

Orchard Manor/County Farm Committee Meeting Minutes June 10, 2009

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

Paul Landon made the motion seconded by Vincent Loeffelholz to approve the existing agenda. Motion carried.

Hans Kostrau made the motion seconded by Maynard Behncke to approve the May 13, 2009 Orchard Manor and Farm Committee minutes. Motion carried.

The committee discussed extending the farm lease with Ron and Terri Abing. An appropriate means of adjusting the rent during the contract period must be determined. This item will be added to the agenda for the July meeting. The committee also asked the total disbursed from the farm loan to Orchard Manor be included on future farm cash balance reports.

Vincent Loeffelholz made the motion seconded by Hans Kostrau to accept the May 2009 County Farm Cash Balance Statement and vouchers as presented. Motion carried.

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

- The current census is 104 geriatric and 30 ICF/MR residents. Prairie Maison in Prairie du Chien is temporarily not taking new admissions until they reduce their census for their new building. Orchard Manor is expecting its first resident under the state's new Family Care program. It will reimburse facilities at the Medicaid rate.
- Donna Haines submitted a report to the committee listing cost-saving measures implemented at Orchard Manor to work toward a five-percent reduction in the 2010 appropriation. The facility is estimating a savings of approximately \$100,000 on the new health insurance proration plan.
- A representative from Keane software company will be at Orchard Manor to begin general ledger set up on May 15. July 10 is the date resident names will be imported and account balances will be imported to the system. The week of July 13 is the start of intensive staff training on both clinical and financial systems.
- Orchard Manor discussed the level of service from the county's IT department. The computer project implementation at this facility is a major project and the response time has been challenging. Orchard Manor supports having a second person in the IT department and Orchard Manor needs to be a priority during this conversion process.
- The dietary supervisor has given a 30-day notice and resigned from her position effective June 26, 2009. Orchard Manor would like to seek a dietician to replace this supervisor. With a dietician on staff, the contract with the current consultant could be terminated.

Paul Landon made a motion seconded by Vincent Loeffelholz that Orchard Manor seek a dietician to fill this current staff vacancy. Motion carried.

Hans Kostrau made a motion seconded by Paul Landon to seek a job classification and a starting pay range from the ERC for the dietician position. Motion carried.

Donna Haines and the Committee returned to their discussion of Orchard Manor issues:

- A current description of the duties of the Orchard Manor committee will be submitted to John Patcle for the County's use in its new handbook.
- Orchard Manor is still in the process of submitting information to the maker of the shingles to see if a refund will be received. The estimate is only about 20 percent of the cost of total shingle replacement. The committee needs to consider including a new roof in the upcoming budget.
- One whirlpool has been replaced this year and the facility would like to replace another before year end. The committee supports replacing one more whirlpool in 2009.
- The auditors from Johnson Block & Co. were on site at Orchard Manor and the audit process went smoothly. Orchard Manor will consider seeking bids for next year's audit engagement.

Vincent Loeffelholz made the motion seconded by Paul Landon to accept the May 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. Maynard Behncke made the motion seconded by Paul Landon to reconvene to open session. Motion carried.

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

Chairperson Tony Runde tentatively set Wednesday, July 8, 2009 at 10:00 a.m. for the next meeting. Hans Kostrau made the motion seconded by Maynard Behncke to adjourn the meeting at 11:50 a.m. Motion carried.

Committee Secretary

Recording Secretary

Date

Date