

## Orchard Manor/County Farm Committee Meeting Minutes July 11, 2012

Chairperson Robert Keeney called the meeting to order at 10:00 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 Vincent Loeffelholz, 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.

Vincent Loeffelholz made the motion seconded by Donald Splinter to approve the amended agenda. Motion carried, voice vote.

Donald Splinter made the motion seconded by Patrick Schroeder to approve the June 15, 2012 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

The committee discussed recent public comments in favor of the sale of the County farm as a means of helping the budget issues. There are no plans to sell the farm. The current lease agreement generates more revenue than interest on sale proceeds and the property tax a sale would generate. Ron and Terri Abing commented on their desire to continue to pay a fair rent and to be good stewards of the land.

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

Terry Drone, CPA, Johnson Block & Co., presented the findings of the 2011 fiscal year audit of Orchard Manor. No material misstatements were found and there were no significant audit findings. The firm also reported no difficulties dealing with management and completing their audit. Patrick Schroeder made the motion seconded by Donald Splinter to accept the audit report as presented. Motion carried, voice vote.

Maintenance Supervisor Ken McAndrew was unable to attend the meeting, so no maintenance report was given.

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

- The new HVAC system worked well during recent hot and humid weather.
- The downstairs kitchen has had some heat-related equipment and cooling issues.
- The current census is 107 geriatric and 29 ICF/MR residents.
- Orchard Manor did have surveyors make a complaint visit. Surveyors determined no harm had occurred. Orchard Manor has already made changes intended to improve procedures.
- The new security system has been working well.
- Orchard Manor is due to receive \$178,358 in CPE money, but no new dietary equipment has been ordered yet based on the award.
- The Community Services Building had its third water leak. The first was in March, the second was two weeks ago, and now a third leak this past weekend. The insurance company is going to send an independent plumber to evaluate the building. A preventative maintenance program must be implemented in the building. Staff has been shutting water off at night. All flex water lines have been replaced in the building. Maintenance and/or committee members will go with the independent plumber to hear all comments and suggestions. The committee suggested continued shut off of the water each evening until review is complete.

- David Patten from Aramark appeared before the committee with a new proposal for the personal laundry service. No other vendors submitted proposals. Aramark would propose to continue outsourcing from their facility to a drycleaning facility at an increased price. The proposal was given using soiled laundry weights and the committee asked Aramark to revise/correct the proposal using clean weights and submit a new quote.
- Estimated costs of operating an in-house personal laundry were discussed.

Patrick Schroeder made a motion seconded by Vincent Loeffelholz to get new engineering proposals for a scaled-down version of a personal laundry area. Motion carried, voice vote.

- Four cooks will be getting training for safe-serve certification.
- CNA, nurse, nurse manager, and activity aide positions are open. The activity aide position that was vacated will be filled in-house.

Patrick Schroeder made a motion seconded by Donald Splinter to accept the June 2012 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote. Chairperson Robert Keeney tentatively set Wednesday, August 8, 2012 at 10:00 a.m. for the next regular meeting. Vincent Loeffelholz made the motion seconded by Donald Splinter to adjourn the meeting at 1:35 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