

Orchard Manor/County Farm Committee Meeting Minutes August 10, 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 also attended.

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

Donald Splinter made the motion seconded by Vincent Loeffelholz to approve the July 13, 2011 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

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

Ron Abing reported Majestic View paid the labor for the flood fence repairs on the farm. The materials were paid for by the County. Vince Loeffelholz viewed the repaired, property line fence and reported a satisfactory job was done.

Terry Drone, CPA, Johnson Block & Co., presented the findings of the 2010 fiscal year audit of Orchard Manor. No material misstatements were found and there were no significant audit findings. The firm also reported no difficulties dealing with management and completing their audit. Robert Scallon made the motion seconded by Robert Keeney to accept the audit report as presented. Motion carried, voice vote.

Ken McAndrew, maintenance supervisor, updated the committee on the capital projects. The roof project is moving quickly and will not take long to complete. Roofers are coordinating work with the HVAC project. The committee toured the 300-wing storage room to view placement of equipment and progress on the project. McAndrew reported the work in resident rooms will begin in approximately two weeks; starting on the 700 and 800 wings. October 1 is an anticipated completion date for the entire project.

Chairman Schroeder reported the physical state of some of the gutters could not be determined until the roofers actually began work. Some of the gutters on Orchard Manor did have to be replaced.

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

- The current census is 109 geriatric and 30 ICF/MR residents.
- Haines was contacted about purchasing an aerial photograph of Orchard Manor this year, but declined the offer due to the ongoing external repairs.
- The annual volunteer banquet will be held in the resident center at Orchard Manor on August 25.
- Keane edocuments will be purchased to allow documents to be scanned and attached to the electronic medical records of residents. The cost of this add-on to the current software is \$4,850.
- Laundry update: The turn around time for laundry has finally improved after facing three weeks of shortages. Requests for Proposals have been sent to five architects/engineers regarding in-house personal laundry facilities.

- Rental space has been requested in the Community Services building. A room will be rented for \$3,000 annually.
- Future training: Heidi Millin and Charlotte Brandt will attend training in DeForest on abuse and neglect issues. Louise Gotzinger will attend a free user group for Ban-koe software in Wood Dale, IL. Disaster training will be a three-day event at Fort McCoy, but Orchard Manor is not currently planning sending an attendee.
- Staffing update: Current labor laws have been clarified regarding lifts; so Orchard Manor can again employ 16-17 yr. old CNAs.

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

Chairperson Patrick Schroeder tentatively set Wednesday, September 14, 2011 at 10:00 a.m. for the next regular meeting. Robert Scallon 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