

## Orchard Manor/County Farm Committee Meeting Minutes February 12, 2014

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. Others in attendance were Grant County staff members Larry Wolf, Joyce Roling, 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 amended agenda. Motion carried, voice vote.

Patrick Schroeder made the motion seconded by Donald Splinter to approve the December 11, 2013 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Ron Abing submitted the farm rent calculation for 2014 based on future corn prices on the first day of trading in 2014. The total 2014 rent will be \$126,100.

Patrick Schroeder made the motion seconded by Gary Ranum to accept the December 2013 County Farm Cash Balance Statement as presented. Motion carried, voice vote.

Chairman Keeney reported the committee members donated \$20 each as a door prize for the Orchard Manor employee holiday party.

Fred Naatz, Director of Social Services, was in attendance at the request of the Social Services Board. The department will remain in the Community Services Building for several years, and does have some building concerns. The water is often discolored as it comes out of the pipes. The roof is nearing the end of its expected life. Snow removal by Orchard Manor maintenance staff has been great. Patrick Schroeder offered suggestions regarding the water lines such as running a direct water line into the building, letting the water run overnight to keep lines clear, or a chemical flush to clean lines. Maintenance will look into options. The Community Services Building will be a regular agenda item in the future. Both Social Services and Orchard Manor have been addressing potential security concerns at their respective buildings.

Maintenance Supervisor Ken McAndrew said his department has spent much of their time dealing with cold weather issues. The extreme weather has caused some issues with the Energy Recovery Ventilators (ERV). Maintenance is considering installing remotes to make changes in the ERVs easier in the winter. IIW, P.C. has developed a phosphorus removal plan and will present findings at the next meeting.

Patrick Schroeder made the motion seconded by Donald Splinter to pay IIW, P.C. for time and materials not to exceed \$20,500 from the Waste Water Equipment Replacement Fund. Motion carried, voice vote.

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

- The current census is 110 geriatric and 27 intellectually disabled residents.
- The 2014 Orchard Manor facility goals focus on professionalism and disaster preparedness.

- Management staff is currently:
  - Working one weekend each quarter for a minimum of four hours each day.
  - Serving at least one resident meal per week.
  - Assisting with one or two Happy Hour resident functions per year.
  - Coordinating one monthly employee event.

The committee reviewed the Whistleblower Policy for Orchard Manor. Vincent Loeffelholz made the motion seconded by Donald Splinter to approve the Whistleblower Policy as it is currently written. Motion carried, voice vote.

- Donna Haines announced her upcoming retirement as administrator of Orchard Manor with May 14, 2014 as her last day worked. Haines has served the County for over 37 years.
- Joyce Roling indicated the position would be posted for four weeks. She will bring any changes in the job description to the next committee meeting. The committee authorized her to proceed with the posting.
- Haines presented a list of capital items for 2014. The committee would like a list indicating expenditures for capital items as they occur.
- Orchard Manor is still trying to fill a number of Certified Nursing Assistants (CNA). Haines proposed a referral bonus for current employees.

Vincent Loeffelholz made the motion seconded by Patrick Schroeder to offer \$50 to employees referring a CNA hired by Orchard Manor and another \$200 to the employee if the new hire remains employed for one year. This is in addition to the hiring bonus already in place of \$500 for the new CNA after completion of one year of service. Motion carried, voice vote.

- Donna Haines will attend the Wisconsin Association of County Homes legislative conference in Madison on March 12-13.
- The Director of Nursing will attend a Long-Term Care symposium.
- Pat Schramm, activity aide, has announced her retirement. She has worked at Orchard Manor for over 32 years.
- The 700/800 wings were quarantined for three days due to gastrointestinal illness.

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

Tricia Vogelsberg, Occupational Therapist-Registered and Qualified Intellectual Disabilities Professional, gave a short presentation on her job duties at Orchard Manor.

Chairperson Robert Keeney tentatively set Friday, March 14, 2014 at 1:00 p.m. for the next regular meeting. Gary Ranum made the motion seconded by Patrick Schroeder to adjourn the meeting at 12:20 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