

## Orchard Manor/County Farm Committee Meeting Minutes May 12, 2010

Chairperson Patrick 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 Robert Keeney, Vincent Loeffelholz, Robert Scallon, and Donald Splinter. Other Grant County staff members attending the meeting were John Patcle, Donna Haines and Carol Schwartz. Ron and Terri Abing also attended.

The meeting commenced with a tour of the facility in order to give new committee members a better understanding of the layout, the grounds, and maintenance issues.

Donald Splinter made the motion seconded by Robert Keeney to amend the agenda by postponing the review of private rates until the June meeting. Motion carried, voice vote.

Vincent Loeffelholz made the motion seconded by John Patcle to approve the April 14, 2010 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Ron Abing reported the area had been prepped for the pad on the farm. Some additional rock will be included with the project to create a small shoulder on the sides of the pad. The tour of the farm will take place during the June meeting.

Robert Keeney made the motion seconded by Donald Splinter to accept the April 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 110 geriatric and 30 ICF/MR residents.
- Staff continues to work with the eMAR and eTAR software and most hardware issues have been resolved.
- The new time clock continues to be an issue and a replacement is being sought.

The committee reviewed the Orchard Manor chain of command and organizational chart with the suggestion the Volunteer Coordinator position be included in the chart. Robert Keeney made the motion seconded by Vincent Loeffelholz to approve the Orchard Manor by-laws. Motion carried, voice vote.

Robert Scallon made the motion seconded by Donald Splinter to approve the Orchard Manor philosophy. Motion carried, voice vote.

Robert Scallon made the motion seconded by Vincent Loeffelholz to hand out a copy of the proposed Orchard Manor smoking policy to employees to solicit feedback prior to adopting a policy. Motion carried, voice vote.

Vincent Loeffelholz made the motion seconded by Robert Keeney to sell the Orchard Manor boom truck and a stationary exercise bicycle using a silent auction.

- Future training: The Keane conference will be held next week in Chicago with two Orchard Manor staff members attending. A music therapist will be attending a four-day conference in Colorado. The facility will pay for conference registration but the participant is paying their own travel, room, and board. Some

current activity aides will enroll in CNA training. Orchard Manor is reimbursed by the state for the majority of those costs.

- Staffing: Orchard Manor has filled the nurse and CNA vacancies.
- Maintenance supervisor, Don Fowell joined the meeting to answer committee questions regarding upkeep issues. The committee authorized Fowell to get bids for repairs to outdoor benches for the next meeting.

Scott Chyko, of Delta 3 Engineering, Inc., addressed the committee regarding the roof replacement on the Orchard Manor building. At the request of the committee, the firm will review building plans, ventilation, and the current roof in order to prepare a quote for their services as project manager at the next meeting.

August 26, 2010 is the date for the annual Volunteer Banquet held at the Youth & Ag building. All committee members are invited to attend.

Robert Keeney made a motion seconded by Donald Splinter to accept the April 2010 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

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

Chairperson Patrick Schroeder tentatively set Friday, June 11, 2010 at 9:00 a.m. for the next meeting; with Friday June 18, 2010 as an alternate date. Vincent Loeffelholz made the motion seconded by Robert Keeney to adjourn the meeting at 11:55 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