

## Orchard Manor/County Farm Committee Meeting Minutes September 11, 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. Terri Abing also attended.

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

Patrick Schroeder made the motion seconded by Donald Splinter to approve the August 14, 2013 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

The farm did not have any issues to discuss. The forester has been working on marking the trees. A report is not available at this time.

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

Patrick Schroeder made the motion seconded by Vincent Loeffelholz to approve the County Farm budget for 2014 as presented. Motion carried unanimously, voice vote.

Maintenance Supervisor Ken McAndrew reported his staff averages 300 completed work orders per month. The work was completed to install the reducers on water lines. Myers was able to save \$2,000 from the original estimates Orchard Manor received. A compressor in the dining room is not functioning. The compressor in the upstairs kitchen is out of service with warranty repairs. Repairs for a leaking backup pump on the boiler are estimated at \$700. The concrete work at the end of the 700-wing is completed. Maintenance is addressing maintenance issues at the Community Services Building.

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

- The current census is 105 geriatric and 26 ICF/ID residents.
- Two more beds on the ICF/ID unit were transferred to SNF beds effective September 1, 2013.
- Orchard Manor is currently advertising for a replacement Director of Nursing. Administration has become aware of some staff managerial concerns and is addressing them. The orientation process is being revamped with consistent trainers and test scenarios for nurse charting. Current scheduling methods will also be reviewed. The administrator is touring the facility twice daily.
- The State was here on a confidential complaint survey that resulted in no Federal citations. Orchard Manor has an eight-bed, locked unit. Residents residing in this unit are protectively placed there by the courts. Other residents may be temporarily placed on the unit for up to 90 days if they verbally agree to the placement.
- The Orchard Manor capital campaign has raised approximately \$26,000. A Schwan's fundraiser and a specialty basket silent auction are being considered to help the cause.

- The social workers will attend a two-day conference in Wisconsin Rapids to obtain Continuing Education Units at a cost of \$400.
- Donna Haines will attend the Leading Age conference in Green Bay to obtain CEUs at a cost of \$315 plus hotel room.
- Some staff will attend a Focus 2013 program sponsored by the Department of Health Services (DHS). The cost will be \$90 for day 1; \$110 for day 2; or \$200 for both days.
- Orchard Manor will receive 15 free iPods as part of the Music and Dementia Initiative. Wisconsin has limited participation to 100 nursing homes. Several UW-Platteville students will help download music and prepare the iPods for use.
- The department heads have been working on a 14-step pay scale for all county staff.

The Social Services Supervisor, Heidi Millin, gave a short presentation regarding her job duties at Orchard Manor.

Patrick Schroeder made a motion seconded by Gary Ranum to accept the Orchard Manor 2014 budget with the following change: a decrease of \$60,000 from the requested appropriation amount. Motion carried, voice vote.

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

Chairperson Robert Keeney tentatively set Wednesday, October 9, 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 1:40 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