

Orchard Manor/County Farm Committee Meeting Minutes November 10, 2010

Chairperson Patrick Schroeder called the meeting to order at 9:00 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, and Carol Schwartz. Ron Abing also attended.

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 Robert Scallon to approve the October 13, 2010 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Foremost Farms USA sent letters out regarding early redemption of pre-1995 equity. The early retirement offer was for 60 percent of the equity position held. If the offer is declined, payout of equity will continue at its current pace. Vincent Loeffelholz made the motion seconded by Robert Keeney to take no action on the Foremost Farms USA early redemption offer.

The insurance adjuster will be contacted for an update on the proposed roof settlement prior to the next committee meeting. The committee will also review the property insurance on the Orchard Manor/County Farm buildings.

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

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

Robert Keeney made the motion seconded by Robert Scallon to temporarily increase the pay of the interim maintenance supervisor by \$1.83 per hour from October 19, 2010 until a new supervisor begins work. Motion carried; voice vote.

Chairman Schroeder indicated the County is continuing to review the energy audit report for money and energy saving opportunities.

No maintenance report was given.

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

- The current census is 115 geriatric and 30 ICF/MR residents.
- Orchard Manor would like to apply for a grant from the Wisconsin Hospital Emergency Preparedness Program for \$1,000 to purchase emergency equipment such as: two-way radios, headlamps, LED flashlights, etc.

Donald Splinter made the motion seconded by Vincent Loeffelholz to apply for the grant for the purchase of emergency equipment for Orchard Manor. Motion carried; voice vote.

- The bid for facility linen has been awarded to Aramark. The company is going to begin supplying and laundering facility linens December 1, 2010.
- The facility had a recent state survey. As a result of this survey, Orchard Manor is getting prices and proposals for implementation of building code changes requiring sprinklers in the elevator shafts. The facility is considering budgeting for this expense in 2012.
- It cost \$900 to replace the door that came off the diesel bus.
- The 1998 wheelchair van has 108,000 miles on it and needs power steering repair.

Donald Splinter made the motion seconded by Robert Scallon to sell the 1998 wheelchair van, rather than repair it since it is used only as a backup vehicle. Motion carried; voice vote.

- The Orchard Manor holiday party will be held on Saturday, January 29, 2011 at the Holiday Garden in Potosi. This party is funded by employee pop sales proceeds and not County taxpayer funds.

Chris Myers, of Myers Heating & Cooling, and Robb Stone, of JDR Engineering, presented some options for improving the building ventilation and air conditioning systems. The committee needs to determine whether it wants to purchase a system with or without energy recovery, then the bid letting process could begin. The committee asked Robb Stone to return to the December 8, 2010 meeting with a proposal from their firm for the full bid process.

Robert Keeney made a motion seconded by Vincent Loeffelholz to accept the October 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, December 8, 2010 at 10:00 a.m. for the next meeting. Robert Scallon made the motion seconded by Robert Keeney to adjourn the meeting at 12:15 p.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date

Acronyms

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