

Orchard Manor/County Farm Committee Meeting Minutes January 12, 2012

Chairperson Patrick Schroeder called the meeting to order at 2:30 p.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. Other Grant County staff members attending the meeting were John Patcle, Donna Haines, and Carol Schwartz. Ron and Terri Abing also attended.

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

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

Majestic View presented the new rent calculation for 2012. At the close of trading on January 3, 2012, the Chicago Board of Trade pricing for March and September corn yielded an average of \$6.34/bushel. Abings have generously agreed to round that price up to \$6.50/bushel for the current rent calculation; making 2012 rent \$113,920.

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

Ken McAndrew, maintenance supervisor, updated the committee on operational issues. He discovered the water testing for the HVAC system had not been completed. The heating system has now tested satisfactorily; but the air conditioning has not had final testing. The final exhaust testing is not completed either. The final project payments have not been made, but we will check with JDR regarding payment authorization. McAndrew expects JDR Engineering to attend the next meeting in person or via telephone. The maintenance department purchased a salt spreader to attach to the GMC truck.

Donna Haines introduced an Orchard Manor policy on the influenza vaccination for staff members. This policy offers the vaccination at no charge to staff members. It also requires staff refusing the vaccination to wear a standard surgical mask while on the main floor during the flu season.

Robert Scallon made the motion seconded by Donald Splint to accept and make effective the influenza vaccination policy as presented. Motion carried, voice vote.

Haines also present a policy on security in the interior, gated courtyards with security locks. The policy declares a maximum occupancy in the courtyard area and allows the doors into the building to remain as is.

Robert Keeney made the motion seconded by Robert Scallon to accept and make effective the interior courtyard security policy as presented. Motion carried, voice vote.

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

- The current census is 107 geriatric and 29 ICF/MR residents.
- The personal laundry has been operating more smoothly and we are working closely with Aramark.

- Donna will attend the annual WACH Lobby Day on January 25, 2012 in Madison at Inn on the Park.
- February 29 – March 1, 2012 is the WAHSA (Leading Age)
- The dietary department needed an additional staff member for the weekend work schedule because current staff did not have any replacements available. A part-time, every-other-weekend person was hired.

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

Chairperson Patrick Schroeder tentatively set Thursday, February 8, 2012 at 10:00 a.m. for the next regular meeting. Robert Keeney made the motion seconded by Donald Splinter to adjourn the meeting at 3:40 p.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date