

Orchard Manor/County Farm Committee Meeting Minutes September 12, 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.

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

Donald Splinter made the motion seconded by Vincent Loeffelholz to approve the August 8, 2012 and August 21, 2012 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Ron Abing commented he had been contacted by Rich Mulrooney to inquire if we were interested in doing any more logging on the farm.

Patrick Schroeder made the motion seconded by Vincent Loeffelholz to have the county forester look at the woods on the County Farm to determine if we should pursue any more logging. Motion carried, voice vote.

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

Patrick Schroeder made the motion seconded by Robert Keeney to send the farm budget to the executive committee as presented. Motion carried, voice vote. Due to improper posting of this agenda item, the motion must be acted on again at a later date.

Maintenance Supervisor Ken McAndrew reported the ERV filters had to be changed due to excess dust during the dry summer months. The facility has had voltage problems since the lightning strike and some new power supplies will need to be purchased. The cleaning/restoration crew asked to rent our floor scrubbing equipment to finish work at the Community Services Building. The new HVAC system worked well during the hot summer months. The chillers ran substantially less than they did with the old system. The test and balance issues remain unresolved. Both new maintenance staff members are doing well.

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

- The current census is 104 geriatric and 29 ICF/ID residents.
- Workers are moving back into their areas in the Community Services Building.
- When corrections are made by Aramark to their billing statement, the new rate for personal laundry will be \$1.15/soiled pound.

- The engineer has not been here yet to review the laundry project site. The proposed rooms will need intake and duct work changed and a drain trough will be installed. We are anticipating installation costs less than \$25,000. Equipment will not be ordered until we create a design to meet code.
- A new dining room table with pull out shelves was purchased at a cost of \$533, including shipping. This table allows room for four residents in wheelchairs to be seated comfortably at the same table.
- Orchard Manor will send some staff to the Focus 2012 nursing conference at Wisconsin Dells.
- The administrator will attend two days of the three-day Leading Age conference in October.
- One RN and two LPNs were hired as LTEs. They have consistently worked six to eight shifts per pay period. Orchard Manor needs 30 people to fill all of its nursing shifts and currently has only 28. We would like to offer benefits to these three individuals due to the number of hours already being worked and the need for more staff.

Patrick Schroeder made the motion seconded by Vincent Loeffelholz to recommend to the Executive Committee the three LTE nursing positions become benefit positions effective 9/23/2012, contingent upon creating a “zero increase” Orchard Manor budget. Motion carried, voice vote.

Donald Splinter made the motion seconded by Patrick Schroeder to approve the housekeeping-laundry aide job description and recommend to the Executive Committee the addition of one full-time laundry position; noting the position would not be filled until needed. Motion carried, voice vote. Due to improper posting of this agenda item, the motion must be acted on again at a later date.

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

Donald Splinter made the motion seconded by Vincent Loeffelholz to approve the Orchard Manor budget and submit it to the Executive Committee with a zero percent increase over 2012 and forgiving the 2013 computer loan payment. Motion carried with Patrick Schroeder dissenting. Due to improper posting of this agenda item, the motion must be acted on again at a later date.

Chairperson Robert Keeney tentatively set Wednesday, October 10, 2012 at 10:00 a.m. for the next regular meeting. Patrick Schroeder made the motion seconded by Robert Keeney to adjourn the meeting at 12:00 noon. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date