

VERNON MANOR BOARD OF TRUSTEES

October 15, 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 Mr. Martinez all voting aye by voice vote to dispense with the reading of the proceedings of the September 10, 2010 meeting and to approve the proceedings as printed.

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

Administrator's Report:

- **Census** – Census continues to run 82 – 83 per day.
- **Marketing** – Very successful fair – over 1800 cookies and 3,000 milk. We also had a very nice display put together by our Social Workers. We continue with radio and television ads.
- **Staffing** – The bedmakers are done working as of the end of September. I also cut back the hours of one activity person. I fired a C.N.A. for improper lifting of several residents. She failed to follow their care plans. We won the unemployment on several people recently fired.
- **Union Negotiations** – still meeting as a large group – concerns are insurance.
- **Meal**– Next week we are having Tippy Toe Tavern come and make a German meal for our residents. We will also serve German beer and listen to live polka music.
- **Seminar**– Fall meeting in Green Bay was very interesting this year. Attended sessions on culture change, building and finances.
- **Phone Meeting** – Met with representatives, via phone, from WIPFLi, about long range plan and taking the possibility of building (in resolution form) to finance committee in preparation of County Board meeting in November.
 - Shared with Trustees the offer of land in the Village of Viola.
 - The Administrator met with the CEO of Bethel Home to discuss working together for Vernon County and the success of both of our businesses.
- **James Servais** – requested to leave the meeting early. Motion made by Mr. Yttri and second by Ms. McNeal – all voted aye. Mr. Servais excused at approximately 10 a.m.
- **Student**– The Administrator has interviewed and accepted David Miller, a student from UWEC to do an externship here starting next year. His time will be August 2011 to August 2012. He will work in all the departments plus do special projects for administration. He will graduate with a degree in Health Care Administration.
- **Radio Ads** - Discussion was held on radio ads versus television ads. It was decided to drop the television ads and do an ad package with Mid-West Family Broadcasting Company.
- **Finances** – In comparing our 7 month finances to 8 month – we were able to hold expenses down \$.50 per resident per day. Revenue fell \$2.90 per resident day due to low daily census.

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

The meeting adjourned at 10:30 a.m. Next meeting date: Friday, November 12, 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

