

## Orchard Manor/County Farm Committee Meeting Minutes April 11, 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, 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.

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

Vincent Loeffelholz made the motion seconded by Donald Splinter to approve the March 14, 2012 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Majestic View reported Rich Mulrooney was able to get approximately 60 logs off the area surrounding the road to the ground to be tilled. He will look at the woods and give Abings an idea of what other trees may be candidates for logging.

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

Robb Stone, JDR Engineering, attended the meeting to update the committee on the HVAC project. The week of April 23, 2012 the tester will be back to check air flows and will also check the amp draws on the motors. The system seems to have issues when the outdoor temperature is 50-60 degrees. The incoming air is heating up higher than the outdoor temperature. The issue is magnified on the 700/800 wings where there a bigger units installed. Also, the two thermostats in each room appear to fight each other. A single thermostat would alleviate that issue. Orchard Manor will get a copy of the final balance report; which should be within 10 percent of the goal air flow.

Maintenance Supervisor Ken McAndrew reported the original light globes in resident rooms have been breaking. The maintenance department is in the process of replacing all of the glass globes with plastic ones to ensure resident safety. There are a total of 212 globes to replace. Jim Foyt announced his upcoming retirement from the maintenance department in June and the position will be advertised. The water damage in the Community Services building was caused by a bad faucet line. It has been replaced and contractors and insurance adjustors are handling the repairs.

Personal laundry is still an issue for the facility. Aramark would like to end their contract for this service since they are unable to provide it economically. Orchard Manor will move forward with plans to handle personal laundry on-site. Donna Haines will contact Scott Chyko, Delta 3 Engineering regarding his previous low bid for renovation of a storage room. He will also be asked to analyze adding on to the main floor versus remodeling a basement storeroom.

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

- The current census is 108 geriatric and 29 ICF/MR residents.
- The ICF/MR surveyors are expected any time.
- The security system is in place. Locks are on the gates. Two residents are currently using the Wander Guard system. May 1 the proximity cards will go into service to replace outside door keys for the employees.

- Donna Haines and Laura Lane will attend the Leading Age (WAHSA) Spring conference in Wisconsin Dells May 2 - 4.
- Two RNs have resigned, but there are two LPNs on staff who will become RNs in the spring. The maintenance position is posted.
- Limited term employees status was discussed and will be evaluated.

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

Chairperson Patrick Schroeder tentatively set Wednesday, May 9, 2012 at 10:00 a.m. for the next regular meeting. Donald Splinter made the motion seconded by Robert Keeney to adjourn the meeting at 2:38 p.m. Motion carried, voice vote.

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Committee Secretary

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Recording Secretary

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Date

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Date