

Orchard Manor/County Farm Committee Meeting Minutes August 13, 2014

Chairperson Schroeder called the meeting to order at 9:00 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 Patrick Schroeder, Roger Guthrie, Gary Ranum, Donald Splinter, and Larry Wolf. Others in attendance were Grant County staff members Robert Keeney, Carol Schwartz, and Linda Connely. Terri Abing also attended.

It was noted that meeting start time was incorrectly stated as 10am, correct start time was 9am. Motion by Don Splinter, second by Donald Splinter to approve the agenda as corrected. Motion carried, voice vote.

Motion by Donald Splinter, second by Gary Ranum to approve the July 9, 2014 Orchard Manor and Farm Committee minutes with an expanded explanation of occurrences in the Absenteeism Policy. Motion carried, voice vote.

Gary Ranum questioned why July committee fees were stated in two (2) different amounts on the July Farm Cash Balance Statement. Upon further review, Carol Schwartz reported that the \$245.29 line was correct. Motion by Donald Splinter, second by Roger Guthrie to approve the July 2014 Farm Vouchers and financial report as corrected. Motion carried, voice vote. Discussion regarding loan from farm to Orchard Manor.

2015 Public Property Request:

Carol Schwartz presented two (2) estimates obtained by Ken McAndrew for cooling IT equipment in IT server closet. Estimates were 1) \$5,876 and 2) \$4,800. Discussion followed regarding needs and costs. Committee toured the actual space in question. There was additional discussion upon returning to Board Room. Bob Keeney suggested approving the lower bid of \$4,800 so that Carol is able to meet the deadline for Capital Budget requests. We can further investigate costs and requirements and do not have to go with the \$4,800 bid, but will be in compliance with the deadline for requesting funds. Motion by Don Splinter, second by Roger Guthrie to approve \$4,800 for cooling the server room. Motion passed, voice vote.

2015 IT Requests:

Carol Schwartz requests replacing:

6 workstations
Fax/Copier at DD nurses station
2 Black/White Printers
1 color Printer
Total Amount Requested: \$8,000

Motion by Don Splinter, second by Roger Guthrie to approve 2015 IT requests. Motion passed, voice vote.

Orchard Manor Operations:

Chairperson's Reports: None

Update on Facility: In Ken McAndrew's absence (vacation), Carol gave this report: TV Antennae has been remounted. Planter boxes in courtyard have been cleaned out/removed. There was discussion on weeding/grounds keeping and the need for ongoing maintenance. Dead shrubs have been removed except on Northeast side of facility due to underground wiring. Discussion on removing those to just below service for easy mowing. Cement work has been completed. Gary Ranum will view the work with Carol Schwartz after this meeting. New doors have been installed.

Update on Community Services Building: Fred Naatz was not in attendance, no update available. Discussion on maintenance issues.

Administrator's Report: Census: 105 SNF (Skilled Nursing Facility), 20 ICF/IID (Intellectually Disabled) Re-check by State of WI after self-report was clear. Carol Schwartz gave update on 1:1 observation issue. Lease for garage space ended 08/15/2014. Orchard Manor's volunteer banquet will be held the evening of August 21, 2014. The Ridgeway/Barneveld Knights of Columbus donated \$587 to resident donation fund. Two volunteers will be recognized for 40 years of service.

Equipment purchases/sales/repairs: Carol Schwartz received a phone call from Craig Hollingsworth reporting that this is an optimal time to put trees out for bids. Bids should be ready for committee to review at next month's meeting.

Staffing issues: 7-8 CNA positions are currently open. The Business Office has identified issues with the new wage scale. Carol Schwartz and Joyce Rolling will be meeting later this week to review and resolve. There were no significant future training costs to discuss at this time.

Orchard Manor vouchers and financial report: Motion by Don Splinter, second by Roger Guthrie to approve July Vouchers and Financial Report. Motion carried, voice vote.

Public Comment: None

Chairman Schroeder tentatively set Wednesday, September 10, 2014 at 10:00 a.m. for the next regular meeting. Motion by Roger Guthrie, second by Donald Splinter to adjourn the meeting at 10:35 a.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date