

Orchard Manor/County Farm Committee Meeting Minutes June 11, 2014

Chairperson Patrick Schroeder called the meeting to order at 10:00 a.m. Chairman Schroeder noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee members present were Roger Guthrie, Gary Ranum, Donald Splinter, and Larry Wolf. Others in attendance were Grant County staff members Robert Keeney, Fred Naatz, and Carol Schwartz. Terri Abing also attended.

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

Roger Guthrie made the motion seconded by Gary Ranum to approve the May 14, 2014 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Terri Abing reported the crops are looking good and there we no farm issues to bring before the committee.

Donald Splinter made the motion seconded by Larry Wolf to accept the May 2014 County Farm Cash Balance Statement as presented. Motion carried, voice vote.

Roger Guthrie made the motion seconded by Gary Ranum that the Orchard Manor/Farm Committee adopts the annual compliance maintenance resolution. Motion carried, voice vote.

Chairman Schroeder congratulated Carol Schwartz on being selected for the administrator position.

Maintenance Supervisor Ken McAndrew some repairs were made on a chiller in the geriatric side of the nursing home. The water softener has been installed in Community Services Building. Some water pressure issues affect the building. McAndrew said it was discovered a small bypass line (1 ¼") off the four-inch main was providing the water supply to the building. The bypass will be eliminated and the line will be reduced to two inches. The 100-wing handicap door opener needed a replacement motor. The cost was \$4,079. The wastewater treatment plant is due for clean out of sediment/sludge that accumulates over time and is not removed during regular pumping. McAndrew has an estimate of \$13,000 from Wepking Pump Service and a quote of \$5,280 for a local dump site and \$6,372 for a Dubuque dump site from A-A Septic Service. The committee instructed McAndrew to obtain another quote from Kruser Septic Service and then use his discretion to schedule the work. Concrete work at the 700-wing entrance is complete. The 300/400 courtyard is next. The Highway Department will assist will parking lot patching next week.

Fred Naatz questioned whether water treated by the water softener is safe to drink. McAndrew stated the standard in commercial buildings is to soften both hot and cold water. Naatz also expressed concern about whether he needs to have a plan in place if their facility is non-functioning (power, water, etc.).

Larry Wolf mentioned he had received some complaints regarding the upkeep of the courtyards and grounds. The committee asked Schwartz to give a memorandum to McAndrew reiterating the concerns about the grounds and emphasizing the use of the

groundskeeper to complete this work. They also suggested the possible use of prisoners from the County Jail that have Huber privileges for work on the grounds.

Gary Ranum offered to follow up on concerns regarding alternate placement of a current resident. The resident is a ContinuUs member and Ranum will attend their board meeting next week.

Carol Schwartz and the Committee discussed the following Orchard Manor issues:

- The current census is 110 geriatric and 29 intellectually disabled residents.
- The Lancaster Community Fund Grant application request was denied. The building balance is \$34,574.92.
- Orchard Manor received a \$1,000 donation from the Grant County Thrift Shop to be used to help send residents to Badger Camp.
- The annual volunteer banquet will be held August 21, 2014 at 6:00 p.m. in the resident center. Invitations will be sent.
- The infection control nurse will attend training in Madison at a cost of \$190 with no overnight stay.
- The CNA referral bonus program has been discontinued due to lack of referrals.
- Current open positions include: seven Certified Nursing Assistants (CNA); a p.m. Registered Nurse/Licensed Practical Nurse; an every other weekend CNA; and an on-call dietary aide.
- The application period for the Director of Finance position ends June 11. Interviews will be scheduled as soon as the applications have been reviewed.

Roger Guthrie made a motion seconded by Donald Splinter to accept the May 2014 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Chairman Schroeder tentatively set Wednesday, July 9, 2014 at 10:00 a.m. for the next regular meeting. Gary Ranum made the motion seconded by Roger Guthrie to adjourn the meeting at 11:25 a.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date