

Orchard Manor/County Farm Committee Meeting Minutes June 18, 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, and Robert Scallon. Donald Splinter was excused from attendance. 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 Grant County Farm buildings.

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

Robert Keeney made the motion seconded by John Patcle to approve the May 12, 2010 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Ron Abing reported the work for the pad on the farm had been completed and provided the invoice he received from Iverson Construction for \$20,057.25.

Vincent Loeffelholz made the motion seconded by Robert Keeney to accept the May 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 104 geriatric and 30 ICF/MR residents.
- Orchard Manor received a replacement time clock which requires employees to place their hand on the clock, rather than just one finger. Employees are being enrolled in the system with the new clock and the transition will be made in July.
- Committee members received a copy of Orchard Manor's annual report. It includes reports from each department in the facility.
- The facility purchased three Broda chairs for residents. These chairs provide more comfort and eliminate fall risks for residents.
- The ICF/MR had its state survey April 1, 2010 and received excellent results.
- The air conditioning unit in the employee lounge area quit functioning and had to be repaired.
- The annual volunteer banquet will be held at Orchard Manor in the resident center this year. It is scheduled for August 26, 2010.
- Orchard Manor has been asked to be a Beta site for the newest version of Keane software's general ledger and accounts payable software.

Robert Keeney made a motion seconded by Vincent Loeffelholz that the Orchard Manor/Farm Committee adopt the compliance maintenance resolution. Motion carried, voice vote.

- In order to comply with new state law, Orchard Manor will become a smoke-free facility as of July 5, 2010. No additional policy on smoking was adopted at this time. Orchard Manor may make changes to the designated areas for employee and resident smoking and enhance its current employee policy on odors.

Scott Chyko, from Delta 3 Engineering in Platteville, presented his company's proposal regarding the Orchard Manor roof. In addition to hail damage, it appears most of the problems stem from poor quality shingles. The current number of roof ventilators is

adequate. Further inspection would be needed to ensure the attic ventilation was properly installed. Chyko proposed his company would inspect the attic and roof, prepare bid specifications, handle bid process and bonding, and supervise roof replacement to ensure it is replaced as bid. With the current timing on this process, he also suggested the roof be replaced in 2011, rather than late this year.

Vincent Loeffelholz made the motion seconded by Robert Keeney to hire Delta 3 Engineering to handle field work, drafting services, filing for State wage rate and labor standards, bid letting, contract administration, and construction observation for the Orchard Manor re-roofing project for the sum of \$11,950.00. Motion carried, voice vote.

Robert Scallon made the motion seconded by Vincent Loeffelholz to increase the skilled and private room rates by \$2.00 per day effective August 1, 2010. Motion carried, voice vote.

- The current bid on the boom truck is \$525.00.
- Staff will be attending training on changes to the Minimum Data Set form. Proper completion of this form is critical to nursing home reimbursement levels.
- The Focus on Energy reports were distributed to the committee. Any errors, corrections, or comments should be submitted to the County Clerk.
- Staff members will help determine the number and placement of the park benches in the facility courtyards.

Robert Scallon made a motion seconded by Vincent Loeffelholz to accept the May 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 Wednesday, July 14, 2010 at 9:00 a.m. for the next meeting. Vincent Loeffelholz made the motion seconded by Robert Scallon to adjourn the meeting at 12:30 p.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date

Acronyms

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