

Golden Age Manor
Governing Committee Meeting
October 24, 2008

Members Present: Eugene Sollman, Patricia Schmidt, Gerald Newville, Fred Grimm and Robert Dueholm

Others Present: Jeff Fuge, Roxanne Malum, Gary Taxdahl, and Wendy Johnson.

R. Dueholm called the meeting to order at 10:02 a.m.

P. Schmidt made a motion to approve the agenda. G. Newville seconded the motion. Motion carried by voice vote.

G. Newville made a motion approve the minutes from September 17, 2008 meeting as sent out. E. Sollman seconded the motion. Motion carried by voice vote.

Public Comments – none given.

Financial Report – the board review the financials for September.

G. Newville made a motion for the acceptance of vouchers. E. Sollman seconded the motion. Motion carried by voice vote.

Bryan Bessler joined the meeting at 10:45 a.m.

Administrators/Members Reports were given.

Travel – no discussion.

County Business – R. Dueholm updated the members on the happenings from the county board meeting that was held on October 21, 2008.

Audit Management Letter & Report – G. Taxdahl shared an email that he received from the auditor regarding the management letter. The board would like the discussion be up front and in person.

Policy 103 Hiring Process – The department heads have looked at the policy and the DON would like the QA committee to look at it next.

Copying Invoices – R. Dueholm checked with Tonya and there is no concrete policy on copying invoices. F. Grimm made a motion for accounts payable to stop copying invoices as it is so time consuming. G. Sollman seconded the motion. Motion carried by voice vote.

Sales Tax – Action postponed until November meeting.

High School Wages – The Personnel Committee approved the wage increase for the school to work program from \$7.00 to \$8.00. G. Newville made a motion for the wage increase to take effect October 19, 2008. G. Sollman seconded the motion. Motion carried by voice vote.

Long Range Planning – F. Grimm stated that it is important to have a long range plan due to the fact that the board can change every two years. F. Grimm stated that maybe a 5-year plan would be appropriate; it gives the board members direction.

Capital Investment Plan – F. Grimm stated that is important to have a capital investment plan it leaves a path for the future. F. Grimm would like Gary to report if any other county homes have a capital investment plan or long range planning.

Accounts Receivable & Taking Action to Write Off Certain Accounts – J. Fuge reported that he has received two accounts that are under \$100.00. He would like to have a policy as to the dollar amount that would be turned over to Corp Counsel. Jeff will meet with Gary, Roxanne, and Bonnie on this issue.

Pending Collection Matters – G. Sollman made a motion to go into Closed Session 19.85(1) (c) (f) (g) to receive oral or written legal advice from the Corporation Counsel concerning strategy that the Committee may adopt with respect to pending litigation involving the collection of accounts and because said discussions may consider the financial histories of specific persons referred to in said financial histories. Also for purpose of considering the performance evaluation and the leave of absence of public employees over which the board has jurisdiction or exercises authority. P. Schmidt seconded the motion. Motion carried by roll call vote. Other present in Closed Session were Jeff Fuge and Bryan Bessler.

F. Grimm made a motion to go into Open Session. G. Newville seconded the motion. Motion carried by voice vote.

G. Sollman made a motion to approve the Leave of Absence. P. Schmidt seconded the motion. Motion carried by voice vote.

Next Governing Committee Meeting will be November 25, 2008 at 2:00 p.m.

F. Grimm made a motion for adjournment. G. Sollman seconded the motion. Motion carried by voice vote. Meeting adjourned at 1:15 p.m.

Minutes pending approval at the November 25, 2008 meeting.