

Orchard Manor/County Farm Committee Meeting Minutes February 9, 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 Donna Haines and Carol Schwartz.

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

Robert Keeney made the motion seconded by Robert Scallon to approve the January 5, 2011 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Robert Keeney made the motion seconded by Vincent Loeffelholz to accept the January 2011 County Farm Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Robb Stone and Jim Holmquist, JDR Engineering, updated the committee on the HVAC plans for Orchard Manor. The plans will make use of an energy recovery system. Part of the new equipment will be on the roof and the remainder will be housed in storage areas on each wing. The current schedule calls for finalization of the bid specifications at the March 2 committee meeting and April 6 as the bid award date.

Chairman Schroeder thanked Orchard Manor, on behalf of all of the committee members, for the invitation to Christmas party held at Holiday Garden on January 29. Those attending enjoyed the evening.

Ken McAndrew, maintenance supervisor, reported fulfilling 286 work orders in January and the backlog is now current. The security system did not operate properly after a fire drill. A relay was the cause of the problems. Snow removal has been going well for the maintenance crew.

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

- The current census is 108 geriatric and 31 ICF/MR residents.
- Orchard Manor received bids/estimates for the work on the elevators to bring them up to current sprinkler and code requirements.
- The state approved plans for the request to lock outdoor courtyards to improve resident safety. The local fire inspector and building inspector must also give written approval.
- The facility is currently interviewing for the Dietary Supervisor position and advertizing for the Social Services Manager position.
- The DON is currently at her annual conference. WAHSA will hold legislative days in Madison on February 23-24.

Scott Chyko, Delta 3 Engineering, reported their firm would be ready to publish specifications in April and have a public bid letting on May 11 at 11:00 a.m. at Orchard Manor. He recommended replacing only the roof, not the siding and soffit, at this time. Donna Haines will send a list of roofers requesting bid information to the firm.

Robert Scallon made a motion seconded by Vincent Loeffelholz to accept the January 2011 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Public comment: Carl R. Thiede addressed the committee on behalf of private pay residents of Orchard Manor. He expressed concerns about the need for another rate increase. He also viewed the new discount offered for prompt payment as a penalty for those who did not have funds available for payment until later in the month. Mr. Thiede also noted current admission information merely calls for timely payment.

Marly Haskins then addressed the committee regarding the newly implemented satellite television charge. Orchard Manor will begin charging \$5.00 per month for satellite service in-room on March 1. Ms. Haskins believes such an item should be included in the facility daily rate.

The Orchard Manor committee discussed these issues and determined the room rate charge and discount program would continue. The committee requested a letter be sent to all private pay residents regarding the rate increase and discount system. The committee also decided to continue with the implementation of the satellite television charge based on the increasing costs to provide the service.

Chairperson Patrick Schroeder tentatively set Wednesday, March 2, 2011 at 12:00 noon for the next meeting. Vincent Loeffelholz made the motion seconded by Robert Keeney to adjourn the meeting at 1:05 p.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date

Acronyms

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