

## Orchard Manor/County Farm Committee Meeting Minutes February 13, 2013

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, Gary Ranum, 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.

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

Vincent Loeffelholz made the motion seconded by Gary Ranum to approve the January 10, 2013 Orchard Manor and Farm Committee minutes with the spelling correction of "Fire" for "Fired". Motion carried, voice vote.

The following representatives of Aramark attended the meeting: Mark Ellsworth, Tim Wright, Adam Temple, and Anthony Fiegen. The company has a new CEO and the representatives presented the committee with a letter from the CEO thanking Orchard Manor for their business. They also introduced Anthony Fiegen as our new district manager. The company will continue the contract for laundering personal items as long as needed. Approximately two weeks lead time is needed when we decide to terminate the personal laundry service through Aramark.

Recent retirees were unable to attend this meeting, so they will be recognized at a future meeting.

Ron Abing distributed the 2013 rental calculation to committee members. The total rental payment for the year will be \$113,920. Patrick Schroeder made the motion seconded by Gary Ranum to accept the rental calculation as presented. Motion carried, voice vote.

Vincent Loeffelholz made the motion seconded by Donald Splinter to accept the January 2013 County Farm Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Maintenance Supervisor Ken McAndrew reported snow removal has been a priority for his department. There is an ice machine in the geriatric dining room that is not working and parts have been ordered. McAndrew gathered prices for skid steers from local dealers. He proposed waiting until the fall to consider purchase in order to determine the amount of the capital budget remaining for this item. Chairman Keeney noted prices for this equipment will increase for 2014 models due to changing emission standards. Patrick Schroeder suggested renting the skid steer from the fairgrounds or obtaining a skid steer on loan from a dealer to try out. McAndrew also noted the replacement whirlpool is scheduled for installation and the 400-wing dayroom floor will also be replaced soon. The committee also discussed the air exchange testing that needs to be finalized on the building since the HVAC update. Donna Haines will send a letter to JDR Engineering and Myers Mechanical Solutions requesting this finalization and will present the response at the next meeting. Corporate counsel will review the letter prior to sending.

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

- The current census is 108 geriatric and 29 ICF/ID residents.
- Geriatric state surveyors are expected prior to the end of March.
- The ICF/ID surveyors may return within 9 – 15 months of the last survey, so they could potentially arrive at any time, too.
- The plans for the personal laundry area were submitted to the State at the end of January. The State has 60 days to approve the plans.
- Orchard Manor will purchase an update to the CareTracker software already in place in the facility. The update will allow more accurate tracking and input for the ICF/ID residents.
- The dietary plate heating system is in place. It now takes 17 seconds to heat the warmers and plates/food stay warm for one hour.
- Haines gave a PowerPoint presentation on the new Orchard Manor Compliance and Ethics Program Plan.
- The music therapists will attend a national conference in March. Orchard Manor pays registration fees and employees cover their own travel costs. The conference starts on a Wednesday and ends Sunday. Haines suggested paying them compensatory time for Wednesday through Friday, as well as Monday for a travel day. The committee had no objection.

Patrick Schroeder made a motion seconded by Vincent Loeffelholz to approve the Personnel Policies and Guidelines including Code of Conduct and Business Ethics amended to remove the “seniority” section. Motion carried, voice vote.

Patrick Schroeder made a motion seconded by Robert Keeney to approve the Compliance and Ethics Program Plan with a grammatical correction and an effective date at the end of the document. Motion carried, voice vote.

Vincent Loeffelholz made a motion seconded by Donald Splinter to approve the Personnel Recruitment/Interview/Orientation Procedures with the addition of “qualified” to item #10. Motion carried, voice vote.

The committee discussed a potential covered entrance at the 400-wing. Patrick Schroeder made a motion seconded by Gary Ranum to spend up to \$1,000 plus mileage costs to have Southwest Design Associates, Inc. create a conceptual design and estimate costs for this project. Motion carried, voice vote.

Patrick Schroeder made a motion seconded by Donald Splinter to accept the January 2013 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Chairperson Robert Keeney tentatively set Friday, March 15, 2013 at 10:00 a.m. for the next regular meeting. Vincent Loeffelholz made the motion seconded by Patrick Schroeder to adjourn the meeting at 12:35 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