

Orchard Manor/County Farm Committee Meeting Minutes October 12, 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 Donna Haines and Carol Schwartz. Ron and Terri Abing also attended.

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

Robert Keeney made the motion seconded by Robert Scallon to approve the September 14, 2011 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Abings did not have any farm issues to bring before the committee.

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

Ken McAndrew, maintenance supervisor, updated the committee on the capital projects. The roof is completed, but the gutters are not finished. Some wrapping around the Energy Recovery Units on the roof still needs to be completed by Myers. The HVAC project still needs the testing and balancing completed. JDR Engineering did a walk through for the "punch list." Orchard Manor maintenance was not included on the walk-through. McAndrew did his own inspection and has found numerous small issues that must be addressed before the project is considered finished. He is addressing those issues with both the engineer and the contractor. Orchard Manor has not paid the retainage on the HVAC contract.

Chairman Schroeder brought up the County's new policy regarding signs on the courthouse lawn and asked if Orchard Manor also banned signs. Haines indicated Orchard Manor already had a policy in place. Signs for the corner of Hwy. 61 & 129 must be approved by administration and removed the day after the event. Size of the sign is not an issue.

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

- The current census is 106 geriatric and 31 ICF/MR residents.
- Division of Quality Assurance visited Orchard Manor on a complaint regarding mold in the facility. DQA found the complaint to be unsubstantiated.
- The facility is still facing some issues with personal laundry. The turnaround on the whites has been slow. If Orchard Manor does consider in-house personal laundry in the future, a new ozone washer could be considered. Those machines use ozone to clean and do not require hot water.
- Future training: No training planned outside the facility.
- Orchard Manor is moving ahead with software updates for the Ban-koe payroll system and the Accounts Payable/General Ledger from Keane.
- Social Services complained about the city water in the Community Services Building. It appears discolored when drawn from the tap. They decided to have the water tested on their own.

- A part-time employee has requested a leave of absence from November 1 through December 16, 2011. Orchard Manor recommends approval and would hire an LTE to fill in for that period of time.

Robert Scallon made the motion seconded by Robert Keeney to approve the leave of absence for the employee, as requested. Motion unanimously carried, voice vote.

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

Chairperson Patrick Schroeder tentatively set Wednesday, November 9, 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 11:00 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