

## Orchard Manor/County Farm Committee Meeting Minutes August 11, 2010

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

Vincent Loeffelholz made the motion seconded by Robert Keeney to approve the existing agenda. Motion carried, voice vote.

Donald Splinter made the motion seconded by John Patcle to approve the July 14, 2010 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

No farm report was given.

Robert Keeney made the motion seconded by Vincent Loeffelholz to accept the July 2010 County Farm Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Don Fowell presented the maintenance report. Ten benches were removed from the courtyards; four were permanently placed and two remain portable. Red granite rock is still needed around the bases. Fowell asked the committee for their input regarding removal of some overgrown shrubs at the Community Services building. The committee will view the area and make recommendations. Bel-Aire Home Improvement has made minor roof repairs.

Robert Keeney made the motion seconded by Vincent Loeffelholz to have maintenance get two bids/estimates for moving old laundry equipment from the laundry building to the Orchard Manor building. Motion carried, voice vote.

The diesel bus has maintenance issues. Air conditioning will need major repairs costing over \$3,500. The body is rusting and needs body work. As a stipulation of the original grant, the bus cannot be sold or traded until it has 100,000 miles on it. The bus is 10 years old, but has only 30,000 miles on it. It is used frequently, but generally for short trips.

Donald Splinter made the motion seconded by Vincent Loeffelholz to accept the maintenance report. Motion carried, voice vote.

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

- The current census is 109 geriatric and 31 ICF/MR residents.
- The annual banquet for Orchard Manor volunteers will be held on August 26 in the resident center at Orchard Manor. Committee members are also invited to attend.
- The facility is getting bids for a permanent structure to be used as protection from the elements in their designated smoking area in the 500/600 courtyard.
- The current laundry contract terms were discussed.

Robert Keeney made a motion seconded by Donald Splinter to accept the rental agreement between Orchard Manor and Maynard Behncke for storage space. Motion carried, voice vote.

Vincent Loeffelholz made a motion seconded by Donald Splinter to send a resolution regarding county nursing homes and the state budget to the full county board for adoption. Motion carried, voice vote.

- Interior painting has been started on the 600 wing hallway.
- Regulations may require elevator mechanical rooms to have sprinklers and elevators must stop at a floor level (not between floors) during an actual fire situation. An estimate from Schindler Elevator for these changes came in at \$43,000. Pricing is also being sought from Schumacher Elevator.
- An extra hot water tank in the Community Services building has been shut off in order to save additional energy.
- Each county department will need to come up with a plan to reduce energy costs based on the Focus on Energy findings.
- Orchard Manor has contracted with MDS Digital Portable X-Ray for in-house x-ray services for residents.
- The two-day dementia training scheduled at Orchard Manor had to be cancelled, but will be rescheduled.
- Staffing needs are for an LTE Qualified Mental Retardation Professional (QMRP) to fill in during a maternity leave.

Donald Splinter made a motion seconded by Robert Keeney to approve the hiring of an LTE QMRP. Motion carried, voice vote.

Robert Keeney made a motion seconded by Vincent Loeffelholz to accept the July 2010 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Johnson Block and Company was unable to present the audit to the committee at this meeting, so no action was taken on the audit.

No other business was presented or acted upon at this time.

Chairperson Patrick Schroeder tentatively set Wednesday, September 8, 2010 at 10:00 a.m. for the next meeting. Vincent Loeffelholz made the motion seconded by Robert Keeney to adjourn the meeting at 11:30 a.m. Motion carried, voice vote.

\_\_\_\_\_  
Committee Secretary

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### **Acronyms**

<b>ICF/MR</b>	Intermediate Care Facility for the Mentally Retarded
<b>eMAR</b>	Electronic Medication Administration Record
<b>eTAR</b>	Electronic Treatment Administration Record
<b>WACH</b>	Wisconsin Association of County Homes
<b>WAHSA</b>	Wisconsin Association of Homes and Services for the Aging