

Orchard Manor/County Farm Committee Meeting Minutes March 14, 2012

Chairperson Patrick Schroeder called the meeting to order at 1:00 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, Vincent Loeffelholz, Robert Scallon, and Donald Splinter. Other Grant County staff members attending the meeting were John Patcle, Joyce Roling, Donna Haines, Carol Schwartz, and Deb Noel. Ron and Terri Abing also attended.

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

Donald Splinter made the motion seconded by Robert Scallon to approve the February 8, 2012 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Majestic View has been checking on getting the necessary timber cleared for a road to the new tillable land.

Robert Keeney made the motion seconded by Donald Splinter to accept the February 2012 County Farm Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Deb Noel, laundry supervisor, was in attendance to explain issues with Aramark as the laundry vendor. Mark Ellsworth, General Manager, and Adam Temple, Account Representative with Aramark, were also in attendance. Noel indicated the linen service has been good, but the issues are with personal laundry service. Mr. Ellsworth acknowledged personal laundry service is out of the scope of their normal business. He said the company has done their best, but the service is not up to their standards either. Aramark will honor their agreement with Orchard Manor, but would like to discontinue the personal laundry service. Orchard Manor will begin working on an alternative for the personal laundry.

Maintenance Supervisor Ken McAndrew was unavailable for a report due to a broken water pipe at the Community Services Building. He and his staff were working on clean up at that building.

The HVAC exhaust testing in the Orchard Manor building is not completed yet. The committee would like JDR Engineering to appear at the April committee meeting. After consulting legal counsel, Orchard Manor has confirmed they have satisfied their contractual obligation with Taylor Brothers.

Orchard Manor staff would like to be able to donate vacation time to a staff member with a broken wrist who does not have any paid benefit time available. There is also an employee personal leave request of up to two weeks. Donald Splinter made the motion seconded by Robert Scallon to approve the donation of vacation time to the employee. Motion carried, voice vote. Vincent Loeffelholz made the motion seconded by Donald Splinter to approve the unpaid leave request of up to two weeks. Motion carried, voice vote.

The committee received copies of the updated Orchard Manor Personnel Policies and Guidelines. Vincent Loeffelholz made the motion seconded by Robert Keeney to adopt the policies and guidelines as presented. Motion carried, voice vote.

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

- The current census is 100 geriatric and 29 ICF/MR residents.
- This year’s lawn mowing contract was awarded to the lowest bidder, Four Seasons Landscaping.
- Haines requested the issuance of an Orchard Manor credit card to the Director of Employee Services. Donald Splinter made the motion seconded by Robert Keeney to approve the issuance of the credit card. Motion carried, voice vote.
- Committee members received a copy of Orchard Manor’s 2011 annual report.
- The new security system and wander guard have been installed. There are still some issues with the software and some of the gate locks are yet to be installed.
- The outside basketball hoop will be removed and donated to the Youth & Ag .
- Two staff members will attend abuse and investigation training in DeForest on March 27-28.
- A nurse will be attending a 5-day wound care training session. This would give Orchard Manor a second wound care nurse and provide more hours of specialized staffing in this area.
- The new Assistant Dietary Supervisor will start on March 19.

Robert Keeney made a motion seconded by Vincent Loeffelholz to accept the February 2012 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Chairman Patrick Schroeder made a call for the committee to adjourn to closed session as per WI Statute 19.85(1)(c) for the annual performance appraisal of the administrator. Roll call vote was unanimous. Donald Splinter made the motion seconded by Robert Scallon to reconvene to open session. Motion carried; voice vote.

Chairperson Patrick Schroeder tentatively set Wednesday, April 11, 2012 at 1:00 p.m. for the next regular meeting. Robert Scallon made the motion seconded by Vincent Loeffelholz to adjourn the meeting at 2:33 p.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date