

## Orchard Manor/County Farm Committee Meeting Minutes July 13, 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 Vincent Loeffelholz, Robert Scallon, and Donald Splinter. Other Grant County staff members attending the meeting were Donna Haines, and Carol Schwartz. Ron and Terri Abing also attended.

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

Donald Splinter made the motion seconded by Robert Scallon to approve the June 15, 2011 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Donna Haines and the Orchard Manor committee presented plaques to recent retirees in appreciation of their years of service and thanked them for their service: Bonnie Laufenberg, 31 years; Patricia Coates, 30 years, and Sharon Matthias, 28 years.

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

Ron Fettkether, Aramark representative, updated the committee on the status of the personal laundry contract with Orchard Manor. The company has decided to subcontract the personal laundry service in order to provide better service for those laundry items. The first delivery will be on July 18, 2011. Aramark will be available to the committee at the September meeting to answer questions and provide more updates.

Ken McAndrew, maintenance supervisor, updated the committee on the capital projects. The HVAC project has the energy recovery units on the roof and will begin installing the storage room units. The roofers should begin on July 14 on the 100 wing and center of the building. The bid for the project did not include sales tax on supplies, so there will be no further deduction for this item. The committee inspected the outside of the building to note the condition of the gutters and downspouts. Fascia will be replaced, but when the project begins the roofers will be able to determine whether gutters and downspouts also need replacement. Scott Chyko, Delta 3 Engineering, was contacted via telephone regarding this issue and he did recommend making any replacements at the time the roofing project is taking place.

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

- The current census is 113 geriatric and 30 ICF/MR residents.
- The employee checks received on August 19, 2011 will be the first payroll with the employee deductions for their portion of the retirement contribution.
- The Administrative Committee will be evaluating the Community Services building ('52 Building) for space needs.
- The IT Department reorganized the computer drives at Orchard Manor to better segregate data and to improve security.
- The facility had its quarterly communication training on the topic of lateral violence and ways to improve the work environment.
- Staffing update: advertising for an RN position at 0.7 FTE.

- Laundry update: There is approximately 2,100 sq. ft. of space in the storage room being considered for laundry facilities. The room would need additional utility work and the equipment necessary would cost approximately \$30,000.

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

Chairperson Patrick Schroeder tentatively set Wednesday, August 10, 2011 at 10:00 a.m. for the next regular meeting. Donald Splinter made the motion seconded by Vincent Loeffelholz to adjourn the meeting at 12:25 p.m. Motion carried, voice vote.

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Committee Secretary

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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