

Orchard Manor/County Farm Committee Meeting Minutes September 14, 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, Robert Scallon, and Donald Splinter. Vincent Loeffelholz was excused. Other Grant County staff members attending the meeting were John Patcle, Donna Haines, and Carol Schwartz. Ron and Terri Abing also attended.

Robert Keeney made the motion seconded by Donald Splinter to add the budget discussion and approval to the agenda. Motion carried, voice vote.

Robert Keeney made the motion seconded by Donald Splinter to approve the amended agenda. Motion carried, voice vote.

Donald Splinter made the motion seconded by Robert Scallon to approve the August 10, 2011 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Abings presented a bill from Bard Materials for \$2,885.28 for materials and rock purchased to control erosion on farm land behind Orchard Manor. The committee had previously authorized the repair work. They also delivered a check for \$216.00 for salvage value of metal from some farm clean up.

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

Ron Fettkether, District Manager for Aramark, attended the meeting to update the committee on personal laundry services. He noted there has been a big service improvement in the past two months. Turnaround time has improved. Laundry smells good and has minimal shrinkage. The company is still dealing with some stain issues.

Ken McAndrew, maintenance supervisor, updated the committee on the capital projects. The roof project is complete and ready for final payout to the contractor. The HVAC project is progressing well, but will not hit the target completion date of September 15. The units are in on the 700 wing and the crew is working on the 800 wing. 300/400 wings will be the next week; with 500/600 planned for the following week. The maintenance department is current on work orders received. They average about 300 work orders per month. Maintenance will be working on some remodeling in the Community Services Building to prepare for the renters taking occupancy in a room on October 1, 2011.

Donna Haines presented the Orchard Manor overtime policy; which varies from the County policy due to the 24/7 nature of employment at this facility. Under the new policy, nursing and dietary departments would remain 8/80 for overtime purposes. The Medicare nurse, maintenance department, housekeeping department, and laundry department will earn overtime based on a 40-hour work week.

Robert Keeney made the motion seconded by Robert Scallon to approve the Orchard Manor overtime policy as presented with an effective date of October 2, 2011. Motion carried, voice vote.

The committee had previously received copies of the proposed Orchard Manor and Farm budgets for 2012. The committee noted the proposed two percent wage increase was dependent upon the CPI for a final determination.

Robert Keeney made the motion seconded by Robert Scallon to submit both budgets to the Finance Department as presented. Motion carried, voice vote.

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

- The current census is 111 geriatric and 30 ICF/MR residents.
- Laundry update: Haines received three responses to the Request for Proposals for engineering of a personal laundry area. She also visited Bloomfield Manor to review their in-house laundry system.

Donald Splinter made the motion seconded by Robert Scallon to continue personal laundry service with Aramark and review again in four to six months. Motion carried, voice vote.

- Future training: Donna Haines will attend the fall WAHSA conference in Green Bay October 5-7. Diane Vesperman attended the DON conference September 12-13 in Sheboygan.

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

Chairperson Patrick Schroeder tentatively set Wednesday, October 12, 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 11:25 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