

## Orchard Manor/County Farm Committee Meeting Minutes January 10, 2013

Chairperson Robert Keeney called the meeting to order at 1:00 p.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, Gary Ranum, Patrick Schroeder, and Donald Splinter. Other Grant County staff members attending the meeting were Donna Haines and Carol Schwartz. Ron Abing also attended. Gary Ranum is the supervisor filling the vacancy of the position held by Ivan Farness. Ranum will also act as Secretary for this committee, which is the position Farness previously held.

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 Patrick Schroeder to approve the December 12, 2012 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Ron Abing noted no issues for the farm that needed to be addressed. He will bring the 2013 rent calculation to the next meeting.

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

Maintenance Supervisor Ken McAndrew reported the Lancaster Fire Department responded to a call at Orchard Manor on Friday, January 4, 2013 at approximately 4:30 p.m. An arcing wire caused insulation to smolder in an HVAC unit in the basement maintenance room. The source of the smoke was extinguished before the fire department arrived, but smoke traveled through the ventilation system to the 700 and 800 wings. Residents were safely evacuated to other areas of the facility. The fire department stayed on site for approximately one hour to provide additional ventilation in the areas experiencing smoke. Residents were allowed back in their rooms within one hour.

A compressor for the walk-in freezer failed. Maintenance replaced the unit and separated it from the combined compressor unit in dietary. Coolers remain on the old unit. The plow on the old truck broke and the spindle on the John Deere also broke during winter usage. The committee then discussed the possibility of purchasing a skid steer for use by maintenance. Ken McAndrew will get quotes and pricing for the February meeting. The committee also discussed snow/ice buildup in the valleys of the roof. McAndrew will monitor this.

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

- The current census is 107 geriatric and 29 ICF/ID residents.

- January 18<sup>th</sup> is the employee holiday party at Holiday Garden in Potosi.
- January 25 is the 20<sup>th</sup> anniversary of Orchard Manor in this building.
- One resident contracted influenza and has recovered. 92 percent of Orchard Manor staff members received the influenza vaccination.
- The committee discussed equipment needed for the personal laundry service.
- The committee received copies of the handbook and policies to be approved at the February meeting.
- Orchard Manor would like to pursue building a covered entry for the 400 wing entrance. Donna Haines will begin getting cost estimates for the next meeting.
- Donna Haines will attend a Leading Age conference March 13-14 in Madison.
- April 17-18 the WACH Legislative Days will take place in Madison. Committee members are invited to attend.
- Open positions include one LPN and eight CNA positions.
- Committee members once again personally donated \$20 each as door prizes for the upcoming employee holiday party.

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

Chairperson Robert Keeney tentatively set Wednesday, February 13, 2013 at 10:00 a.m. for the next regular meeting. Gary Ranum made the motion seconded by Vincent Loeffelholz to adjourn the meeting at 3:00 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