

## Orchard Manor/County Farm Committee Meeting Minutes December 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. Terri Abing also attended.

Donald Splinter made the motion seconded by Patrick Schroeder to approve the existing agenda. Motion carried, voice vote.

Vincent Loeffelholz made the motion seconded by Donald Splinter to approve the November 14, 2012 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Terri Abing reported Majestic View removed sludge for Orchard Manor. They noted the volume removed was less than normal. The tanks may need to be bottom drained to thoroughly clean them. A contract has been signed by the county hiring Craig Hollingsworth or CM Forestry, LLC to handle the timber management project on the farm.

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

Donna Haines presented a new policy and procedure for Nurse Aid Training Repayment. The policy allows for reimbursement of training and testing up to the maximum cap for new certified nursing assistants hired at Orchard Manor who have submitted the appropriate forms. Patrick Schroeder made the motion seconded by Donald Splinter to adopt the Nurse Aide Training Repayment policy as presented. Motion carried, voice vote.

Haines also presented a policy outlining the facility's procedures for absentee voting for residents. Robert Keeney made the motion seconded by Donald Splinter to adopt the Absentee Voting Policy for Residents as presented. Motion carried, voice vote.

The chairman reported being contacted about the necessity for a covered entryway at the 400 wing entrance. Orchard Manor has previously looked at this as a possibility, but is unsure of current cost estimates for such a project. Chairman Keeney will contact Delta 3 to see if they could give a simple cost estimate. An attached covered entry would need to be sprinklered. Chairman Keeney also noted the farm fund will be getting some dollars back due to the increase of the tax levy.

Maintenance Supervisor Ken McAndrew reported a plow the truck had to be replaced because the main yoke broke. A motor on a compressor also had to be replaced at a cost of approximately \$600. The heat has been running well. Maintenance completed

285 work orders in the past month. JDR Engineering has not sent any updates to Orchard Manor.

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

- The current census is 103 geriatric and 29 ICF/ID residents.
- The facility has implemented low census staffing policies.
- Upcoming facility events include: Santa’s visit 12/18; the annual variety show 12/20; Happy Hour 12/31; and the employee holiday party 1/18/13.
- The site of the new personal laundry will be in the current clean linen/wellness room. A 2-hr. fire-rated wall must be built to separate the laundry from the linen. This wall was not part of the original cost estimates. One door must have 44” clearance and may be put in on the outside of the building. The room will need 1 ½ hr. fire-rated steel doors. Equipment has not yet been ordered. Orchard Manor is also looking into the possibility of using green laundry chemicals.
- 85% of staff has received the influenza vaccination.
- There is no training outside the facility scheduled.

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

Chairperson Robert Keeney tentatively set Thursday, January 10, 2013 at 1:00 p.m. for the next regular meeting. Vincent Loeffelholz made the motion seconded by Patrick Schroeder to adjourn the meeting at 11:50 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