

Orchard Manor/County Farm Committee Meeting Minutes June 15, 2012

Chairperson Robert Keeney called the meeting to order at 11:00 a.m. Chairman Keeney noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee Members present were Patrick Schroeder and Donald Splinter. Other Grant County staff members attending the meeting were Larry Wolf, Donna Haines, and Carol Schwartz. Ron and Terri Abing also attended. Ivan Farness was excused from attending. Not present: Vincent Loeffelholz.

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 May 9, 2012 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Ron and Terri Abing had no issues to bring before the committee regarding the farm.

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

Patrick Schroeder made the motion seconded by Donald Splinter that the Orchard Manor/Farm Committee adopt the annual compliance maintenance resolution. Motion carried, voice vote.

Maintenance Supervisor Ken McAndrew reported no new updates from JDR Engineering. Test and balance results have not been received by Orchard Manor. McAndrew also reported eight of the condensate pumps were missing a C-clip that caused malfunctions. All have been fixed. The Community Services Building had a sewer backup. It will require a camera to determine the exact cause of the problem. Orchard Manor had lightning strike a light in the employee parking lot on Memorial weekend. The resulting power surge affected the compressor in the dry sprinkler system, causing the system to flood. There were no broken pipes, but the dry system was down. There was a leak noted when the system flooded and it has been fixed. This should take care of the air leak problem discussed last month. No insurance claim needed to be filed due to the lightning strike.

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

- The current census is 109 geriatric and 29 ICF/MR residents.
- A current protectively placed resident may telephone the committee members regarding wishing to leave.
- This year's volunteer banquet is scheduled for August 23.
- Orchard Manor is the recipient of various donations within the last 30 days:
 - Grant County Thrift Shop donated \$1,000 for Badger Camp scholarships.
 - Wings over Wisconsin donates birdseed for our bird sanctuary.
 - Individuals donate wheelchairs, walkers, and money for bingo prizes.
 - A staff member donated a ½ size refrigerator for staff use.
 - \$170 in memorials from the funeral of a deceased resident.
- Aramark is requesting more money to continue processing the personal laundry through their subcontractor. Orchard Manor is currently washing 120 loads of laundry in-house during a typical week. Corporation counsel will review the current contract. Haines will develop a list of needs for an RFP.

Patrick Schroeder made a motion seconded by Donald Splinter to create a Request for Proposal for the personal laundry; get proposals from vendors; and have them returned to Orchard Manor by July 10. Motion carried, voice vote.

- The old sample windows Orchard Manor has will be sold at a price of \$25 each. Proceeds will go in the building donation fund. If the windows are not sold within 30 days, Patrick Schroeder will buy the remaining ones.
- The revised security system software has been installed to allow networking.
- The dietary department has not had any new equipment in a long time. They are requesting a Rational self-cooking center. It would replace an old steam kettle and would allow food to be prepared faster with less waste. The department is also short-staffed during the a.m. shift. This equipment would free up time and alleviate this problem. Haines explained there may be some additional funds available through Medicaid for county nursing homes this year (CPE funds) that could be used to offset the \$23,000 cost of the equipment.

Robert Keeney made a motion seconded by Donald Splinter to purchase the self-cooking center if the additional CPE funds are available; otherwise wait until year-end to review our financial position before purchasing. Motion carried, voice vote.

- No future training is scheduled.
- Currently, two interns are working at Orchard Manor. The social worker intern will spend 150 hours in an unpaid position. The human resources intern will work for 240 hours. The \$10/hour wage for that internship will be reimbursed through UW-Platteville.
- A work study person from Southwest Opportunities Center will work in the dietary department for 90 days with their job coach.
- The groundskeeper has resigned.

Patrick Schroeder made a motion seconded by Donald Splinter to fill the vacancy of groundskeeper. Motion carried, voice vote.

Patrick Schroeder made a motion seconded by Donald Splinter to accept the May 2012 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote. Chairperson Robert Keeney tentatively set Wednesday, July 11, 2012 at 10:00 a.m. for the next regular meeting. Donald Splinter made the motion seconded by Patrick Schroeder to adjourn the meeting at 12:32 p.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date