

**The Nathaniel Witherell
Finance Committee Meeting Minutes
October 20, 2008**

Time: 4:05 PM
Location: The Nathaniel Witherell Board Room

Attendees:

Finance Committee:

L. Bankson
D. Ayres
B. Dixon
D. Ormsby

Staff Board Members and Guests:

R. Augustine – Director Financial Operations
L. Bausch – Director of Nursing
P. Burns – (phone) TNW Board Member
J. Enchura – Director of Dining Services
J. Hornak – Facilities Operations Manager
C. Thurlow – TNW Board Member
P. Toretta – TNW Board Member
L. Marini – Admin. Assistant

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Lloyd Bankson called the meeting to order at 4:05 PM.

- A. Mr. Augustine received a letter from the State Auditors in response to TNW appeal letter. They will be doing a review of capital assets for TNW concerning the fair value calculation and possible rate increase. Copies of this letter and accompanying documents were distributed to all Committee members.
- B. Committee reviewed the Minutes of the meeting of September 29, 2008. The motion to approve these minutes was made, seconded and adopted unanimously.
- C. 2009-2010 Capital Plan

Committee reviewed and accepted the CIP document for the Budget Year 09/10.

The original list of 21 items was ranked and prioritized by the TNW Management Team, reducing the total cost of requests from \$1,280,000 to \$320,000. The following 11 items received the highest priority and were approved by the TNW Building Committee. This same list will be brought before the Board of Directors on October 27, 2008 for their approval:

1. Interior Painting Plan
2. Carpeting 1st Floor Public Hallways
3. Chairs – Resident Dining & Resident Room Chairs
4. Room HVAC Units
5. Internal Beeper System

6. Resident Computer Stations
7. Vital Signs Machine
8. Therapeutic Pressure-Relieving Mattresses
9. Hill-Rom Electric Beds
10. MDI Computer Hardware
11. Roll-In Refrigerator

D. Departmental Variance Reports

Variance reports for the 1st Quarter for Dining Services, Housekeeping/Laundry And Nursing Departments were reviewed.

Mr. Augustine explains the summary sheets distributed:

Current year worked = Total hours actually worked

Time off = FMLA, holiday, sick (can include paid time)

Payroll Hours = page 14 Financials YTD number (hours actually worked possible plus some time off hours)

Discussions with all 3 departments included:

- Department and Town vacation policies, and new policies being initiated
- Absenteeism/retirements & how they may affect sick time / personal time
- Replaceable vs. non-replaceable staff
- Suggestions for improvement
- The major cause of the Payroll variances is the extraordinary use of vacation time during the prime vacation months of July, August and September.
- Nursing and Housekeeping/Laundry have action plans in place to adjust vacation usage over the final 3 quarters of in FY 08/09
- Dining Services action plan incomplete.

Meeting adjourned at 6:40 PM