

VERNON MANOR BOARD OF TRUSTEES
SEPTEMBER 10, 2010

The meeting was called to order in the Conference Room of Vernon Manor at 8:30 a.m. Present were Raymond Moser, Ole Yttri, James Servais, Edward Martinez, Barbara McNeal and Nancy Witthoft, Administrator.

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 August 13, 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.

Administrator's Report:

- **Census** – High of 86 – falls to 82 residents per day.
- **Marketing** – Nothing extra. Making plans for the fair. We will be with the Milk Marketing Board again.
- **Staffing** – We are short one part time night nurse. The dietary employee we fired was denied unemployment.
- **Survey** – The State Engineer, Romaine Anderson, was here to discuss our cites by the Federal Engineer. He will look into the air flow in the hallways because he doesn't feel that they needed to be changed.
- **Pagers**– Discussion was held on the need for a pager system to eliminate many of the overhead pages. General Communication has bid \$4,500 plus cost of computer program. Motion was made by Jim Servais to accept this bid. It was seconded by Ed Martinez and all present voted aye. The Administrator will move forward with the project.
- **Bedmakers** – This position is nonunion and costs us \$28-30,000 per year. The Administrator has requested to lay off in an attempt to cut costs. Also, the part time activity aide works one day a week for nursing and will be cut back to her original posting. Trustees were in agreement.
- **Downsizing** – A discussion was held on downsizing the number of licensed beds. We will hold off for now but the decision was made to stay above 90 beds – current license is for 98 beds.
- **Budget** – The 2011 budget was reviewed and motion made by Ole Yttri to present to Finance Committee, seconded by Ed Martinez – all present voted aye.
- **WIPFLi** – Discussion was held on moving forward with long range plan. The Administrator will work with WIPFLi to write a resolution to take to Finance in October and if accepted, to present to the County Board in November. The resolution will address the need for a 50 bed facility in Viroqua and a 30 bed facility in the Hillsboro area. Ground to be broken in 2011 for the Viroqua facility followed by the Hillsboro facility and then a 24 unit assisted living. The Administrator will work with WIPFLi to prepare the resolution.
- **Finances** – financials for July were reviewed.

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

The meeting adjourned at 11:15 a.m. Next meeting date: Friday, October 15, 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

