



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 24, 2018

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 14 – 18. 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 do the grilling and serve line staff in recognition of their efforts on our residents' behalf. We anticipate serving approximately 100 staff across all 3 shifts.

We would like to provide brats/burgers and side dishes, along with refreshments and supplies. Total cost not to 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.