

Orchard Manor/County Farm Committee Meeting Minutes June 15, 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, and Carol Schwartz. Ron and Terri Abing and Joe Bailie also attended.

Joe Bailie, Delta 3 Engineering, conducted the public bid opening in the inservice classroom for the Orchard Manor roofing project. Robert Keeney made the motion seconded by Robert Scallon to award, contingent upon the review of the bids by Delta 3 Engineering, the contract for roofing Orchard Manor to the lowest bidder. K&L Construction bid a total of \$286,597 for Alternate #1 and Alternate #3 of the bid options. A change order will be created to allow the direct purchase of materials by Orchard Manor. Motion carried, voice vote.

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 May 11, 2011 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Ron Abing presented a bill for payment for \$1,548.87 for flood fence repair on the farm; which is the obligation of the County to maintain. He also updated the committee regarding the waterway/erosion issue near the sewer plant. He obtained an estimate of \$1,382.50 from B&J Bulldozing for excavation, removal of debris, and riprap placement. The estimate for stone needed is an additional \$2,700 to \$3,600.

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

Ken McAndrew, maintenance supervisor, reported the completion of 300 work orders during the month of May. The department is now able to address other outstanding maintenance issues. The HVAC project is progressing on schedule and Orchard Manor has authorized Saturday work if needed.

Robert Scallon made the motion seconded by Donald Splinter that the Orchard Manor/Farm Committee adopt the compliance maintenance resolution. 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 2011 Volunteer Banquet will be held August 25, 2011 in the Orchard Manor resident center.
- Orchard Manor is considering the use of Martin Brothers as their new food vendor.
- In order to comply with surveyors concerns, the volume has been turned down on the current nurse called system; a new paging policy has been adopted; and employees calling after regular business hours are being encouraged to use the "back door" phone number to avoid the overhead ringing of the telephone.

- Personal laundry is still having quality control issues. The committee requested a representative from Aramark attend the next meeting to discuss these issues.
- Orchard Manor will continue to explore the option of handling personal laundry in-house. Donna Haines will contact Jerry Carroll regarding any issues with the sewer plant if this option was implemented.
- Staffing update: One RN resigned and will need to be replaced.

Vincent Loeffelholz made a motion seconded by Robert Keeney to accept the May 2011 Orchard Manor 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)(f) for preliminary consideration of a specific personnel problem. Roll call vote was unanimous. Robert Scallon made the motion seconded by Donald Splinter to reconvene to open session. Motion carried; voice vote.

Chairperson Patrick Schroeder tentatively set Wednesday, July 13, 2011 at 10:00 a.m. for the next regular meeting. Vincent Loeffelholz made the motion seconded by Robert Keeney to adjourn the meeting at 11:40 a.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