

## Orchard Manor/County Farm Committee Meeting Minutes October 10, 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 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 and Patrick Schroeder were excused from attending.

Donald Splinter 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 September 12, 2012 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Robert Keeney made the motion seconded by Donald Splinter to approve the September 18, 2012 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Chairman Keeney distributed a letter from Matthew Singer, WI-DNR Forestry. He toured the farm with Chairman Keeney and Ron Abing on October 4, 2012 to assess the woods for future logging possibilities. Singer assessed five different areas of woods and made recommendations on how to harvest each section to maintain healthy woodlands. Singer indicated proper management and planning is a lengthy process. The committee recommended inviting Craig Hollingsworth, retired County Forester, to attend the next meeting for further discussion regarding sale of any standing timber.

Orchard Manor has been having trouble with nuisance animals in the courtyards. Ron Abing will discuss the situation with trappers currently allowed on farm land. Majestic View will also be hauling sludge next week from Orchard Manor sewage facility.

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

Chairman Keeney commented a resident had telephoned him regarding feeding the birds in Orchard Manor courtyards.

Maintenance Supervisor Ken McAndrew reported one surveillance camera has been installed for an outside courtyard. Three more will be installed. Orchard Manor will check with corporate counsel regarding the use and placement of any other facility cameras. The test and balance contractor was here last week. JDR Engineering has all of the information from that visit. Carroll's Plumbing and Heating will install a clean out in the sewer line at the Community Services Building at an estimated cost of \$600. Maintenance has repaired all of the lights in the parking lot damaged by lightning.

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

- The current census is 108 geriatric and 29 ICF/ID residents.
- A resident has been making numerous calls to County officials and staff because the facility has temporarily stopped allowing birdseed in the courtyards. The restriction was made due to nuisance animals feeding in the courtyards. The two-week ban will be lifted next week.
- Elderfest is October 26, 2012 from 9:00 a.m. – 1:00 p.m. in the Youth & Ag Building. Orchard Manor will staff a booth there.
- Housekeeping will begin waxing facility floors. This will necessitate moving some services and activities while floors are stripped and waxed.
- The engineer made a site visit and pointed out one of the rooms planned for the personal laundry did not have the seven-foot clearance needed, due to air handling equipment. The storeroom across the hallway will be used. It has the necessary clearance and installation will be less expensive there. Donna Haines will meet with a laundry consultant to review personnel and equipment needs.
- Orchard Manor absorbed the additional \$13,451 increase in retirement costs for 2013 and submitted a budget with zero increase in their appropriation request.
- Recent equipment purchases include video cameras and a combi oven unit. Laundry equipment will be purchased in the near future. A vibrating table and an exam table will be advertised for sale within the county and on the Wisconsin Surplus website.
- Orchard Manor paid the registration fees for the activities director to attend a weeklong music therapy conference in Chicago. Two RNs have been hired to replace night and p.m. shift nurses. We still have part-time LPN and CNA positions.
- Orchard Manor is 165 years old and helped celebrate this fact by sponsoring a resident float in the Harvest Festival parade.
- Orchard Manor is implementing a new policy regarding influenza vaccinations that was passed by the Orchard Manor Committee on January 12, 2012. All staff is encouraged to get vaccinated. Any staff members who have not been vaccinated will be required to wear a mask any time they are in contact with residents. This policy applies from November 1 through March 31 each flu season.

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

Chairperson Robert Keeney tentatively set Wednesday, November 14, 2012 at 10:00 a.m. for the next regular meeting. Robert Keeney made the motion seconded by Vincent Loeffelholz to adjourn the meeting at 11:25 a.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