

## Orchard Manor/County Farm Committee Meeting Minutes January 5, 2011

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. Ron and Terri Abing also attended.

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

Vincent Loeffelholz made the motion seconded by Robert Keeney to approve the December 8, 2010 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Ron and Terri Abing indicated the new rent calculation, per the lease agreement, would be \$109,600.00 for 2011.

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

Robb Stone and Jim Holmquist, JDR Engineering, updated the committee via telephone on the progress of the HVAC project for the facility. JDR found no major issues with HVAC in the core of the main floor of the building. The 2011 Focus on Energy incentive has remained the same as the 2010 estimates. A firm representative will come to Orchard Manor next week to do a site visit and obtain measurements. Robb Stone will update the committee again on February 9, 2011. Their work should be 90-95% complete on that date and bids can be let approximately two weeks later.

Ken McAndrew, maintenance supervisor, reported preventative maintenance is being done on a more timely basis. He also indicated their department was focusing on doing more maintenance on-site rather than using outside contractors or vendors.

Scott Chyko, Delta 3 Engineering, reported on the progress of the roof replacement project. The specifications will be done and the project could be let for bids mid-March. He will make sure the roofing date coordinates with the HVAC work being done at the facility. The materials for the project will be purchased by Orchard Manor to take advantage of the tax savings available.

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

- The current census is 112 geriatric and 30 ICF/MR residents.
- Steve Braun, Disaster Preparedness, recommended \$200 of the grant Orchard Manor received be used to buy radios allowing communication with the hospital, sheriff's department, etc. This would be in addition to the HAM radio purchased through another grant.
- The facility purchased a two-stage snow blower for \$750.
- Schindler Elevator will be able to upgrade the elevators to bring them up to current building code requirements for a fully-sprinklered building.
- Future training includes a WAHSA Public Policy session in Madison on February 23-24 and the WAHSA lobby days on April 13-14.

- After revising the duties of the maintenance supervisor, Orchard Manor recommends the position become exempt and the salary moves to B2.

Robert Keeney made the motion seconded by Donald Splinter to recommend to the Employee Relations Committee the maintenance supervisor be classified B2 effective January 1, 2011. Motion carried; voice vote.

- Orchard Manor's dietician resigned and no applications have been received for the position. The facility is advertising for a dietary supervisor now with a certificate in dietary management.

Vincent Loeffelholz made the motion seconded by Robert Scallon to authorize a salary range of A minimum to A6 for the new dietary supervisor. Motion carried; voice vote.

Robert Scallon made a motion seconded by Vincent Loeffelholz to accept the December 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, February 9, 2011 at 10:00 a.m. for the next meeting. Robert Keeney made the motion seconded by Donald Splinter to adjourn the meeting at 11:50 a.m.. Motion carried, voice vote.

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Committee Secretary

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Recording Secretary

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Date

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Date

### **Acronyms**

<b>ICF/MR</b>	Intermediate Care Facility for the Mentally Retarded
<b>WACH</b>	Wisconsin Association of County Homes
<b>WAHSA</b>	Wisconsin Association of Homes and Services for the Aging