

## Orchard Manor/County Farm Committee Meeting Minutes November 14, 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 Abing also attended. The position vacated by Ivan Farness has not been filled at this time.

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 October 10, 2012 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Craig Hollingsworth, forester, made a presentation to the committee regarding sale of timber and management of the woodlands on the County Farm. For a timber sale, Hollingsworth recommended a sale by sealed bid with a public bid opening. Trees to be sold would be marked on three sides and a spot on the bottom of the tree to be left there by the logger. Hollingsworth would be able to determine the board feet of each species available for sale. Walnut trees could be marked by GPS so loggers could go directly to each tree. Walnut trees would be sold separately from the other trees, but the sale could take place on the same day. Generally, the winning bidder is given one year to harvest. Hollingsworth has a current list of 20 – 30 buyers to contact for a sale. If the County wants to engage his services, Hollingsworth would prepare a contract. He advertises, conducts bid openings, oversees logger contracts, obtains advance payments, and polices the sale. His rate is \$55/hr. and he estimates 40 hr. of work for this job. No travel charges would be incurred. Invoicing occurs monthly. Trees can be solidly marked to last for several years if the County would like to wait for more optimum pricing before selling any timber. Hollingsworth could also mark trees to remove for the health of the forest.

Patrick Schroeder made the motion seconded by Vincent Loeffelholz to contract with Craig Hollingsworth of CM Forestry, LLC to mark trees for sale, see if management needs to be done for the health of the small walnut trees, and report findings to the committee. Motion carried, voice vote.

In other farm updates, Ron Abing noted Majestic View was spreading lime on land across Highway 61 from Orchard Manor.

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

Maintenance Supervisor Ken McAndrew reported a tree had been removed on the grounds of the Community Services Building. Its roots were interfering with sewer pipes. The plumbers have also installed the outside clean out. The water drip previously noted in the building was not from the heating pipes. It was from water trapped in plastic wrapping around pipes from the previous water line break. JDR Engineering has all of

the information from the last test and balance but has not reported back to Orchard Manor.

The committee chair reported the insurance repairs to the Community Services Building have totaled over \$260,000. The ADRC has toured the Unified Services building as a possible relocation site.

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

- The current census is 105 geriatric and 29 ICF/ID residents.
- A room has been rented to Forward Service Corp. on the first floor of the Community Services Building.
- An iPads were purchased for the residents. The Barneveld Knights of Columbus donated funds for this purchase.
- An article in the local newspaper addressed an issue with a resident casting two absentee ballots in the presidential election – one in their home jurisdiction and one at Orchard Manor. The error was caught quickly and one vote actually counted in the election. Orchard Manor will revise policies to prevent future errors.
- During waxing of floors in the dining room, residents needing assistance with dining had their meals in the dayrooms. Staff liked this new arrangement because it kept them closer to all of the residents under their care. These residents will continue having meals in the dayroom and the flooring will be changed from carpeting to laminate to aid cleaning of the area.
- According to the flu vaccination policy adopted last January, staff not vaccinated will need to wear a mask when in close proximity to residents from November 1 through March 31 each year. Last year 80 percent of the staff received vaccinations.
- Guests may attend the Thanksgiving meal on November 17 and the Christmas meal on December 15. The Orchard Manor holiday party will be held on January 18, 2013 at Holiday Garden in Potosi.
- The plans for the personal laundry area have not been submitted to state yet. The HVAC design is pending. A laundry person has been hired from the housekeeping department.
- Another video camera has been installed. A sign is posted at the front door to alert visitors about cameras in use.
- Seven supervisors attended training at SWTC at a cost of \$12 each.
- A p.m. R.N. was hired. A night R.N. was hired as a transfer from the sheriff's department. Interviews have taken place for a part-time L.P.N.

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

Chairperson Robert Keeney tentatively set Wednesday, December 12, 2012 at 10:00 a.m. for the next regular meeting. Vincent Loeffelholz made the motion seconded by Patrick Schroeder to adjourn the meeting at 11:30 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