

Orchard Manor/County Farm Committee Meeting Minutes August 12, 2009

Chairperson Tony Runde called the meeting to order at 10:00 a.m. Maynard Behncke made the motion seconded by Paul Landon that Orchard Manor is in compliance with the open meeting law. Motion carried. Committee Members present were Tony Runde, Maynard Behncke, Hans Kostrau, and Paul Landon. Other Grant County staff members attending the meeting were John Patcle, Donna Haines, and Carol Schwartz. Also in attendance were Ron and Terri Abing.

Hans Kostrau made the motion seconded by Paul Landon to amend the existing agenda to remove the farm tour. Motion carried.

Maynard Behncke made the motion seconded by John Patcle to approve the July 8, 2009 Orchard Manor and Farm Committee minutes. Motion carried.

The committee reopened discussion on extending the farm lease with Ron and Terri Abing. The committee discussed an adjustable basis for determining annual rental payments for the farm and an extension of the current contract with Majestic View. Hans Kostrau made a motion seconded by Maynard Behncke to make an addendum to the current farm lease extending the contract for three years to 2015; and including an adjustable portion of the rent based on the Chicago Board of Trade corn price on the first business day of each new year. Motion carried.

Maynard Behncke made the motion seconded by Hans Kostrau to accept the July 2009 County Farm Cash Balance Statement and vouchers as presented. Motion carried.

Alan Brey, CPA, from Johnson Block and Company, Inc. presented a summary of the audit of fiscal year 2008. 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.

Paul Landon made the motion seconded by Hans Kostrau to accept the 2008 audit report. Motion carried.

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

- The current census is 97 geriatric and 30 ICF/MR residents.
- The annual volunteer banquet will be held on September 17, 2009 at 6:00 p.m. at the Youth & Ag Building. The event will include dinner and entertainment.
- Software implementation and training is continuing for both clinical and billing portions of the facility.
- The first Family Care contract was signed with Southwest Family Care Alliance in Richland Center.
- Even though the committee approved an expenditure of up to \$50,000 for scheduling and timekeeping software, when reviewing the quote from Kronos Orchard Manor continued to look for a lower priced option. The facility has selected a bid of \$16,345.75 for CelerTime software from Ban-Koe.

Paul Landon made a motion seconded by Maynard Behncke to approve the purchase of the CelerTime software from Ban-Koe. Motion carried.

- Alternatives to overhead paging systems are being reviewed.
- Orchard Manor will seek bids for the 2009 fiscal year audit.

- The roof of the building did sustain hail damage to the roof, gutters, and windows in the July hail storm. Bids will need to be sought for repairs/replacement. A quote for repairs will be submitted to the insurance company before proceeding with any repairs.
- The budget is being prepared and will be presented at the next committee meeting. Donna Haines recommended an increase in the utilities charges to \$20,000 annually for ADRC and \$70,000 annually for Social Services based on actual costs and anticipated expanded staffing needed for Family Care implementation.

Hans Kostrau made a motion seconded by Paul Landon to increase the utility charges to the ADRC and Social Services as recommended by Donna Haines.

- There were no training costs to report for the past month.
- Since Orchard Manor is a 24-hour care facility, furlough days are not a viable option to reduce costs throughout the facility.

Paul Landon made a motion seconded by Hans Kostrau to accept July 2009 Orchard Manor Cash Balance Statement and vouchers as presented. Motion carried.

Chairman Tony Runde made a call for the Committee to adjourn to closed session as per WI Statute 19.85(1)(g) for discussion of legal strategies regarding a personnel issue. Roll call vote was unanimous. Hans Kostrau made the motion seconded by Maynard Behncke to reconvene to open session. Motion carried.

No other business was presented or acted upon at this time.

Chairperson Tony Runde tentatively set Wednesday, September 9, 2009 at 10:00 a.m. for the next meeting. Paul Landon made the motion seconded by Maynard Behncke to adjourn the meeting at 12:20 p.m. Motion carried.

Committee Secretary

Recording Secretary

Date

Date