

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

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

Donald Splinter made the motion seconded by Robert Keeney to approve the November 9, 2011 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

After being contacted about renting pasture behind the substation (Austin Ridge), Majestic View suggested creating a road to this area, at their own expense, to add approximately five tillable acres to the farm in exchange for the use of the acreage. If any tree removal would be necessary, a logger would be contacted to evaluate the trees.

Donald Splinter made the motion seconded by Robert Keeney to allow Majestic View to bulldoze the land on the Northeast corner of the farm at their own expense in order to acquire a road to approximately five additional acres of tillable land. The acreage would be added to the lease for the remaining four years of the current contract with no increase in the current rental payment. Motion carried, voice vote.

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

Chris Myers, Myers Mechanical Solutions, appeared before the committee in person and Robb Stone, JDR Engineering, attended via telephone. Myers asked the committee for a payout of the retainage on the Orchard Manor HVAC project, since he said his firm has completed their work. Ken McAndrew, maintenance supervisor, reported the testing and balancing is not complete. Currently, the exhaust system is not in balance and 18-25% of exhaust air is being lost. McAndrew has found duct work that is not sealed and is attempting to seal any leaks discovered. Both Myers and Stone contend the balance problems are occurring due to issues with existing duct work and not as a result of the recent project. Chairman Schroeder indicated the balancing issues had to be resolved in order to finalize the project. Myers and JDR Engineering promised their assistance in getting issues resolved to everyone's satisfaction even though this was an unforeseen situation. Committee members suggested looking in the ducts for obstructions, viewing ducts with a camera, and continuing to look for and seal any leaks.

McAndrew also updated the committee on operational issues. His department handled 265 work orders in the past month; a fire door had to be replaced; and he discovered Orchard Manor would be able to cooperate with the Sheriff's Department to purchase tires through the State contract. McAndrew also said the new computer monitoring system for the HVAC works well and enables him to closely monitor and troubleshoot the system.

Donna Haines presented three updated policies to the committee for approval: holiday policy, personal leave policy, and attendance policy. The holiday policy allows for the 24/7 nature of the facility and makes the actual holiday take precedence over the observed date in some instances. The personal leave policy explains how the 10-day personal leave policy applies to part-time workers. The attendance policy has no change in the number of occurrences per employee, but defines additional situations causing an occurrence.

Vincent Loeffelholz made the motion seconded by Robert Scallon to accept and make effective the holiday, personal leave, and attendance policies as presented. Motion carried, voice vote.

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

- The current census is 105 geriatric and 30 ICF/MR residents.
- The State completed their annual survey of the geriatric portion of the facility and the results were positive with only minor citations noted.
- Overall, personal laundry service is improving. One resident's family did complain of zippers being ruined on clothing items.
- Orchard Manor sought bids for the new security system and the contract will be awarded to Advantage Systems for \$57,987.
- Donna Haines discovered if the architect limits the number of people in our courtyard doors do not have to swing inward and will not have to be changed.
- Five new beds were purchased for 2012 to take advantage of free shipping now.
- The old wheelchair van was in poor condition, needed major repairs, and was to be sold. The van caught on fire, but was easily extinguished. Consequently it had to be junked rather than sold.
- Future training: January 25, 2012 is the date for the annual WACH lobby day in Madison and will be held at the Inn on the Park.
- A contract has been signed with Aggeus to provide on-site podiatry, audiology, optometry, and dental services to our residents. This will reduce the inconvenience to residents caused by traveling outside the facility for services.
- Two staff members were discharged this past month and replacements will be hired as needed.

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

Chairperson Patrick Schroeder tentatively set Thursday, January 12, 2012 at 1:00 p.m. for the next regular meeting. Vincent Loeffelholz made the motion seconded by Robert Scallon to adjourn the meeting at 12:00 noon. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date