

Orchard Manor/County Farm Committee Meeting Minutes May 9, 2012

County Board Chairman Larry Wolf called the meeting to order at 10:00 a.m. Chairman Wolf noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee Members present were Ivan Farness, Robert Keeney, Patrick Schroeder, and Donald Splinter. Other Grant County staff members attending the meeting were Larry Wolf, Donna Haines, and Carol Schwartz. Ron Abing also attended. Vincent Loeffelholz was excused from attending.

Patrick Schroeder nominated Robert Keeney for committee chairman. Ivan Farness made a motion seconded by Patrick Schroeder to close the nominations and unanimously elect Keeney. Motion carried, voice vote.

Robert Keeney nominated Donald Splinter for committee vice chairman. Patrick Schroeder made a motion seconded by Ivan Farness to close the nominations and unanimously elect Splinter. Motion carried, voice vote.

Patrick Schroeder nominated Ivan Farness for committee secretary. Robert Keeney made a motion seconded by Patrick Schroeder to close the nominations and unanimously elect Farness. Motion carried, voice vote.

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

Donald Splinter made the motion seconded by Patrick Schroeder to approve the April 11, 2012 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Ron Abing presented the committee with a check for \$4,400.00 for proceeds from the sale of the logs from the land cleared. The new tillable land is approximately seven acres and Majestic View will plant corn in it.

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

Maintenance Supervisor Ken McAndrew reported exhaust testing has been done again, but we do not have the results yet. He has made JDR Engineering aware of any fan/vent changes in the building that differ from the original plans. McAndrew also reported the condensate pumps are not working properly. Some ceiling tiles have been getting wet when the pump does not go on as it should. The condensate pumps are repaired as issues arise. The security system is installed, but we are waiting for different operational software to be installed. McAndrew also reported the dry side of the sprinkler system is losing some air, which is causing the compressor to run too frequently to bring the pressure back up. Maintenance has spent 60 hours looking for the small leak(s) but has been unable to visually locate them. Every three years the system must be flooded to test it. The test is due next year and would likely find the small leaks at that time if the issue remains unresolved. Brian Daily will begin work in the maintenance department later this month.

After discussion on facility expenses and room rates presented by Donna Haines, Donald Splinter made a motion seconded by Ivan Farness to increase room rates \$5.00 per day effective July 1, 2012 with the discount for timely payment remaining in effect. Motion carried, voice vote.

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

- The current census is 105 geriatric and 29 ICF/MR residents.
- The ICF/MR survey results are as follows:
 - Two engineering cites
 - A louver in an electrical room wall must be removed.
 - A drop of ice was found on the escutcheon plate of a sprinkler head in a freezer.
 - Two health cites
 - Hand washing techniques.
 - Active treatment methods for an autistic resident. Treatment must be all day and participation is a must.
- Nursing home week will be celebrated at the facility next week with many special events.
- The DON will begin a certification program for DONs that entails attending three two-day sessions of class in the coming months. An RN will attend a five-day training course to become a wound care nurse.
- Orchard Manor currently has 49 limited term employees. Donna Haines proposed they receive wage increases be based on total hours worked. She proposed getting the six-month raise after 1,040 hours, the one-year rate after 2,080 hours, and the two-year rate after 4,160 hours for all LTEs. Currently, the six-month and one year raises based on total hours are only given to CNAs.

Ivan Farness made a motion seconded by Donald Splinter to approve the LTE wage increases at 1,040; 2,080; and 4,160 hours as proposed. Motion carried, voice vote.

- The original proposal to convert a basement storage room into a personal laundry area had estimated costs of \$10,000 for engineering and \$30,000 for equipment. Another option is the addition of a laundry room off the 700 wing greenhouse area. Orchard Manor could use its own water; would be on the first floor; and would eliminate moving laundry between floors. An engineering estimate was \$13,370 for this project. Delta 3 proposed a comparison of the two approaches at a cost of \$4,840, which would be reduced to \$1,400 if the project moved forward. The committee would like a comparison of four or five other facilities doing in-house laundry and their costs. Orchard Manor should also see if any cost agreement could be reached with Aramark to continue the current personal laundry vendor outsource.

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

Chairperson Robert Keeney tentatively set Wednesday, June 13, 2012 at 10:00 a.m. for the next regular meeting. Ivan Farness made the motion seconded by Donald Splinter to adjourn the meeting at 12:02 p.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date