

**RESOLUTION**

**ROCK COUNTY BOARD OF SUPERVISORS**

Board of Health  
INITIATED BY



3/22/2023  
DATE DRAFTED

**Creating a 1.0 Business Manager position and Deleting a 1.0 Administrative Services Supervisor position**

**WHEREAS**, the Rock County Public Health Department requests that a 1.0 FTE Administrative Services Supervisor position be deleted and a 1.0 FTE Business Manager position be created; and,

**WHEREAS**, the 1.0 FTE Administrative Services Supervisor position is currently vacant; and,

**WHEREAS**, the Business Manager position is more appropriately aligned with expectations of the position to coordinate financial reporting, accounting, and billing operations within the department; and,

**WHEREAS**, the Business Manager position classification will be consistent with positions in other departments with similar roles and responsibilities; and,

**WHEREAS**, the department’s budget has become more complex, with grant funding to support initiatives to improve population health outcomes increasing from 11 grants in 2019 to 20 grants in 2023; and,

**WHEREAS**, grant funding for the department is expected to remain higher than prior years, after accounting for decreased COVID-19 grant funding; and,

**WHEREAS**, the position will continue supervising the department’s support staff and account clerk and will continue providing high-level administrative support for the department; and,

**WHEREAS**, the Rock County Public Health department can absorb the additional approximate cost of \$13,500 for the Business Manager position for the remainder of 2023 through cost savings during the time the position is vacant and reallocation of non-personnel budgeted expenses.

**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this 13th day of April, 2023 does hereby approve the creation of a 1.0 FTE Business Manager position and the deletion of a 1.0 FTE Administrative Services Supervisor position in the Rock County Public Health Department budget.

FISCAL NOTE:

The increased cost will be funded by vacancy savings in 2023 and will need to be included in future budgets.

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Randy Terronez  
Acting County Administrator

**Committee Action**

Board of Health

Board of Health recommended this resolution for approval by a unanimous voice vote. Supervisor Clasen was absent.

County Board Staff Committee

County Board Staff Committee recommended this resolution for approval by a unanimous voice vote.