

## Orchard Manor/County Farm Committee Meeting Minutes October 13, 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, Robert Scallon, and Donald Splinter. Other Grant County staff members attending the meeting were John Patcle, Donna Haines, Joyce Roling, and Carol Schwartz.

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

Donald Splinter made the motion seconded by Vincent Loeffelholz to approve the September 8, 2010 and the September 10, 2010 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

No farm report was given.

Chairman Schroeder said the Finance Committee added the loan repayment and additional monies for utilities back to the Orchard Manor proposed budget; as well as increased the amount transferred from the Farm account to the General Fund to \$60,000. Orchard Manor will most likely need to look toward the Farm account as a funding source for the new roof.

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

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

- The current census is 112 geriatric and 31 ICF/MR residents.
- The facility is in need of additional CNAs and continues to interview for those positions. A recent change in federal labor law currently prevents anyone under the age of 18 from being hired for these positions.
- A state survey is currently taking place for the geriatric portion of the facility. The engineering survey has concluded with only minor citations. It may be possible to receive a waiver for the current requirement for sprinklers in the elevator shafts due to the hardship expense for the equipment. It will have to be budgeted for in 2012.
- The state's interpretation of recent changes to the Clean Air Act requires a protective wall for outdoor smoking areas. A resident smoking shelter will be placed in the courtyard with partial sides on it.
- Orchard Manor will be changing its admission forms to indicate resident smoking may be discontinued with 30 or 60 day notice.
- The original vendor for the laundry equipment in the laundry building was consulted about its status. The vendor indicated the equipment is too large to be efficiently used for personal laundry.
- Orchard Manor has met with other vendors and is gathering proposals for contracted linen services.
- Equipment purchases for the month include a bariatric bed, two mattresses, and a wide, Broda chair.

Chris Myers, of Myers Heating & Cooling, presented results of the JDR Engineering, Inc. analysis of the heating, ventilation, and air conditioning at Orchard Manor. The work done to date is well under the \$18,000 authorized expenditure. The analysis involved a review of building plans, checking chillers and loads, and an energy analysis on all rooms. The building has issues with air conditioning capacity and its ability to properly dehumidify the air. Myers recommended the board apply for any grants available through Focus on Energy and then meet with the engineer to get a bid package prepared. He also reminded them any project to correct HVAC issues would include an engineering fee of at least five percent as part of the costs.

Vincent Loeffelholz made a motion seconded by Robert Keeney to pursue any grants available through Focus on Energy. Motion carried; voice vote.

Chris Myers will return to the November 10, 2010 meeting at 11:00 a.m.

Chairman Patrick Schroeder made a call for the committee to adjourn to closed session as per WI Statute 19.85(1)(c) for discussion of a personnel issue. Roll call vote was unanimous. John Patcle made the motion seconded by Vincent Loeffelholz to reconvene to open session. Motion carried; voice vote.

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

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

Chairperson Patrick Schroeder tentatively set Wednesday, November 10, 2010 at 10:00 a.m. for the next meeting. Vincent Loeffelholz made the motion seconded by Donald Splinter to adjourn the meeting at 12:40 p.m. Motion carried, voice vote.

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Committee Secretary

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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