

Orchard Manor/County Farm Committee Meeting Minutes March 2, 2011

Chairperson Patrick Schroeder called the meeting to order at 12:00 noon. 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.

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

Vincent Loeffelholz made the motion seconded by Donald Splinter to approve the February 9, 2011 Orchard Manor and Farm Committee minutes. 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) for the annual performance appraisal of the administrator. Roll call vote was unanimous. Vincent Loeffelholz made the motion seconded by Robert Keeney to reconvene to open session. Motion carried; voice vote.

Robb Stone, JDR Engineering, updated the committee on the HVAC plans and bid process for Orchard Manor. The drawings for the bid will be issued March 7, 2011. The committee discussed project details regarding the amount of time workers would have access to each resident room and the hours/days workers could be on site. This will be a public bid offering.

Vincent Loeffelholz made the motion seconded by Robert Keeney to send the HVAC project for Orchard Manor to bid with April 6, 2011 as the award date for the bid.

The committee discussed the possibility of salvaging some of the stainless steel in the barn on the farm. The committee would also like to review the values of all of the buildings listed on the Orchard Manor/Farm insurance policies to ensure the listing is current and accurate.

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

Ken McAndrew, maintenance supervisor, reported completion of 255 work orders with only nine carried over for completion. John Patcle suggested McAndrew attend a Focus on Energy meeting in Dodgeville on March 31, 2011.

The committee discussed funding options for the upcoming HVAC and roofing projects. There is a possibility of borrowing some funds from the farm account and some from the General Fund. Orchard Manor has also looked at options for a bank loan for a portion of the cash requirements.

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

- The current census is 114 geriatric and 31 ICF/MR residents.
- Recent residency levels have been high enough to enable the facility to bill for bedhold during resident leaves.

- The committee received copies of the Orchard Manor Annual Report. The report is a compilation of annual reports from each facility department.
- Previous state surveys were discussed. The committee instructed the administrator to issue a written statement to management directly responsible for survey results.
- Haines noted expenses for the facility will decrease if employees begin making retirement contributions, but revenues will also decline because reimbursements will decrease, too.
- Orchard Manor has received a commercial request to use its sewer facility. The feasibility of the request is being studied before any action would be taken.
- The current elevator project will include a digital readout for the fire panel.
- The courtyard project still needs the fire chief to make an inspection.

Donald Splinter made a motion seconded by Vincent Loeffelholz to clarify the Orchard Manor inclement weather policy to require employees to use discretionary or vacation time, if available, when they have missed worked due to inclement weather. Motion carried, voice vote.

Robert Keeney made a motion seconded by Donald Splinter to authorize a salary range of D minimum to D6 for the new social services manager. Motion carried; voice vote. The recommendation will go to the next Executive Committee meeting.

Vincent Loeffelholz made the motion seconded by Patrick Schroeder to temporarily increase the pay of the assistant dietary supervisor to the minimum wage for the dietary supervisor, until the position is filled. Motion carried with one opposed; voice vote.

Donald Splinter made a motion seconded by Robert Keeney to accept the February 2011 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Chairperson Patrick Schroeder tentatively set Wednesday, April 6, 2011 at 12:00 noon for the next meeting. Vincent Loeffelholz made the motion seconded by Robert Keeney to adjourn the meeting at 3:45 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