

# RESOLUTION

## Resolution Authorizing Adjustments in the Valley Hi Employee Roster including Reclassifying Position #61018915, Eliminating Position #61007499, #61007399, #61005899, and #61019721; and Creating 2 New FT Nurse Positions (61)

**WHEREAS**, the Valley Hi Nursing Home Administrator continually evaluates the Valley Hi employee roster and positions to ensure facility is appropriately staffed to provide the necessary care for the residents; and

**WHEREAS**, resident and facility needs are changing as resident acuity increases and the facility prepares to open the new Memory Care Unit; and

**WHEREAS**, the Valley Hi Administrator has identified a need to address multiple areas in the employee roster to better position the organization; and

**WHEREAS**, the Valley Hi Administrator has worked with the County Human Resources Director to conduct a review of position #61018915 and has confirmed that a reclassification is warranted based on increased responsibilities, changes in facility acuity and services, and growing regulatory expectations; and

**WHEREAS**, the Valley Hi Administrator and leadership team has identified a need to amend resolution VH-2024-009 which established the staffing for the new Memory Care Unit to include additional nurse time requiring the creation of two (2) additional full-time nurse positions; and

**WHEREAS**, the Valley Hi Administrator has identified vacant positions in the Valley Hi roster to eliminate and account for the reclassification and creation of two (2) full-time nurse positions; and

**WHEREAS**, the overall net impact to the Valley Hi employee roster following said changes is an annual savings of approximately \$7,500 as detailed below; and

Eliminating	Position	Hours	Base	Hourly Total	FICA @ .0765	IMRF @ .0602	Insurance @ \$3,003.89	Total	Total Cost	
	61007499 2-day per week nurse	11N 599	41	\$24,559.00	\$1,878.76	\$1,478.45	\$0.00	\$27,916.22	\$27,916.22	
	61007399 2-day per week nurse	11N 807	41	\$33,087.00	\$2,531.16	\$1,991.84	\$0.00	\$37,609.99	\$37,609.99	
	61005899 3-day per week nurse	11N 1208	41	\$49,528.00	\$3,788.89	\$2,981.59	\$0.00	\$56,298.48	\$56,298.48	
	61019721 Infection Preventionist	15E Salary	\$86,180.00		\$6,592.77	\$5,188.04	\$3,003.89	\$100,964.70	\$100,964.70	
									\$222,789.38	Savings
Reclassifying	Position	Hours	Base	Hourly Total	FICA @ .0765	IMRF @ .0602	Insurance @ \$3,003.89	Total	Total Cost	
	61018915 Assistant Administrator (old)	15E Salary	\$101,687.51		\$7,779.09	\$6,121.59	\$3,003.89	\$118,592.08	\$118,592.08	
	61018915 Assistant Administrator (new)	19E Salary	\$115,000.00		\$8,797.50	\$6,923.00	\$3,003.89	\$133,724.39	\$133,724.39	
									\$15,132.31	Difference (new cost)
Creating	Position	Hours	Base	Hourly Total	FICA @ .0765	IMRF @ .0602	Insurance @ \$3,003.89	Total	Total Cost	
	FTNurse	11N 2080	41	\$85,280.00	\$6,523.92	\$5,133.86	\$3,003.89	\$99,941.67	\$99,941.67	
	FTNurse	11N 2080	41	\$85,280.00	\$6,523.92	\$5,133.86	\$3,003.89	\$99,941.67	\$99,941.67	
									\$199,883.33	New Cost
Overall Savings									\$7,773.74	Overall Savings

**WHEREAS**, all adjustments to the Valley Hi roster have been accounted for and will continue to be accounted for the Valley Hi operating budget; and

**WHEREAS**, the Valley Hi Operating and the Administrative Services Committees have reviewed and supports these changes.

**NOW, THEREFORE BE IT RESOLVED**, by this County Board of McHenry County, Illinois, that it hereby authorizes the Human Resources Director to reclassify position #61018915 in the employee roster

from a grade 15E to a 19E, eliminate positions #61007499, #61007399, #61005899, and #61019721 and creating two (2) new full-time nurse positions in the Valley Hi roster; and

**BE IT FURTHER RESOLVED**, said changes will result in a savings to the Valley Hi Operational budget of approximately \$7,500 and enhance the quality of services provided at Valley Hi; and

**BE IT FURTHER RESOLVED**, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Valley Hi Nursing Home Administrator; the Director of Procurement and Special Services; the County Auditor; the Chief Financial Officer; and the County Administrator.

**DATED** at Woodstock, Illinois, this 15th day of April, A.D., 2025.

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Michael Buehler, Chairman  
McHenry County Board

ATTEST:

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Joseph J. Tirio, County Clerk

## **RESOLUTION**

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**SUBJECT:** Resolution Authorizing Adjustments in the Valley Hi Employee Roster including Reclassifying Position #61018915, Eliminating Position #61007499, #61007399, #61005899, and #61019721; and Creating 2 New FT Nurse Positions (61)

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### **Board / Committee Action Requested:**

Valley Hi seeks authorization to allow the County Human Resources Director to make changes in the Valley Hi Employee Roster, including:

- Reclassify position #61018915, Assistant Nursing Home Administrator from a 15E to a 19E
- Eliminate vacant positions #61007499 (part-time nurse), #61007399 (part-time nurse), #61005899 (part-time nurse) and #6101721 (full-time Infection Preventionist)
- Create 2 new full-time nurse positions

### **Background and Discussion:**

The Valley Hi Administrator reviews the needs of the organization and evaluates facility positions and staffing needed to meet those needs. Long-term care has been changing rapidly with the conclusion of the pandemic response and the infusion of the baby boomers into the health care system. One key change has been the significant increase in the acuity level of the residents and patients being cared for at Valley Hi. This change, coupled with the opening of the new Memory Care Unit has once again identified the opportunity to make adjustments.

The role of the Assistant Nursing Home Administrator position continues to evolve. The individual in the position has been with the County for over 17 years, most of that time with Valley Hi. The position has grown from a support position to an essential day-to-day operational leadership position. Back in the summer of 2024; the process to evaluate and ultimately reclassify position #61018915 began. The Valley Hi Administrator and the County Human Resources Director discussed the increased responsibilities including the addition of the Memory Care Program, enhanced planning and scheduling of daily facility operations, increased fiscal responsibilities, increased regulatory expectations, and increased reimbursement challenges. At the same time, changes in the long-term care market and the recent hiring of new nursing leaders, have caused the position to fall behind within the employee roster.

Nurses and front-line staff have had recent market-based adjustments to their wages; however, administrative positions were not looked at during those reviews. This adjustment would reflect a leveling of the organizational structure.

As the Valley Hi leadership team has met with Memory Care Unit Director candidates and conducted facility visits, it has been determined that there is a need to have nurse coverage on the Memory Care Unit 24-hours a day rather than 8 hours a day. This will help provide a higher level of care and services to the approximately 20 daily residents on the unit once fully operational. This will require the addition of 2 full-time nurses and 2 part-time nurses to the Memory Care Unit staffing patterns. The two part-time positions are already available within the Valley Hi roster; however the full-time positions will need to be created. This change will amend resolution #VH-2024-009. The Memory Care Unit budget projections have been adjusted to account for the increased staffing and still show a significant positive cash flow position and will account for the increased staffing expenses.

To further account for the increased costs identified above; the Valley Hi Administrator conducted a full review of the vacant positions within the facility roster and has identified four (4) positions that can be eliminated without impacting facility operations or anyone on the roster; creating a projected savings of approximately \$7,500.

Eliminating the 3 identified vacant part-time nurse positions #61007499, #61007399, and #61005899 will not have any impact on resident and patient care. With the reduction in overall operational beds from the creation of private, short-term rehab rooms as well as the new Memory Care Unit; the positions are no longer needed. Position #6101721, the full-time Infection Preventionist position created in response to the pandemic, has been vacant for some time now. The responsibilities have been moved into the Assistant Director of Nursing role as the requirements have changed post-pandemic and no longer require a full-time person in that type of position. After the position being vacant for a period of time, the need to have a dedicated person in that role has been demonstrated as no longer necessary.

These changes to the Valley Hi roster will better reflect current facility needs and result in an overall savings to the roster.

### **Impact on Human Resources:**

The changes identified above will result in the reclassification of position #61018915, Assistant Nursing Home Administrator from a 15E to a 19E; eliminate vacant positions #61007499 (part-time nurse), #61007399 (part-time nurse), #61005899 (part-time nurse) and #6101721 (full-time Infection Preventionist); and create 2 new full-time nurse positions within the Valley Hi roster.

### **Impact on Budget (Revenue; Expenses, Fringe Benefits):**

The following chart reflects the impact of the proposed changes:

Eliminating	Position		Hours	Base		Hourly Total	FICA @ .0765	IMRF @ .0602	Insurance @ \$3,003.89	Total	Total Cost		
	61007499	2-day per week nurse	11N	599	41	\$24,559.00	\$1,878.76	\$1,478.45	\$0.00	\$27,916.22	\$27,916.22		
	61007399	2-day per week nurse	11N	807	41	\$33,087.00	\$2,531.16	\$1,991.84	\$0.00	\$37,609.99	\$37,609.99		
	61005899	3-day per week nurse	11N	1208	41	\$49,528.00	\$3,788.89	\$2,981.59	\$0.00	\$56,298.48	\$56,298.48		
	6101721	Infection Preventionist	15E	Salary		\$86,180.00	\$6,592.77	\$5,188.04	\$3,003.89	\$100,964.70	\$100,964.70		
											\$222,789.38	Savings	
Reclassifying	61018915	Assistant Administrator (old)	15E	Salary		\$101,687.51	\$7,779.09	\$6,121.59	\$3,003.89	\$118,592.08	\$118,592.08		
	61018915	Assistant Administrator (new)	19E	Salary		\$115,000.00	\$8,797.50	\$6,923.00	\$3,003.89	\$133,724.39	\$133,724.39		
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		FTNurse	11N	2080	41	\$85,280.00	\$6,523.92	\$5,133.86	\$3,003.89	\$99,941.67	\$99,941.67		
		FTNurse	11N	2080	41	\$85,280.00	\$6,523.92	\$5,133.86	\$3,003.89	\$99,941.67	\$99,941.67		
											\$199,883.33	New Cost	
Overall Savings											\$7,773.74	Overall Savings	

The proposed changes will be covered within the current Valley Hi FY2025 budget and will continue to be accounted for in future budgets.

**Position Reclassification or Regrade, please address the following:**

The Valley Hi Administrator and County Human Resources Director began discussing reclassification in July of 2024. At that time a new Comprehensive Position Questionnaire was completed to account for the changing role and changes within the Valley Hi roster. It was determined that the adjustment was appropriate. The timing of the change being made coincides with the opening of the new Memory Care Unit and the increased revenue expected.

The change reflects an increase in the amount of \$15,132.31 after all benefits have been accounted for. The change levels the current employee roster as well.

**Impact on Capital Expenditures:**

None

**Impact on Physical Space:**

None

**Impact on Other County Departments or Outside Agencies:**

None

**Conformity to Board Ordinances, Policies and Strategic Plan:**

This resolution is presumed to comply with all applicable policies and ordinances.