



Badger Prairie Health Care Center

Dane County Executive – Joe Parisi

Human Services Director-Shawn Tessmann

Badger Prairie Health Care Center Administrator – William Brotzman

MEMORANDUM

TO: Personnel and Finance Committee

FROM: Shawn Tessmann

DATE: April 19, 2019

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 13 - 17. 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 man the grill, 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 provide brats/burgers and side dishes, along with refreshments and supplies. Total cost not to exceed \$400.

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.