all RA's pass their test, we will be able to fill majority

of the CNA spots.

Agency Use: We are using Agency currently; this will be a while before we are able to get around not having them in the building. We are hoping to reduce the amount used in the coming months.

## **Retention & Workforce Efforts**

Retention Initiatives:

We do Employee of the month, pot lucks.

Recruitment & Training Activities:

Revamping of onboarding and posted open position, radio advertisement. Word of mouth and having luck with RA to CNA positng. We have sent 7 RA's to school this month. They will all become CNA's by February.

## **Facility & Maintenance Updates**

Preventative Maintenance Completed:

Fire drills, Review of our heating system with another company for bids

Safety & Environmental Rounds:

Everything seems to be fine QA rounds to be completed each month. SPA tub on 400/500 wing door quit working- they no longer make this model or parts for this, will need to replace this.

## **Dining & Nutrition Services**

Menu & Therapeutic Diet Compliance:

IDDSI implementation, working on ensuring timely orders to be put in and correct diets are transitioned over for IDDSI verbiage.

Resident Satisfaction or Concerns:

Food is improving slowly, we still have some issue that are being worked out, menu planning meeting.

## **Technology & Systems**

EMR / Technology Updates:

Looking into PCC, we are struggling with getting paperless due to the lack of our system capabilities and not meeting federal and state requirements.

System Issues or Improvements:

Potential upgrade of camera system, adding a intercom for communication, but may just use walkie talkies instead depending on how things go.

## **Resident, Family & Community Relations**

Resident Council Highlights:

Residents are getting happier with the food. We are doing a lot of training with the staff. We

had a chef from PFG to do food preparation and snacks for residents with staff, they loved it and enjoyed the food prepared. We are currently doing dietary retraining, getting back to the basics and things are looking good.



State of Wisconsin  
2025 - 2026 LEGISLATURE

LRB-2760/1  
CMH:skw

## 2025 SENATE JOINT RESOLUTION 34

April 25, 2025 - Introduced by Senators JAMES, PFAFF, DASSLER-ALFHEIM, L. JOHNSON, KEYESKI, RATCLIFF, ROYS, SPREITZER, TESTIN and WALL, cosponsored by Representatives VANDERMEER, BILLINGS, DITTRICH, CLANCY, DESMIDT, DOYLE, DUCHOW, GUNDRUM, J. JACOBSON, JOERS, JOHNSON, KITCHENS, KRUG, KURTZ, MADISON, MIRESSE, MURSAU, ORTIZ-VELEZ, PALMERI, PHELPS, ROE, SINICKI, SPAUDE, STUBBS and SUBECK. Referred to Committee on Senate Organization.

1     **Relating to:** honoring the 50th anniversary of the child support program.

2           Whereas, President Gerald R. Ford Jr. signed the Social Services  
3     Amendments of 1974 (H.R. 17045), into law on January 4, 1975, creating the  
4     federal child support program as we know it today; and

5           Whereas, President Ford recognized the importance of child support at the  
6     time, calling it “a major piece of domestic legislation and a significant step forward  
7     in Federal-State relations”; and

8           Whereas, Wisconsin’s child support program is administered by the  
9     Department of Children and Families and operated by 71 county child support  
10    agencies and nine tribal child support agencies; and

11          Whereas, child support is one of the most effective anti-poverty programs in  
12    the nation, and analysis of Wisconsin data shows that child support closed the  
13    poverty gap by an average of 44 percent; and

Whereas, in fiscal year 2023, the Wisconsin child support program served 341,000 children and collected \$841 million in economic support; and

Whereas, by collaborating with their communities, county, state, and tribal child support agencies and programs serve children and families by providing needs-specific resources to assist families while encouraging family self-sufficiency; and

Whereas, over the past half century, the child support program has evolved to include initiatives that connect parents to important services—including employment training and treatment courts—so the parents can develop strong and healthy relationships with their children; and

Whereas, Wisconsin has hundreds of hard-working child support professionals who help fathers establish legal rights to their children, establish and enforce support orders, and secure private health insurance for children; and

Whereas, Wisconsin's child support program is a national leader, ranking third in the nation for the collection and distribution of current support; now, therefore, be it

***Resolved by the senate, the assembly concurring, That*** the members of the Wisconsin Legislature honor January 4, 2025, as the 50th Anniversary of the child support program and commend the county, state, and tribal agency staff members who work to promote financial security for Wisconsin children and families.

(END)

## Child Support Agency Report:

### Performance for October-December 2025

Measure:	Benchmark:	October:	November:	December:
Paternity Establishment	90% or greater	93.57%	94.92%	96.28%
Court Order Establishment	80% or greater	92.67%	91.66%	93.50%
Collection of Current Support	80% or greater	77.83%	75.68%	74.72%
Arrears Collection*	80% or greater	48.59%	53.36%	60.26%

\*This performance measure starts at 0% on October 1<sup>st</sup>.

### Trends:

- Child support collections continue to be a struggle statewide. The year-end statewide average was 72.91%.
- As of 12/31/2025, our agency has 754 active child support cases.
- At the end of our federal fiscal year (9/30/2025), our agency collected \$1.13M in child support.

### Staff/Training:

- Clerical Assistant position remains vacant. The last round of applicants produced a very small candidate pool. The position was put on hold to fill in 2026 in hopes of a better applicant pool.
- Staff continue to take new and/or refresher trainings as they become available.
- Melony continues the second year of New Director training.

### Budget Recap:

- Reports are as of December 31, 2025.
- As of December 31, 2025, the agency had 7.89% of the expenditure budget remaining. We have been receiving the last few invoices of 2025 so amount will decrease slightly.
- As of December 31, 2025, we have received 108.71% of our projected revenue from state and federal reimbursements. A performance payment of \$11,268.10 was also received.
- Reimbursement payments from the State are paid quarterly with the fourth quarter payment received at end of January. This payment is not reflected in the Revenue but will be posted back to 2025.

### Director Report:

- Both houses in the Wisconsin state legislature passed 2025 Senate Joint Resolution 34, which honors the 50<sup>th</sup> anniversary of the nationwide child support program.
  - The federal child support program was created in 1975 when President Gerald Ford signed the Social Services Amendments of 1974 into law.
  - The Wisconsin child support program is administered by 71 county agencies and nine (9) tribal agencies.
  - Child support is one of the most effective anti-poverty programs in the nation, with analysis of data showing child support closed the poverty gap an average of 44%.
  - Wisconsin's child support program is a national leader, ranking third in the nation for collection and distribution of child support.



Richland County, WI

# Budget Report

## Account Summary

For Fiscal: 2025 Period Ending: 12/31/2025

**Fund: 100 - GENERAL FUND****Revenue**

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Favorable (Unfavorable)	Percent Remaining
<a href="#">100.5540.0000.42054</a>	ST AID - CHILD SUPPORT	135,458.17	135,458.17	0.00	147,301.01	11,842.84	108.74 %
<a href="#">100.5540.0000.42055</a>	ST AID-CHILD SUPPORT MED SUP	0.00	0.00	0.00	187.43	187.43	0.00 %
<a href="#">100.5540.0000.43033</a>	ST AID - CS PERFORM BONUS	0.00	0.00	0.00	11,268.10	11,268.10	0.00 %
<a href="#">100.5540.0000.45066</a>	CHILD SUPPORT-SHERIFFS FEES	500.00	500.00	0.00	321.47	-178.53	35.71 %
<a href="#">100.5540.0000.45067</a>	CHILD SUPPORT-GENETIC TESTS	250.00	250.00	265.78	1,027.32	777.32	410.93 %
<a href="#">100.5540.0000.45068</a>	CHILD SUPPORT-COURT COSTS	0.00	0.00	0.00	10.00	10.00	0.00 %
	<b>Revenue Total:</b>	<b>136,208.17</b>	<b>136,208.17</b>	<b>265.78</b>	<b>160,115.33</b>	<b>23,907.16</b>	<b>17.55%</b>

**Expense**

<a href="#">100.5540.0000.51011</a>	SALARIES - REGULAR	122,470.40	122,470.40	9,837.25	126,627.48	-4,157.08	-3.39 %
<a href="#">100.5540.0000.51012</a>	SALARIES - PART-TIME	20,606.04	20,606.04	0.00	4,159.15	16,446.89	79.82 %
<a href="#">100.5540.0000.51050</a>	SECTION 125 PLAN-CO SHARE	150.00	150.00	8.46	107.00	43.00	28.67 %
<a href="#">100.5540.0000.51051</a>	FICA - COUNTY SHARE	10,945.34	10,945.34	733.03	9,678.03	1,267.31	11.58 %
<a href="#">100.5540.0000.51052</a>	RETIREMENT - COUNTY SHARE	8,511.69	8,511.69	683.69	8,800.61	-288.92	-3.39 %
<a href="#">100.5540.0000.51053</a>	DENTAL INSURANCE-CO SHARE	848.40	848.40	70.70	848.40	0.00	0.00 %
<a href="#">100.5540.0000.51054</a>	HEALTH INSURANCE - COUNTY SH	32,622.00	32,622.00	3,053.49	32,956.99	-334.99	-1.03 %
<a href="#">100.5540.0000.51055</a>	LIFE INSURANCE - COUNTY SHAR	8.89	8.89	0.80	9.30	-0.41	-4.61 %
<a href="#">100.5540.0000.51061</a>	HEALTH INS REIMBURSEMENT DED	1,500.00	1,500.00	0.00	1,000.00	500.00	33.33 %
<a href="#">100.5540.0000.52013</a>	ACCOUNTING AND AUDITING SERV	1,800.00	1,800.00	0.00	61.00	1,739.00	96.61 %
<a href="#">100.5540.0000.52016</a>	INTERPRETER FEES	500.00	500.00	0.00	194.00	306.00	61.20 %
<a href="#">100.5540.0000.52025</a>	TELEPHONE	500.00	500.00	36.13	470.69	29.31	5.86 %
<a href="#">100.5540.0000.52050</a>	VITAL STATISTICS FEES	50.00	50.00	0.00	0.00	50.00	100.00 %
<a href="#">100.5540.0000.52053</a>	GENETIC TESTING	1,000.00	1,000.00	23.00	667.00	333.00	33.30 %
<a href="#">100.5540.0000.52055</a>	PAPER SERVICE	2,500.00	2,500.00	0.00	2,391.59	108.41	4.34 %
<a href="#">100.5540.0000.53005</a>	NOTARY FEES	70.00	70.00	0.00	0.00	70.00	100.00 %
<a href="#">100.5540.0000.53011</a>	POSTAGE	1,700.00	1,700.00	197.19	1,995.14	-295.14	-17.36 %
<a href="#">100.5540.0000.53012</a>	BOOKS AND FORMS	90.00	90.00	0.00	100.10	-10.10	-11.22 %
<a href="#">100.5540.0000.53013</a>	COPIER SERVICE	200.00	200.00	0.00	276.94	-76.94	-38.47 %
<a href="#">100.5540.0000.53019</a>	OFFICE SUPPLIES	1,000.00	1,000.00	343.43	1,227.70	-227.70	-22.77 %
<a href="#">100.5540.0000.53024</a>	MEMBERSHIP FEES	200.00	200.00	0.00	150.00	50.00	25.00 %
<a href="#">100.5540.0000.53026</a>	ADVERTISING	350.00	350.00	0.00	0.00	350.00	100.00 %
<a href="#">100.5540.0000.53034</a>	REGISTRATION	760.00	760.00	0.00	540.00	220.00	28.95 %
<a href="#">100.5540.0000.53035</a>	MEALS	400.00	400.00	0.00	120.86	279.14	69.79 %
<a href="#">100.5540.0000.53036</a>	LODGING	700.00	700.00	0.00	588.00	112.00	16.00 %
<a href="#">100.5540.0000.53039</a>	MILEAGE	500.00	500.00	0.00	443.71	56.29	11.26 %
<a href="#">100.5540.0000.53040</a>	PARKING FEE	0.00	0.00	0.00	42.00	-42.00	0.00 %
<a href="#">100.5540.0000.58013</a>	COMPUTER MAINT & UPGRADES	500.00	500.00	0.00	388.69	111.31	22.26 %
<a href="#">100.5540.0000.58015</a>	COMPUTER SOFTWARE	1,400.00	1,400.00	0.00	266.64	1,133.36	80.95 %
<a href="#">100.5540.0000.58019</a>	NEW EQUIPMENT	750.00	750.00	0.00	1,979.43	-1,229.43	-163.92 %
<a href="#">100.5540.0000.59028</a>	BACKGROUND CHECKS	144.00	144.00	0.00	41.25	102.75	71.35 %
<a href="#">100.5540.0000.59099</a>	BILLS-NO-LINE DETAIL	200.00	200.00	0.00	40.03	159.97	79.99 %
	<b>Expense Total:</b>	<b>212,976.76</b>	<b>212,976.76</b>	<b>14,987.17</b>	<b>196,171.73</b>	<b>16,805.03</b>	<b>7.89%</b>
	<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>	<b>-76,768.59</b>	<b>-76,768.59</b>	<b>-14,721.39</b>	<b>-36,056.40</b>	<b>40,712.19</b>	<b>53.03%</b>
	<b>Report Surplus (Deficit):</b>	<b>-76,768.59</b>	<b>-76,768.59</b>	<b>-14,721.39</b>	<b>-36,056.40</b>	<b>40,712.19</b>	<b>53.03%</b>

**Group Summary**

Account Typ...	Original	Current	Period Activity	Fiscal Activity	Variance	
	Total Budget	Total Budget			Favorable (Unfavorable)	Percent Remaining
<b>Fund: 100 - GENERAL FUND</b>						
Revenue	136,208.17	136,208.17	265.78	160,115.33	23,907.16	17.55%
Expense	212,976.76	212,976.76	14,987.17	196,171.73	16,805.03	7.89%
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>	<b>-76,768.59</b>	<b>-76,768.59</b>	<b>-14,721.39</b>	<b>-36,056.40</b>	<b>40,712.19</b>	<b>53.03%</b>
<b>Report Surplus (Deficit):</b>	<b>-76,768.59</b>	<b>-76,768.59</b>	<b>-14,721.39</b>	<b>-36,056.40</b>	<b>40,712.19</b>	<b>53.03%</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	-76,768.59	-76,768.59	-14,721.39	-36,056.40	40,712.19
<b>Report Surplus (Deficit):</b>	<b>-76,768.59</b>	<b>-76,768.59</b>	<b>-14,721.39</b>	<b>-36,056.40</b>	<b>40,712.19</b>

**Community and Health Services Committee**  
**Agenda Item Cover**

**Agenda Item Name:** Pine Valley Addendum

<b>Department:</b>	Pine Valley	<b>Presented By:</b>	Brittany Paulus
<b>Date of Meeting:</b>	February 5, 2026	<b>Action Needed:</b>	Vote
<b>Date submitted:</b>	January 27, 2026	<b>Referred by:</b>	County Administrator

**Recommendation and/or action language:**

Request that the changes to Pine Valley's addendum be reviewed and approved.

**Background:**

Pine Valley Compensatory Policy is being changed to follow the county policy with an exception for managers who are able to work on the floor.

**Attachments and References:**

Pine Valley's corrected Addendum, noted you will see all changes.

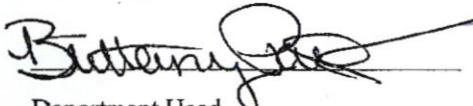
**Financial Review:**

None

(please check one)

<input checked="" type="checkbox"/> In adopted budget	Fund Number
<input type="checkbox"/> Apportionment needed	Requested Fund Number
<input type="checkbox"/> Other funding Source	
<input type="checkbox"/> No financial impact	

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Department Head



Administrator, Tricia Clements

## **RESOLUTION NO. 26 - XX**

Resolution to Approve Addendum Changes to Align with Richland County Personnel Policy Updates for Pine Valley Community Village.

WHEREAS, a goal of Administration at Pine Valley Community Village is to maintain personnel policies and work rules that are consistent, current, and aligned with Richland County standards; and

WHEREAS, Richland County has undertaken updates to its Handbook of Personnel Policies and Work Rules to ensure consistent implementation across all county departments; and

WHEREAS, Pine Valley Community Village maintains certain employment provisions within an administrative addendum that must be updated to reflect and align with these County-level changes; and

WHEREAS, aligning the Pine Valley Community Village addendum with the updated Richland County personnel policies promotes consistency, compliance, and equitable application of employment practices; and

WHEREAS, the appropriate Community Health and Human Services has reviewed and considered the proposed addendum revisions and recommends approval;

NOW, THEREFORE, BE IT RESOLVED by the County Board that Pine Valley Community Village approves the proposed changes to its administrative addendum in order to align with the updated Richland County Handbook of Personnel Policies and Work Rules; and

BE IT FURTHER RESOLVED that these addendum changes shall be implemented to ensure consistency with County policy while maintaining operational needs specific to Pine Valley Community Village; and

BE IT FURTHER RESOLVED that this Resolution shall be effective upon passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES\_\_\_\_\_

NOES\_\_\_\_\_

RESOLUTION OFFERED BY THE COUNTY BOARD  
MEMBERS OF THE COMMUNITY & HEALTH  
SERVICES STANDING COMMITTEE  
(05 FEBRUARY 2026)

RESOLUTION \_\_\_\_\_

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

SANDRA KRAMER  
LARRY ENGEL  
MARY MILLER  
ALAYNE HENDRICKS  
ROD PERRY  
DANIEL MCGUIRE

DATED: FEBRUARY 17, 2026

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## **PINE VALLEY ADDENDUMS AND ADDITIONS TO RICHLAND COUNTY PERSONNEL POLICIES**

Updated as 01/20/2026

## Contents

1. Definitions.....	5
2. Extent of the Handbook .....	5
3. Management Rights: .....	5
4. Equal Opportunity Policy: .....	5
5. Terms and Conditions of Employment.....	5
a. Office Hours: .....	5
• Normal work hours:.....	5
• Work Day:.....	5
• Work Week:.....	6
• Schedules:.....	6
b. Call Back Pay:.....	6
c. Pay Period:.....	6
d. Time Paid .....	6
• Full-time:.....	6
• Part-time:.....	6
• Call-in:.....	6
• Wages: .....	7
• Shift Differential: .....	7
• Weekend Differential: .....	7
e. Accident and Injuries:.....	7
f. Breaks: .....	8
g. Lactation Accommodation:.....	8
• Procedure: .....	8
h. Leave of Absence:.....	8
i. Flexible Work Schedule:.....	9
j. Length of Service: .....	9
k. Performance Evaluations: .....	9
l. Personnel File: .....	10
m. Time Clock and Badges: .....	10
Compensation and Fringe Benefits for Full and Part-time Employees .....	10
1. Health Insurance: .....	10
2. Dental Insurance: .....	10
3. Retirement Plan.....	10
4. Life Insurance.....	11
5. Section 125 Flex.....	11
6. Holidays:.....	10-11
7. Bereavement: .....	12
8. Compensatory Time:.....	12
9. Overtime: .....	12
10. Sick Leave: .....	12
11. Accrued Sick Leave: .....	12
12. Days in Bank: .....	12
13. Workers Compensation: .....	12
14. Voluntary Sick Leave Donation:.....	12
15. Unused Sick Time: .....	12
16. Vacation: .....	12

17. Resignation/Retirement Notice: .....	12
18. Family and Medical Leave: .....	12
19. Symons Complex Employee Privileges: .....	13
20. Military Leave: .....	13
Rules of Conduct .....	13
1. Department Heads' Responsibility: .....	13
2. Grounds for Termination or Suspension: .....	13
3. No Department Head or County employee shall: .....	14
4. Grievances .....	<b>Error! Bookmark not defined.</b>
5. Sexual Harassment Policy: .....	14
6. Violence in the Workplace: .....	15
7. Grievances: .....	15
Procedures for Hiring, Disciplinary Action, Suspensions, Dismissal and Layoff: .....	16
1. Hiring: .....	16
2. Temporary Vacancies: .....	16
3. Probation Period: .....	16
4. Reclassification: .....	16
5. Dismissal or Suspension: .....	16
6. Termination/Layoff/Reduction of Hours due to Lack of Work: .....	16
7. Non-disciplinary Termination/Layoff .....	17
8. Complaints Procedures .....	17
Reimbursement .....	17
1. Lodging: .....	17
2. Meals .....	17
a. Mileage .....	17
b. Other Expenses .....	17
c. Registration Fees .....	17
d. Expense Vouchers .....	17
Miscellaneous Personnel Provisions: .....	17
1. Change of Address or Status: .....	17
2. Official County Bulletin Board: .....	18
3. Employee Bulletin Board: .....	18
4. Equipment: .....	18
5. Telephone Policies: .....	18
6. Weather Conditions: .....	19
7. Jury Duty: .....	19
8. Ambulance or Fire Department Volunteers: .....	19
9. Break Room: .....	19
10. Credit Union/Deferred Compensation: .....	<b>Error! Bookmark not defined.</b>
11. Use of Computers, Software & Internet: .....	19
12. Picture Identification Badge: .....	19
13. Training Opportunities/In-service Education: .....	19
14. Gifts or Gratuities .....	20
15. Parking: .....	20
16. Service Awards: .....	20
17. Suggestion box: .....	20
18. Professional Ethics: .....	20
19. Mail: .....	20
20. Resignation: .....	20

21.	Smoking Regulations:.....	21
22.	Fire & Disaster Plan:.....	21
23.	Security: .....	21
24.	Lost and Found:.....	21

**RICHLAND COUNTY  
PINE VALLEY COMMUNITY VILLAGE  
ADDENDUM TO PERSONNEL POLICIES  
SUBJECT TO APPROVAL BY PINE VALLEY BOARD OF TRUSTEES**

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to employees of Pine Valley Community Village. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

**1. Definitions**

Refer to County Handbook

**2. Extent of the Handbook**

Executive and Finance Committee shall have jurisdiction over all personnel matters relating to County Employees which are dealt with in this Handbook except as it pertains to Pine Valley Community Village staff for those items listed in Addendum. Hiring, firing and disciplinary actions will be made at the department head level. Prior to discharge or suspension, consultation/notice to the labor attorney or county administrator may be made. Reclassification or changes in salary levels will be determined by the Executive and Finance Committee and County Board.

**3. Management Rights:**

Refer to County Handbook

**4. Equal Opportunity Policy:**

Refer to County Handbook

**5. Terms and Conditions of Employment**

**a. Office Hours:**

**• Normal work hours:**

Shall be 8:00 A.M. to 4:30 P.M. Monday through Friday for Department Heads and Administrative Personnel. The normal work hours for Licensed Nursing Personnel shall be 6:00 A.M. to 2:30 P.M., 2:00 P.M. to 10:30 P.M., 10:00 P.M. to 6:30 A.M. The Pine Valley Administrator/Department Head shall have the right to change work hours based on facility needs and with reasonable notice to affected employees. Some departments may flex hours to better meet Resident/Family needs.

**• Work Day:**

The normal workday shall consist of one (1) consecutive eight and one half (8:30) hour shift including a twenty (20) minute rest period scheduled by supervisor, and a one-half (1/2) hour unpaid meal period. Employees working on a shift other than eight and one half (8:30) hours shall receive meal and break periods pursuant to the current practice.

The paid time per shift shall be 8.00 hours for the following positions:

Director of Nursing

Clinical Reimbursement Coordinator/RN Manager

PV Business & Financial Service Manager

Social Services Supervisor

Social Worker

Human Resources Director

Registered Nurse Manager  
Registered Nurse Supervisor  
Assisted Living Nurse Supervisor  
Manager of Information Systems  
Nursing Administrative Assistant  
Food Services Supervisor  
Activity Aide  
Payroll & Accounts Payable Clerk  
Billing Specialist

- **Work Week:**

The normal work week for full-time employees shall consist of at least nine (9) work days in a fourteen (14) calendar day period. Management work week consists of Monday through Friday at 10 days per pay period.

- **Schedules:**

Schedules of work shall be posted one (1) month in advance. The shift schedule system will be maintained, except that upon the determination by the Pine Valley Administrator that a change in the schedules and hours of work is necessary. The Pine Valley Administrator shall have the prerogative to initiate modifications in schedules and hours of work upon 2 weeks' notice to the employees.

- The Pine Valley Administrator is authorized to temporarily reduce the number of work hours of a consenting full-time employee if it is in the best interest of the Department.

- b. Call Back Pay:**

Maintenance called to work outside and not consecutive with their assigned shift will be given a minimum of two (2) hours of straight time pay, or pay at the applicable rate for time worked, whichever is greater. Refer to Handbook of Personnel Policies.

- c. Pay Period:**

All employees shall be paid every other Friday by direct deposit. If a payday falls on a holiday, the payday will be the day prior to the holiday. Employees will register with the Richland County payroll system (ESS) to retrieve their paycheck information.

- d. Time Paid**

**Employment Categories:** A workday is defined as the equivalent of one (1) 8 hour shift. All paid time shall be considered time worked for the purpose of computing overtime.

- **Full-time:**

Employees working at least 9 days or 72 hours in a 14-day pay period in a designated full-time position.

- **Part-time:**

Employees working at least six (6) days or 48 hours in a 14-day pay period in a designated part-time position. Benefits for part-time employees will be half of what a full-time employee receives.

- **Call-in:**

Employees who have five or less scheduled shifts or less than 40 hours in a 14-day pay period in a designated call-in position. On call must be scheduled for a minimum of 2 days per month.

If you are unable to fulfill the call-in requirements, you must get approval from your direct supervisor and human resources.

- **Wages:**

Pay will be on an hourly basis. Any hours absent from work and not covered by a benefit day will not be paid and a report forwarded to the Pine Valley Administrator, indicating such, which could result in disciplinary action

A person who posts to a new classification will be paid her/his existing rate or the hire rate of the new job, whichever is higher, for 2 weeks, after which he/he will be paid as if she/he had been assigned to the new classification on the day she/he was hired.

- **Shift Differential:**

Registered Nurses, Licensed Practical Nurses, Nursing Assistants, CNA's except those employees whose positions are listed in "Compensatory Time", who receive hourly "premium pay" whose shifts begin at or after 2:00 p.m. receive a premium of \$1.50 per hour added to their base rate, and those whose shifts begin at or after 10:00 p.m. receive a premium of \$3.00 per hour premium, added to their base rate. Maintenance Workers whose shift begins at or after 2:00 p.m. receive a premium of \$1.50 hour.

- **Weekend Differential:**

All Employees, except those employees whose positions are listed under the heading "Compensatory Time", will receive hourly premium pay, whose shits begin on or after 10:00 p.m. Friday nights and whose shift extends to or until 10:00 p.m. Sunday will receive \$1.50 per hour premium in addition to regular rate of pay.

- **Weekend on call pay:**

The person holding the full-time positions of Clinical Reimbursement Coordinator/RN Manager, Director of Nursing, Nurse Manager and Nurse Supervisor are required to be on call approximately one weekend a month and the on-call pay is \$25.00 per 8-hour shift, for regular weekends, and \$35.00 per 8-hour shift for a weekend that falls on a holiday.

- **Charge nurse pay:**

Charge Nurses shall be paid at \$2.00/hour above their current rate of pay, except that on-call nurses serving as Charge Nurses are not eligible to receive this pay differential because they are already receiving a higher rate of pay.

- **Premium Pay:**

Premium Pay for Certified Nursing Assistants, Licensed Practical Nurses and Registered Nurses is only applicable to weekend obligated staff members and will be as follows:

CNA- \$3.00 more per hour above step 6

LPN- \$4.00 more per hour above step 6

RN- \$5.00 more per hour above step 6

- e. Accident and Injuries:**

All incidents and accidents involving employees or visitors will be reported immediately to a supervisor and an incident report completed and routed to the various depts. All employees are covered by Worker's Compensation Insurance.

Employees who are injured while on the job should report their injury to a nurse on duty immediately following the accident. Should the employee find it necessary to see a Health Care Provider, a "Request to Doctor" form must be hand carried by the employee to the provider at the time of the appointment. The employee should report to their supervisor if a Health Care Provider has been seen and return the "Physician Report on Injured Employee" form to Human Resources. Late incident reports or failure to follow facility safety policies may result in disciplinary action.

**f. Health Examinations:**

A two-step Mantoux skin test will be given at Pine Valley. Every employee will receive a Tuberculosis Screening Questionnaire annually. Employees who have had a positive skin test will be required to complete an employee health Tuberculosis Screening Questionnaire annually. If the employee does not have any symptoms of the disease, they are not required to have a chest x-ray.

Failure to obtain the tuberculin test during the month that it is due will mean suspension from work until the employer receives verification that the employee has had a test.

**g. Breaks:**

Employees working a full 8-hour shift will be entitled to one paid 20-minute break per day. Employees working less than a 6 hour shift a day but at least 4 hours will receive a 10-minute paid break. Employees who work 6 or more hours will be scheduled for a 30-minute unpaid lunch break.

**h. Lactation Accommodation:**

During their shift, to comply with state and federal laws regarding lactation breaks, it is the policy of this nursing facility to accommodate nursing mothers' who desire to express breast milk. This will apply to willing mothers for children up to one year of age. Flexibility in scheduling this employees' breaks to accommodate the usual feeding times of the child will be considered. Pumping usually takes 15-20 minutes and may be needed 2-3 times during an 8-hours shift. If the activity will exceed the paid break times allowed by the facility, unpaid time may be used to complete the process. (Staff would need to punch out and punch back in when completed).

• **Procedure:**

- 1) Employee will inform their supervisor if they wish to express breast milk during their work hours.
- 2) A private place close to the employee's work unit will be mutually agreed upon for the activity to take place. Ways to ensure privacy during the activity will be mutually agreed upon by the employee and supervisor. (What the sign will say to limit other staff entry, provide a room with a lock on the door, if possible, window covering, etc.)
- 3) The selected room should have a table, chair, electricity and if possible, running water and close access to a refrigerator.
- 4) Jokes or harassment based on this activity will not be tolerated.
- 5) If the employee is not satisfied with the lactation arrangements, they should speak with their supervisor or to Human Resources.

**i. Leave of Absence:**

The Pine Valley Administrator has authority to grant employees leave of absence without pay

for up to six months when justified. Leave of absence may be extended for an additional six months if authorized by the County Administrator. Each request will be considered on its own merit with weight given to the employee's work record and the needs of the facility. Refer to County Handbook Leave of Absence.

Temporary employees who may have been hired to fill the temporary vacancy caused by an employee leave and later are considered for full-time employment will have the time spent in the temporary capacity counted as satisfying the probationary period or any part thereof, providing the services rendered by the temporary employee warrants consideration for full-time employment.

Employees returning to work from a leave of absence that was medically related or from an absence related to a work-related injury or illness, must obtain a physician's statement indicating the employee is substantially available for work. Employees do not generate vacation, sick leave or any other benefit during non-paid leaves of absence.

Employees who are off work for a job-related injury must obtain a physician's statement indicating the employee is substantially unavailable for work. They shall be required to continue to bring these statements to their supervisor until they return to work.

Employees will be able to work under a light duty status in the event of a work-related injury. You must provide a doctor's note indicating the restrictions you are under to accommodate your needs.

Employees must exhaust all paid benefit time prior to starting unpaid leave.

**j. Flexible Work Schedule:**

See County Handbook

**k. Length of Service:**

Pine Valley recognizes length of service based on date of hire. In considering schedules, layoffs, transfers, promotions and filling vacancies, the facility will make the decision based on what is best for the facility. Length of service will be one item considered but may not be the determining factor. Selection of applicants to fill job vacancies or new positions shall be determined by the employee's skill, ability and experience. Length of service shall, upon completion of the probationary period, begin with the original date of hire.

**I. Performance Evaluations:**

All staff shall be evaluated 3 months after hire. Prior to completing their probationary period, staff must accrue 468 hours of actual work or be employed for 3 months to pass probation, whichever is greater. This will allow for review by the Pine Valley Administrator and Department Head for successful completion of probation, need to extend probation, or need to terminate employment. Staff will then be evaluated 12 months from the probationary evaluation, and ongoing on an annual basis. Evaluations forms used will be based off of Pine Valley's template and are specific to the employee's job description. The Pine Valley Administrator will be evaluated by the County Administrator. Pine Valley Department Heads will be evaluated by the Pine Valley Administrator. Department Heads will evaluate their staff. The Performance Appraisal is a tool to clarify work standards, view level of performance, evaluate job knowledge, attendance, punctuality, quality and quantity of work, adaptability, judgment and interpersonal relationships. The purpose of the evaluation is to acknowledge strengths and identify weaknesses which need to be corrected. The worker's overall performance should be improved as a result of the evaluation.

### **m. Personnel File:**

Inquiries regarding employees should be directed to Human Resources or the Department Head. The facility will not disclose confidential information about any employees unless written permission is granted and then information will only be disclosed on the "need to know" basis. Employees seeking to establish credit and using the facility as a reference should inform their prospective creditor that any request of information must be submitted in writing or request will be denied. Personnel records are confidential and will not be made available to any other employee or outsider. The Pine Valley Administrator, as legal custodian of the records, will insure that only those in need of official information in conjunction with employment will have limited access to information.

### **n. Time Clock and Badges:**

Employees ID Badge is used for access into the facility and is used to punch the time clock. The ID Badge is also used for access to various areas of the building based on the employee's job title. It is the employee's responsibility to keep this badge secure and employee must notify their supervisor or the payroll clerk immediately if their badge is misplaced or lost or if occurs during non-business hours call Richland County MIS Director at (608) 649-4371. If for any reason the employee must have his/her time validated, the immediate Supervisor, Department Head or Pine Valley Administrator must approve the entry. Personnel will not clock in more than seven minutes prior to their scheduled period of work or over seven minutes after completion of work unless approved by the Pine Valley Administrator, Department Head or their designated representative.

Cr 1/1/12; Res 12-1; Eff 7/17/12, Res. 12-87, Performance Eval modified; Eff. 1/15/13, Res. 13-15, Differential modified; Eff. 1/21/14, Res. 14-22, Part-Time reworded, Lactation added; Eff. 3/17/15, Res. 15-41, Perf Eval. Modified; Eff. 4/18/17, Res. 17-41, modified 1. c., 3., 4., 5., 7., 11., & 13., Eff. 5/16/17, Res. 17-49, Differential Pay; Eff 8/21/18, Res. 18-104, Differential Pay; Eff 10/30/18, Res. 18-152, Pay period; Eff. 12/10/19, Res. 151, A. 2., 3., 5., 6., 10., 14., 15., B. 7., 9., 11., 16., Days in Bank, C. 2., D. 25.; Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 5.a, revise positions, d. edit differential, f. & l. revised;

## **Compensation and Fringe Benefits for Full and Part-time Employees**

Call-in employees do not receive fringe benefits, except as noted.

### **1. Health Insurance:**

Refer to County Handbook

The employer shall provide health insurance coverage for employees who are on Worker's Compensation for a period of one year, or medical leave of absence for a period of six (6) months. Request for leaves of absence must be in writing and directed to the Pine Valley Administrator. The Pine Valley Administrator may extend an employee's leave of absence an additional 6 months. No employee will be granted a leave of absence in excess of one year. Employees must exhaust all benefit time prior to starting unpaid leave. The employee shall pay its normal premium contribution. The insurance may be continued by an employee on an authorized extended or non-qualifying leave of absence if permitted by the insurer, with the employee paying the total premium. The employee would contact the County Administrator's office to find out the premium due date, and then submit the premium to the County Administrator's office.

### **2. Dental Insurance:**

Refer to County Handbook

### **3. Retirement Plan**

Refer to County Handbook

#### **4. Life Insurance**

Refer to County Handbook

#### **5. Section 125 Flex**

Refer to County Handbook

#### **6. Holidays:**

Please see County Handbook in Regards to the Paid Holidays.

- a. To qualify for holiday, pay, employees must work all regularly scheduled work time for one scheduled workday immediately preceding the holiday and one scheduled workday immediately following the holiday, unless on an excused absence or vacation.
- b. For full-time and part-time employees who are required to work holidays will be scheduled on a rotating basis to share the responsibility equitably. No employee should consistently work the same major holidays unless voluntarily agreed.
- c. Employees may trade holiday shifts with prior written approval from the supervisor.
- d. Regular full-time employees will be paid straight time for holidays not worked. If they work on the holiday, they receive time and one half (1 ½) in addition to their Holiday Pay.
- e. Regular part-time employees will be paid half-time for holidays not worked. If they work on the holiday, they receive time and one half in addition to their Holiday Pay.
- f. Hours Worked on a Holiday: If the majority of an employee's hours worked fall on a holiday, then the employee's entire shift shall be considered as paid time for computation of holiday pay. Holiday pay for night staff shall be the night shift before the holiday.
- g. Call-in employees will receive time and one half in addition to their Holiday Pay for all hours worked on a holiday.
- h. A personal holiday cannot be taken on the day that any other paid holiday is observed and to receive pay the employee must be off the day that they request as their personal holiday.
- i. The Employer will give a written response to a request within thirty (30) days of the submission of the request. If a personal day is approved and the employee is later called in to work on that day, the personal day will be treated as if it were a fixed holiday.
- j. Personal holidays need to be used in the calendar year, or they are forfeited.
- k. Holidays Falling on Weekends or employees off day: Employees who do not usually work weekends, will receive compensation time, equivalent to straight time, and may use the holiday up to 30 days after the holiday.
- l. Employees may observe special religious holidays by submitting their request through their immediate department head. Holiday or Vacation shall be used, providing the time scheduled will permit such an absence. Requests should be made at least three (3) weeks prior to the anticipated holiday.
- m. Holidays Falling During Vacation or Sick Leave: If any of the above listed holidays falls during time taken as paid vacation or paid sick leave, such holiday shall not be charged against accumulated vacation or sick leave.
- n. Employees on lay-off do not receive holiday pay.

**7. Bereavement:**

Refer to County Handbook/Policy.

**8. Compensatory Time:**

Effective January 1, 2026- Please see County Handbook in regards to Compensatory time. Compensatory time must be approved by the Administrator prior to the earning of this.

For the following positions, you will receive your hourly rate in addition to your salary in the event that you are required to work on the floor outside of your normal working hours.

Nurse managers

Director of Nursing

Maintenance director

**9. Overtime:**

Employees eligible for overtime pay will be paid at a rate of time and one half for all hours worked over 8 hours per day or 80 hours in a pay period. Overtime must be approved in advance by the employee's supervisor and an overtime slip completed.

**10. Sick Leave:**

Refer to the County Handbook

**11. Accrued Sick Leave:**

Refer to County Handbook

**12. Days in Bank:**

Refer to County Handbook

**13. Workers Compensation:**

In the event an employee suffers an injury or illness in the course of performing his/her duties, the employee may use accumulated sick leave to make up the difference between what the employee receives from Worker's Compensation payments and his/her regular pay. The employee using sick leave under this section will be charged only for the portion of a full day's sick leave needed to supplement Worker's compensation to equal the employee's full day's pay.

Pine Valley will accommodate light duty restrictions in the event of injury occurring during work.

**14. Voluntary Sick Leave Donation: See County Handbook****15. Unused Sick Time:**

See County Handbook/Policy.

**16. Vacation:**

See County Handbook/Policy

**17. Resignation/Retirement Notice:**

See Handbook of Personnel Policies

**18. Family and Medical Leave:**

Pine Valley will administer Family Medical Leave in accordance with the County Policy.

## **19. Symons Complex Employee Privileges:**

See Handbook of Personnel Policies.

## **20. Military Leave:**

Pine Valley will administer Military Leave in accordance with the County Policy.

Cr. 1/1/12, Res. 12-1, Family and Medical and Military Leave modified; Eff. 3/17/15, Res. 15-41, Sick leave & Vacation modified and 6. d., h., i., 8., 10., 11.; Eff. 7/18/17, Res. 17-69, Holidays; Eff 3/20/18, Res 18-35 Sick Donation; Eff 5/15/18, Res 18-55, Compensatory Time; Eff 5/15/18, Res 18-56, Sick Time, Days in Bank; Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 8. Positions, 10. revised;

## **Rules of Conduct**

### **1. Department Heads' Responsibility:**

Refer to Handbook of Personnel Policies.

### **2. Grounds for Termination or Suspension:**

- a. Theft of property belonging to Pine Valley Community Village, or a resident, visitor or another employee.
- b. Alcohol or drug use on the job or being under the influence of alcohol or drugs while on the job.
- c. Possession of a dangerous weapon on nursing facility premises.
- d. Disclosing confidential Protected Health Information (PHI) to unauthorized persons or to any employee who does not have a "need to know" based on what is required to do their job. Breach of confidentiality.
- e. Willful damage to facility property.
- f. Insubordination.
- g. Disorderly or immoral conduct in or around the facility.
- h. Falsification of employment applications.
- i. Conviction for the violation of a criminal law.
- j. Falsification of nursing facility records.
- k. Conduct endangering the welfare of a resident or another employee, or facility property.
- l. Influencing or inducing a resident to make a gift or bequest to an employee, to the facility or solicit gratuities.
- m. Violation of the Residents Bill of Rights.
- n. Smoking on facility grounds, includes use of e-cigarettes.
- o. Failure to obtain permission from the Supervisor to leave job or premises during working hours.
- p. Punching or swiping another employee's timecard or badge or requesting another employee to punch or swipe your timecard.
- q. Un-excused Absence.
- r. Failure to follow safety practices or policies or personnel handbook.
- s. Sleeping on duty or unavailable/engaged while on duty.

- t. Unauthorized posting or removal of bulletin board items.
- u. Unauthorized distribution of literature.
- v. Unauthorized solicitation in or around the nursing facility premises.
- w. Organization of activities for any group or groups on the nursing facility time and premises without permission of the Pine Valley Administrator.
- x. Wearing of unauthorized buttons or badges, wearing printed t-shirts with offensive & inappropriate message.
- y. Failure to report an accident or injury.
- z. Excessive absenteeism/tardiness - six (6) or more occurrences of illness in the past 12 months for full-time employees and five (5) or more occurrences of illness for part-time employees, except for unusual circumstances, shall be considered excessive.
- aa. Refusing to report for a physical, laboratory test or x-rays when requested by the Pine Valley Administrator of the Nursing Facility.
- bb. Unsatisfactory work performance as based upon the employee performance evaluation.
- cc. Failure to follow supervisor's directions.
- dd. Repeated failure to be at the workstation ready to work at the starting time.
- ee. Criticism of a fellow employee of the facility in front of a member of the public or another employee of the facility while on duty.
- ff. Stopping work before time specified or overstaying rest or lunch periods.
- gg. Failure to follow facility parking restrictions.
- hh. Use of facility telephone for personal calls without permission of supervisor. Failure to report personal long-distance calls & failure to reimburse the facility for toll calls.

Violation of the above rules may result in discipline up to and including discharge at the discretion of the Pine Valley Administrator, depending upon the severity of the infraction. When an employee's conduct is considered to be cause for disciplinary action his/her supervisor will inform him/her verbally or in writing.

### **3. No Department Head or County employee shall:**

- a. Use or attempted use of his/her position to secure any preferential or unlawful rights or advantages for himself/herself or others.
- b. Having a financial or other personal interest which is in conflict with the proper discharge of his/her duties.
- c. Disclosing or using confidential information concerning Richland County to promote a private financial interest.
- d. Accepting any substantial gift, in any form, from a person who has business dealings with Richland County.

### **4. Sexual Harassment Policy:**

Refer to Handbook of Personnel Policies. Sexual harassment of any kind will not be tolerated. All employees must avoid offensive or inappropriate sexual behavior at work and are responsible for assuring that the workplace is free from sexual harassment at all times.

## **5. Violence in the Workplace:**

Refer to Handbook of Personnel Policies and Facility Policy.

## **6. Grievances:**

### **Definition of a Grievance**

A grievance is a formal concern or complaint raised by a staff member regarding:

- Workplace policies or practices
- Working conditions
- Interpersonal conflicts
- Harassment, discrimination, or retaliation
- Perceived unfair treatment
- Any violation of facility policy, law, or ethical standards

### **Step 1 – Informal Resolution (Optional)**

- Employees are encouraged to address concerns directly with the person(s) involved when possible.
- Supervisors should be approached to help mediate informal resolutions.

### **Step 2 – Formal Written Grievance**

- If the issue cannot be resolved informally, the employee should complete a **Staff Grievance Form** and submit it to their immediate supervisor or the Human Resources (HR) department.
- If the grievance involves the immediate supervisor, the form should be submitted directly to HR or the Administrator.

### **Step 3 – Submission Timeline**

- Grievances should be submitted within **10 business days** of the incident or awareness of the issue.

### **Investigation Process**

- The Supervisor, HR, or Administrator will acknowledge receipt of the grievance within **3 business days**.
- An impartial investigation will be conducted, which may include:
  - Interviews with the complainant, witnesses, and involved parties
  - Review of relevant documents or records
- Investigations should be completed within **15 business days**, unless circumstances require more time (in which case the employee will be informed).

### **Resolution**

- Findings and decisions will be documented in writing.
- The resolution will be communicated to the employee in person (when possible) and followed by a written summary.
- Corrective actions, if any, will be implemented promptly.

### **Confidentiality**

- All grievance matters will be handled as confidentially as possible.
- Information will be shared only with those directly involved in the investigation and resolution process.

### **Protection from Retaliation**

- No employee will be retaliated against for filing a grievance in good faith.
- Retaliation should be reported immediately and will be investigated as a separate offense.

### **Appeal Process**

- If the employee disagrees with the resolution, they may submit a written appeal to the Administrator within **5 business days** of receiving the decision.
- The Administrator's decision will be final.

### **Recordkeeping**

- HR will maintain grievance records in a secure file for **at least 3 years** in compliance with applicable laws.

Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 3. e. struck, f.-j. relettered,

## **Procedures for Hiring, Disciplinary Action, Suspensions, Dismissal and Layoff:**

### **1. Hiring: See County Handbook**

### **2. Temporary Vacancies:**

Temporary vacancies when filled by current staff will be paid at the pass probation job rate for the position filled. If limited term employees are hired they shall be paid and hired according to County Handbook of Personnel Policies.

### **3. Probation Period:**

The purpose of the probation period is merely to require that the job performance of all employees who are new to a county position is reviewed within a fixed period from the employee's start of work in any position. The purpose of this initial review is to determine:

- a. If the employee is to continue in the position in regular status, or
- b. If the employee's employment in the position is to be terminated. No inference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.

Probationary employees may be disciplined and terminated without recourse. Employees are probationary for three (3) months or 468 hours of actual work, whichever is greater. If still employed after such probationary period, their length of service shall date from the first day of hire. Successful completion of the probationary period will be determined by the department head with the Pine Valley Administrator's approval.

Any employee's probationary period can be extended up to a maximum of an additional six months. This decision will be made by the Pine Valley Administrator.

Employees whose probationary periods are extended are not eligible to receive their post-probation salary increases until the end of their probationary period, as extended. Employees whose probation has been extended shall be notified in writing prior to the end of their probationary period. Prompt notification shall be given to the County Administrator's office regarding the status of the probationary employee.

Probationary employees may be terminated at any time at the discretion of the Employer. Discharges during the probationary period shall not be subject to the grievance procedure.

### **4. Reclassification**

Refer to Handbook of Personnel Policies

### **5. Dismissal or Suspension: See County Handbook**

### **6. Termination/Layoff/Reduction of Hours due to Lack of Work:**

Whenever it becomes necessary either due to low census, need for economy, reorganization of work or change in need for staff or hours, employees may experience a reduction in hours, loss

of position or change in position. Employees may be laid off, terminated or have hours reduced or their position changed according to the needs of the facility. The nursing home reserves the right to terminate any employee for unsatisfactory service, without notice, at any time during the three month (468 hours) probationary period. Employees separated for violations will receive pay to the time of dismissal only, you will not receive any unused accumulated vacation time.

In the event that you are laid off, Pine Valley may do the following:

- a. Pay you your normal pay for up to 30 days
- b. Pay out your vacation you accumulated at point of lay off
- c. Pay out your comp balance up to 40 hours
- d. If you are flex time you will not be paid out that balance

## **7. Non-disciplinary Termination/Layoff**

Refer to Handbook of Personnel Policies.

## **8. Complaints Procedures**

Refer to Handbook of Personnel Policies.

Cr. 1/1/12, Res. 12-1, 3. Reworded, 5. a., b. & c. Modified; Eff. 3/17/15, Res. 15-41, Hiring modified; Eff. 9/19/17, Res. 17-89, Probation; Eff. 12/14/21, Res. 21-106, reformatted, change authority title, 3. reworded;

## **Reimbursement**

### **1. Lodging:**

Refer to Handbook of Personnel Policies.

### **2. Meals**

Refer to Handbook of Personnel Policies.

#### **a. Mileage**

Refer to Handbook of Personnel Policies.

#### **b. Other Expenses**

Refer to Handbook of Personnel Policies.

#### **c. Registration Fees**

Refer to Handbook of Personnel Policies.

#### **d. Expense Vouchers**

Refer to Handbook of Personnel Policies.

Cr 1/1/12, Res. 12-1; Eff. 1/16/18, Res. 18-2, added 7.;

## **Miscellaneous Personnel Provisions:**

### **1. Change of Address or Status:**

Refer to Handbook of Personnel Policies.

## **2. Official County Bulletin Board:**

Refer to Handbook of Personnel Policies.

## **3. Employee Bulletin Board:**

Refer to Handbook of Personnel Policies.

## **4. Equipment:**

Refer to Handbook of Personnel Policies.

## **5. Telephone Policies:**

Employees will refrain from using the telephone for personal matters except for an emergency. Long distance calls for other than official business of the facility will not be permitted.

## **6. Notification of Absence:**

Employees are expected to notify their immediate supervisor or designee, when unable to report to work for any reason. Having relatives call for the employee is unacceptable. The employee should give as much advance notice as possible for any absence. A minimum of two hours is required according to our Absenteeism Policy.

## **7. Two No Call No Shows = Voluntary Termination Policy**

### **Purpose**

To ensure consistent attendance and accountability in maintaining safe and effective care for residents, this policy defines the conditions under which failure to report or communicate absences is treated as voluntary resignation.

### **Policy Statement**

Employees who fail to report for their scheduled shift and do not notify their supervisor **for two occurrences within a rolling 12-month period** will be considered to have voluntarily resigned from their position.

### **Definitions**

- **No Call No Show:** Failure to report for a scheduled shift **and** failure to notify the designated supervisor or scheduler prior to the start of the shift.

### **Reporting Absences**

1. Employees must call the facility and speak with a nurse to call in.
2. Notification must occur at least 2 hours prior to the start of your shift.
3. Leaving a voicemail or text message does not count unless confirmation is received.

### **Consequences**

- **First Occurrence:** Documented as "No Call No Show." Verbal or written warning issued.

- **Second Occurrence (within 12 months):** Employee will be deemed to have voluntarily resigned effective the last date worked.
- **Two Consecutive No Call No Shows:** Immediate voluntary resignation (job abandonment).

## **Exceptions**

- Medical emergencies or situations outside the employee's control may be reviewed with documentation.
- FMLA or other protected leave laws will be honored per federal and state regulations.

## **8. Weather Conditions:**

If employees are unable to report to work due to weather conditions, they should notify their supervisor. If weather conditions improve, employees should call in to see if they should report to work. Days missed due to weather conditions will be taken as vacation, personal day, sick day, If you do not have any time off benefits, you will need to make up hours to ensure that you worked the required hours for your status and benefits.

## **9. Jury Duty:**

Employees shall be excused with full pay for jury duty. Any compensation for such duty shall be paid to the county. Employees not selected as jurors for a case shall report promptly back to their workstation.

## **10. Ambulance or Fire Department Volunteers:**

Refer to Handbook of Personnel Policies.

## **11. Break Room:**

Refer to Handbook of Personnel Policies.

## **Use of Computers, Software & Internet:**

Employees are required to adhere to Pine Valley's Policies as well as the county policy on the use of the facility computers and software and the use of the internet, as defined in the Facility Policy and Procedure book.

## **12. Picture Identification Badge:**

All staff shall be issued a picture identification badge by the Centralized IT MIS Department. Time Badges are required for all employees, except the Pine Valley Administrator. Employee will use their time badge to swipe in at the start of their shift and out at the end of the shift. Employees will not swipe in earlier than seven minutes prior or out more than seven minutes after their shift ends. Employees will swipe out and in for lunch if they leave the facility.

## **13. Training Opportunities/In-service Education:**

Employees are required to attend in-service programs at the request of the Pine Valley Administrator or their department head. It is the employee's responsibility to record each in-service on their index card in the in-service file box. Certified Nursing Assistants are required to have 12 hours of in-service education annually. Staff are required to attend meetings at the facility as these will not be recorded, additionally, you will be required to review Relias to ensure compliance of continued education. Employees are required to attend the fire in-service, and all

other in-services required by the department head or administration.

#### **14. Gifts or Gratuities**

Employees are not allowed to accept gifts or gratitude due to state and federal regulations.

#### **17. County Workspaces and Personal Property**

Refer to Handbook of Personnel Policies.

#### **18. Parking:**

Employees are to park in the lower-level parking lot.

#### **19. Service Awards:**

Employees who have given five or more years of service to Pine Valley Community Village will be recognized. They are given recognition in five-year intervals beginning with the fifth year of employment.

#### **20. Suggestion box:**

This box is located in the employee breakroom for employees to place ideas or suggestions. Please sign so we can discuss idea/suggestions with the appropriate person.

#### **21. Professional Ethics:**

- a. All information concerning the condition or wellbeing of a resident is considered confidential and shall not be disclosed by an employee. Requests for information shall be referred to the Pine Valley Administrator, Director of Nursing, Social Worker, or licensed nursing staff.
- b. Information regarding the residents' diagnosis and treatment will be made known to employees on a "need to know" basis only. Employees will not be permitted to review resident medical charts or doctor's orders unless they have a specific need to have chart information in their daily care of the resident. Disclosure of such information by an employee may be grounds for immediate dismissal and perhaps legal action as well (refer to *HIPAA policies*).
- c. No one shall abuse any residents. This includes the willful infliction of injury, unreasonable confinement, intimidation, or punishment resulting in physical harm, pain or mental anguish. This also includes failure to provide goods and services necessary to avoid physical harm, mental anguish, or mental illness and deliberate misplacement, exploitation, or wrongful temporary or permanent use of a resident's belongings or money without the resident's consent. Anyone found guilty of such action will be subjecting themselves to immediate dismissal and could be fined or imprisoned.

#### **22. Mail:**

All mail will be delivered to the Receptionist Office. Employees should have their personal mail addressed to their residence. Incoming and outgoing mail belonging to the residents shall not in any way be tampered with except on written notification of the resident or guardian.

#### **23. Resignation:**

Resignations must be submitted in writing two weeks prior to the last day of work for all employees apart from Department Heads and Licensed Personnel who shall be required to give thirty days' notice.

**24. Smoking Regulations:**

Employees are not permitted to smoke on the grounds. Employees who smoke must punch out and leave the premises to do so.

**25. Fire & Disaster Plan:**

Plans are located near each fire alarm box. Employees are oriented to the fire and disaster plans upon hire and this information is reviewed annually at an in-service. Drills are conducted on a regular schedule to ensure that employees are familiar with these plans.

**26. Security:**

Building security is the responsibility of the maintenance department or the nurse in charge in the absence of the maintenance personnel. All exit doors are locked from 9:00 P.M. each evening until 7:00 A.M. the following morning. Entry can be made by staff with the use of their photo ID badge.

**27. Lost and Found:**

The nursing facility cannot be responsible for personal articles lost, stolen or damaged on the premises. Lost and Found items are kept at the switchboard.

Cr. 1/1/12, Res. 12-1; Eff. 3/17/15, Res. 15-41, Weather conditions modified; Eff. 4/18/17, Res. 17-41, change Dept name change, revised 25.; Eff. 12/14/21, Res. 21-106, reformatted, change authority title;

This is to certify that I have received my personal copy of Pine Valley Community Village Employee Manual and Resident Bill of Rights and have read and understand the policies, practices, rules and regulations contained therein.

I understand the above is a condition of my employment.

Name

Date