

## Orchard Manor/County Farm Committee Meeting Minutes March 10, 2010

Chairperson Tony Runde called the meeting to order at 10:00 a.m. Chairman Runde noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. 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. Ron and Terri Abing also attended.

Vincent Loeffelholz made the motion seconded by Hans Kostrau to approve the existing agenda. Motion carried, voice vote.

Paul Landon made the motion seconded by Hans Kostrau to approve the February 10, 2010 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Paul Landon made the motion seconded by Hans Kostrau to authorize an expenditure up to \$4,000.00 to demolish and bury the old Austin Ridge farm buildings. Motion carried, voice vote.

Hans Kostrau made the motion seconded by Maynard Behncke to approve the bid from Iverson Construction of \$19,325.00 for a blacktop sileage pad on the farm. Motion carried by unanimous, roll call vote.

Tony Runde made the motion seconded by Hans Kostrau to recommend the County Farm and the Community Services Building remain a part of the Orchard Manor Farm Committee's responsibilities. Motion carried by unanimous, roll call vote.

Vincent Loeffelholz made the motion seconded by Maynard Behncke to accept the February 2010 County Farm Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

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

- The current census is 102 geriatric and 30 ICF/MR residents.
- Orchard Manor has drafted a smoking policy recognizing the dangers of third-hand smoke and the need to minimize exposure to it. The new policy would forbid smoking during work hours for all employees. It has been submitted to the Health Department and county for approval.
- The payroll program is moving closer toward final implementation; but the new time clock is still causing implementation delays.
- The eMAR and eTAR software is functioning properly, but the hardware for the system is not. Staff continues to use both systems until all issues can be resolved.
- Future training: Donna Haines and Laura Lane will attend the WAHSA Conference on May 5-7, 2010 in LaCrosse. Keane software is holding a user meeting in Chicago in May and Orchard Manor would like to have two staff members attend.

Hans Kostrau made the motion seconded by Paul Landon to approve two attendees for the Chicago Keane Conference in May 2010. Motion carried, voice vote.

Paul Landon made a motion seconded by Vincent Loeffelholz to accept the February 2010 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Chairman Tony Runde made a call for the Committee to adjourn to closed session as per Wisconsin Statute 19.85(1)(c) for annual performance evaluation of administrator. Roll call vote was unanimous. Maynard Behncke made the motion seconded by Vincent Loeffelholz to reconvene to open session. Motion carried, voice vote.

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

Chairperson Tony Runde tentatively set Wednesday, April 14, 2010 at 10:00 a.m. for the next meeting. Vincent Loeffelholz made the motion seconded by Maynard Behncke to adjourn the meeting at 11:50 a.m. Motion carried, voice vote.

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Committee Secretary

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Recording Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### **Acronyms**

<b>ICF/MR</b>	Intermediate Care Facility for the Mentally Retarded
<b>eMAR</b>	Electronic Medication Administration Record
<b>eTAR</b>	Electronic Treatment Administration Record
<b>WACH</b>	Wisconsin Association of County Homes
<b>WAHSA</b>	Wisconsin Association of Homes and Services for the Aging