

## Orchard Manor/County Farm Committee Meeting Minutes May 8, 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 existing agenda. Motion carried, voice vote.

Vincent Loeffelholz made the motion seconded by Patrick Schroeder to approve the April 10, 2013 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Ron Abing noted no issues at the farm at this time. They have been busy putting in crops.

Patrick Schroeder made the motion seconded by Robert Keeney to accept the April 2013 County Farm Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Maintenance Supervisor Ken McAndrew reported the geriatric side of the facility experienced some problems with the nurse call light system. Repairs have been made. Staff cleaned HVAC coils. Lawn mowing has not begun for the season. First mowing should take place this week. JDR Engineering is working on the test and balance issue. If Orchard Manor does not have any action on this issue by the next meeting, corporation counsel will be contacted on how to proceed.

The on-site personal laundry facility would exceed \$25,000 and would need to go through the bid process. The concrete and electrical costs were not included in the initial figures. Delta 3 Engineering would charge an additional \$2,000 to handle the project bid process. The committee had initially approved \$62,000 (all inclusive) for the project with one additional hire. A two-year payback was projected. Delta 3 designed the laundry and got necessary plan approval. Delta 3 should be present at the next meeting if the committee discusses moving forward.

Patrick Schroeder made the motion seconded by Gary Ranum to delay action on the on-site laundry project until Orchard Manor is able to speak with a potential local vendor and Delta 3 can be present at the next meeting with cost estimates and timeframes for the project. Motion carried, voice vote.

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

- The current census is 106 geriatric and 30 ICF/ID residents.
- The Caretracker update took place but had some program errors.

- Surveyors came to the facility as a result of two self-reported incidents. Two minor cites issued were immediately remedied.
- Laminate flooring was installed in the 700/800 lounge and the 800 module.
- Staff resignations include a night LPN; a part-time RN, and the resident coordinator.

Patrick Schroeder made the motion seconded by Donald Splinter to adopt the Orchard Manor cell phone policy as presented. Motion carried, voice vote.

Vincent Loeffelholz made the motion seconded by Patrick Schroeder to increase private room rates by \$10.00 per day in order to make them comparable to Medicaid reimbursement rates. Motion carried, voice vote.

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

The Director of Nursing, Diane Vesperman, gave a short presentation regarding her job duties at Orchard Manor.

Chairperson Robert Keeney tentatively set Wednesday, June 12, 2013 at 10:00 a.m. for the next regular meeting. Vincent Loeffelholz made the motion seconded by Donald Splinter to adjourn the meeting at 12:05 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