

Orchard Manor/County Farm Committee Meeting Minutes August 14, 2013

Chairperson Robert Keeney called the meeting to order at 9:00 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 Gary Ranum, Patrick Schroeder, and Donald Splinter. Vincent Loeffelholz joined the meeting in progress. Other Grant County staff members attending the meeting were Fred Naatz, Donna Haines, and Carol Schwartz. Ron and Terri Abing also attended.

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

Donald Splinter made the motion seconded by Patrick Schroeder to approve the July 10, 2013 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Abings mentioned they had sweet corn available on the farm. The forester has asked permission to use a four-wheeler on the farm while marking trees. When the forester is finished, he will be asked to report to the committee.

Gary Ranum made the motion seconded by Donald Splinter to accept the July 2013 County Farm Cash Balance Statement as presented. Motion carried, voice vote.

Alan Brey, CPA, Johnson Block & Co., presented the findings of the 2012 fiscal year audit of Orchard Manor. No material misstatements were found and there were no significant audit findings. The firm also reported no difficulties dealing with management and completing their audit. The firm offered an unqualified opinion with no exceptions. Brey noted audit rule changes changed the presentation of the report.

Patrick Schroeder made the motion seconded by Gary Ranum to accept the audit report as presented. Motion carried, voice vote.

Donna Haines received only one bid from an engineering firm willing to evaluate our sewer plant and make recommendations to meet new regulations. IIW, P.C. in Dubuque, IA submitted a bid for time and material not to exceed \$20,500. Haines noted the funds for this project may be available from the wastewater equipment replacement fund reserve.

Patrick Schroeder made the motion seconded by Donald Splinter to accept the bid for time and materials not to exceed \$20,500 by IIW, P.C. for the wastewater treatment plant phosphorous analysis. Motion carried, voice vote.

Maintenance Supervisor Ken McAndrew reported his staff completed over 300 work orders during July. The air conditioner in physical therapy broke down, but OM staff fixed it. The 500-wing whirlpool broke down and the company sent parts and came on site to fix it because it was a unit malfunction.

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

- The current census is 106 geriatric and 26 ICF/ID residents.

- Two more beds on the ICF/ID unit may be transferred to SNF beds at the end of August.
- The annual volunteer banquet will be held at Orchard Manor on August 22. This year's theme is, "Volunteers Making a Difference in the Lives of Others."
- The Orchard Manor capital campaign has raised approximately \$6,616.
- Orchard Manor will also change the classification of its LTE LPNs to part-time, so they will be accurately classified.
- The personal laundry vendor is doing a good job. There are still some issues to work out with the tare weights of laundry carts.

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

Fred Naatz, Director of Social Services, asked to speak during the public comment section. Since the County has no immediate plans to move their department, he wanted to know if some maintenance and grounds issues at the Community Services Building would now be addressed. Donna Haines and Ken McAndrew are going to meet with Social Services and ADRC personnel to discuss their maintenance concerns.

Chairperson Robert Keeney tentatively set Wednesday, September 11, 2013 at 10:00 a.m. for the next regular meeting. Vincent Loeffelholz made the motion seconded by Gary Ranum to adjourn the meeting at 10:45 p.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date