

VERNON MANOR BOARD OF TRUSTEES

March 12, 2010

The meeting was called to order in the Conference Room of Vernon Manor at 8:30 a.m. Present were Raymond Moser, James Servais, Ole Yttri, Barbara McNeal and Nancy Witthoft, Administrator. Linda Kica, Personnel Coordinator, also attended a portion of the meeting.

Affirmation of proper public notice of the meeting was given. Moved by Mr. Servais, seconded by Ms. McNeal, all voting aye by voice vote to dispense with the reading of the proceedings of the February 12, 2010 meeting and to approve the proceedings as printed.

Monthly bills were reviewed. It was moved by Mr. Yttri, seconded by Ms. McNeal, all voting aye by roll call vote to approve the bills as reviewed and authorize payment.

-At approximately 9:00 a.m. it was moved by Mr. Yttri, seconded by Ms. McNeal to enter into closed session pursuant to Wisconsin Statutes Section 19.85. On roll call vote, the vote was Servais, aye, Moser, aye, Yttri, aye, and McNeal, aye. Accordingly the Board entered into closed session.

-At approximately 10:45 a.m. it was moved by Mr. Servais, seconded by Mr. Yttri to return to open session. On a roll call vote, the vote was Servais, aye, Moser, aye, Yttri, aye, and McNeal, aye. Accordingly the Board returned to open session.

Following the return to open session, the Administrator was requested to notify the union that the Board of Trustees upheld the termination of the two (2) employees.

Administrator's Report:

- **Census** – Today is 84. We have remained low all of February and into March. We are seeing referrals that are difficult placements. The bariatric beds remain full.
- **Marketing** – Radio – TV – Blood Drive.
- **Staffing** – We have adjusted hours due to the low census.
- **SPP** – We received a letter from the state saying we would receive a payment in April for \$160,250 and one in June for \$162,750. The Administrator will refile this summer for the 2010-2011 payment.
- **WIPFLi** – Meeting scheduled for March 30, 10am – 2pm.
- **Ice** – Since we put more insulation into the attic, we have had ice build up in the corners of the building. A large piece came down between the dining room and kitchen and broke a window in the dining room.
- **Financials** – Review of January 2010 financial statement shows a ppd loss of \$12.82. This is \$36,656 in loss. Last year our January loss was \$32,472. Low census is a big factor along with year end accrued expenses.
- **Bids** – A discussion was held on the possible purchase of five (5) electric low, wide beds. This is the bed we want for all replacement beds. Barbara McNeal made a motion for the Administrator to purchase five (5) beds at a cost of \$10,468. Ole Yttri seconded the motion and all present voted aye.

The agenda being completed, motion by Mr. Yttri, seconded by Ms. McNeal, to adjourn. All members voting aye.

The meeting adjourned at 11:20 a.m. Next meeting date: Friday, April 9, 2010 at 8:30 a.m.

Raymond Moser, Chairperson

James Servais, Board Member

Edward Martinez, Board Member

Ole Yttri, Board Member

Barbara McNeal, Board Member

