

Orchard Manor/County Farm Committee Meeting Minutes August 8, 2012

Chairperson Robert Keeney called the meeting to order at 10:00 a.m. Chairman Keeney noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee Members present were Vincent Loeffelholz, Patrick Schroeder, and Donald Splinter. Other Grant County staff members attending the meeting were Larry Wolf, Donna Haines, and Carol Schwartz. Ivan Farness was excused from attending.

Patrick Schroeder made the motion seconded by Donald Splinter to approve the agenda. Motion carried, voice vote.

Vincent Loeffelholz made the motion seconded by Donald Splinter to approve the July 11, 2012 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Ron and Terri Abing were unable to attend the meeting, but had no issues to be brought before the committee.

Patrick Schroeder made the motion seconded by Donald Splinter to accept the July 2012 County Farm Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Robert Keeney conveyed the committee's sympathy to Ken McAndrew on the passing of his father.

Maintenance Supervisor Ken McAndrew reported the Orchard Manor and Community Services Building grounds had several trees downed or damaged in the July 25 storm. He will get the roof checked to see if any damage occurred there, but no insurance claim is currently pending.

On August 4, lightning struck the employee parking lot lights at Orchard Manor. A computer hub was damaged and other small electrical damage occurred. An insurance claim will be submitted once all damage is assessed. The dry sprinkler system had an air leak unrelated to the storm. It has been repaired.

An independent plumber evaluated the Community Services Building after recent water damage issues. She recommended replacing the lines in the bathrooms every five years as a preventative measure. Maintenance has monitored water pressure in the building (60 psi daytime/80 psi night) and found it to be acceptable. The committee discussed other monitoring systems that could be implemented to avoid future problems. The test and balance issues have not been rectified for the HVAC system. There is a conflict between the test and balance company's room numbers and those JDR provided them to use. The chillers have been running much less with the new system. The walk-in freezer in dietary was losing Freon. There was a problem with the timer for the automatic defrost. McAndrew also expressed concern about the Airdyne 3-compressor system in the walk-in cooler. The system is old and difficult to repair.

Donna Haines and the Committee discussed the following Orchard Manor issues:

- Haines proposed Orchard Manor use CPE funds it received to purchase needed dietary equipment and to fund the start-up costs for the in-house personal laundry. It would take at least three months to implement the laundry changes. A laundry equipment vendor may be able to find an engineering firm for the task.

- The committee will meet August 21, 2012 at 5:00 p.m. to discuss bid proposals for the laundry project.
- The current census is 103 geriatric and 29 ICF/MR residents.
- The facility anticipates an admission to the secured unit.
- Training – the DON will attend a conference 9/13-14 with a \$200 registration fee and hotel room at \$104. Two or three people will also attend the FOCUS 2012 conference.
- The annual volunteer banquet will be held August 23, 2012 in the resident center at Orchard Manor. All committee members and spouses are invited to attend.
- A nurse manager has decided to step down to return to a part-time position. A replacement has been named from an in-house candidate. Several CNA positions remain open.

Donald Splinter made a motion seconded by Vincent Loeffelholz to accept the July 2012 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote Chairperson Robert Keeney tentatively set Tuesday, August 21, 2012 at 5:00 p.m. for a special meeting and Wednesday, September 12, 2012 at 10:00 a.m. for the next regular meeting. Vincent Loeffelholz made the motion seconded by Patrick Schroeder Splinter to adjourn the meeting at 11:52 p.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date