



## Badger Prairie Health Care Center

---

Dane County Executive – Joe Parisi  
Human Services Director-Lynn Green  
Badger Prairie Health Care Center Administrator – William Brotzman

### MEMORANDUM

TO: Personnel and Finance Committee

FROM: Lynn Green

DATE: April 25, 2017

RE: Request for approval to purchase food, supplies and refreshments for a Staff Appreciation luncheon as part of National Nursing Home Week

National Nursing Home Week is recognized the week of May 15 – 20. As part of the week's events we celebrate with a resident picnic/cookout. We would like to honor our staff dedication to our residents by providing a separate Staff Appreciation Lunch/Cookout. Management staff will grill the food and serve line staff in recognition of their efforts on our residents' behalf. We anticipate serving approximately 100 staff across all three shifts.

We would provide brats/burgers and side dishes, along with refreshments and supplies. Total cost will not exceed \$450.

We respectfully request that an exception be made to Section 20.14 of the Expense Account Ordinance in order to permit us to purchase food and supplies for the Staff Appreciation lunch/cookout. We have identified funds in the Department's budget that can be used for this purpose.

Thank you very much for your consideration.