

VERNON MANOR BOARD OF TRUSTEES
JULY 9, 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, Edward Martinez, Barbara McNeal and Nancy Witthoft, Administrator.

Affirmation of proper public notice of the meeting was given. Moved by Mr. Yttri, seconded by Ms. McNeal, all voting aye by voice vote to dispense with the reading of the proceedings of the June 10, 2010 meeting and to approve the proceedings as printed.

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

Administrator's Report:

- **Census** – Remaining below our average and budget of 94. Our numbers have not been this low since 2004 and the beginning of 2005. As of July 1, our license is at 98.
- **Marketing** – Nothing unusual - - radio, paper, TV.
- **WIPFLI** – a discussion was held using Horty Elving Architecture to help us with our long range planning. We need to take several scenarios and price them out for financial feasibility. Cost for this work is \$8,000. Jim Servais made a motion to hire Horty Elving to prepare several basic facility plans for price and to have the figures ready for the August trustee meeting. The motion was seconded by Ed Martinez – all present voted aye. The Administrator will contact the vendor.
- **SPP** – Supplemental payment of \$163,027 was received and deposited in July.
- **Kitchen** – The Trustees requested that the Administrator get a second price for installing a hardwire outlet in the kitchen.
- **Students** – Two UW Eau Claire students from the Health Care Administration program have requested to tour our facility.
- **Bedspreads**– have been received and are on the beds.
- **Federal Engineer** – We are still working on a solution to the air flow in the hallways.
- **Consumer Summary** – Yearly report on retention of staff and ratio of staff to residents was reviewed.
- **Smoking** – Discussion on new no smoking laws were reviewed. Residents only may smoke in the garden directly outside the old smoking room.
- **Finances** – Year to Date Ending May 31, 2010. The operating loss for the facility is \$17.15. Our operating loss for the year is \$224,407. The SPP will offset some of this. Our problem is low census.

The agenda being completed, motion by Mr. Servais, seconded by Mr. Martinez, to adjourn. All members voting aye.

The meeting adjourned at 9:55 a.m. Next meeting date: Friday, August 13, 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