

## Orchard Manor/County Farm Committee Meeting Minutes September 9, 2009

Chairperson Tony Runde called the meeting to order at 10:00 a.m. Paul Landon made the motion seconded by Vincent Loeffelholz 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 John Patcle, Donna Haines, and Carol Schwartz. Also in attendance were Ron and Terri Abing.

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

Paul Landon made the motion seconded by Hans Kostrau to approve the August 12, 2009 Orchard Manor and Farm Committee minutes. Motion carried.

Donna Haines presented an addendum, drafted by Corporate Counsel, extending the current farm lease with Majestic View for three years to 2015; and including an adjustable portion of the rent based on the Chicago Board of Trade corn prices on the first business day of each new year. Hans Kostrau made a motion seconded by John Patcle to approve and sign the addendum to the farm lease agreement as presented. Motion carried.

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

Hans Kostrau made the motion seconded by Paul Landon to accept the farm budget for 2010 as presented. Motion carried.

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

- The current census is 104 geriatric and 31 ICF/MR residents.
- After voicing concerns to the software vendor, Keane, Orchard Manor received a \$3,000 refund on training costs. A different clinical trainer will be sent to conduct an additional two-day training session.
- The scheduling/payroll software should be installed next month.
- Future training costs for the facility include:
  - \$275 for Director of Nursing Conference for Diane Vesperman
  - \$440 for WAHSA Fall Conference for Donna Haines and Jan Lintvedt
  - \$110 for WAHSA Reimbursement Seminar for Carol Schwartz
  - The number of attendees for the FOCUS 2009 Conference in Wisconsin Dells has yet to be determined.
- Orchard Manor has received one quote for hail damage repairs to the roof and building and the quote was forwarded to Grant County's insurance carrier. Orchard Manor plans on bidding out any repairs next year after the insurance company's evaluation is complete.
- The part-time social worker resigned in July 2009. It is recommended one social worker handle a maximum of 75 residents. This facility has 115 geriatric beds, so there is a need to refill this position. Donna Haines requested a part-time social worker be hired for up to a total of eight days per pay period. This person would also take on some duties as a Qualified Mental Retardation Professional.

Maynard Behncke made a motion seconded by Hans Kostrau to hire a part-time, benefit social worker. Motion carried.



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

Maynard Behncke made a motion seconded by Paul Landon to accept the 2010 Orchard Manor appropriation budget. Motion carried.

Hans Kostrau made a motion seconded by Vincent Loeffelholz to accept August 2009 Orchard Manor Cash Balance Statement and vouchers as presented. Motion carried.

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

Chairperson Tony Runde tentatively set Wednesday, October 14, 2009 at 10:00 a.m. for the next meeting. Vincent Loeffelholz made the motion seconded by Paul Landon to adjourn the meeting at 11:35 a.m. Motion carried.

\_\_\_\_\_  
Committee Secretary

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date