

Bloomfield Manor

Committee Meeting

November 18, 2009

4:00 P.M.

Present: Ron Benish, Carol Anderson, James Griffiths, Dana Perry (arrived at 4:15 p.m.), and Joe Thomas (arrived at 4:20 p.m.), Committee Members, Barbara Linscheid, N.H. Administrator.

Meeting called to order by Chairman Benish. Motion to approve certification of open meeting law by Griffiths, 2<sup>nd</sup> by Anderson. Carried. Motion to approve the agenda by Anderson, 2<sup>nd</sup> by Griffiths. Motion carried. Motion to approve the October 21, 2009 minutes by Griffiths, 2<sup>nd</sup> by Anderson. Motion carried.

Discussion was held regarding a Bloomfield Manor newsletter. Samples of newsletters as collected by Mr. Griffiths were shared with the committee. Bloomfield currently provides a quarterly one-page newsletter to residents' families. Discussion pursued regarding enhancing Bloomfield's newsletter and increasing the distribution to the general public. The N.H. Administrator will review the options with staff and implement an appropriate option for newsletter enhancement and distribution. Other community out-reach options discussed as well.

Out-patient Rehab – Members of the Bloomfield Management team joined the meeting; Jan Kliebenstein, RN, Director of Nursing, Pat Risch, RN, Staff Development Coordinator, Ann Jenkins, RN, Nurse Manager, Jake Tarrell, Environmental Services, and Mark Meives, Physical Therapist. Discussion was held regarding the process, options for physical space work environment, and code requirements to offer Out-patient Rehab. Suggestion made to contact Greg Jewell, Engineer from Jewell and Associates to assess physical space and code requirements. A Business Plan will be developed and reviewed by the above team to address the sequence of phases for the project, to include potential cost estimates.

Life-safety Code Survey results were shared with the committee. It is required that various wall-coverings, including wall-paper and paint, be replaced in various areas throughout the building. This will be accomplished by January 14, 2010.

An update was given on the dumbwaiter project. The door frames are to be installed on November 30, 2009; it will require state inspection upon completion prior to putting into operation.

The proposed Iowa County Nepotism Policy was reviewed. Discussion held regarding the impact at Bloomfield Manor.

The Foundation/Endowment discussion was tabled until the next meeting.

The Administrator's report included a census report. A communication entitled "Bloomfield Manor Update" from Mark Masters, Iowa County Board Chairman was shared with the committee. It addresses the recent misunderstanding circulating regarding ownership of Bloomfield Manor, indicating that there is no present plan to change the ownership of the Manor. This document has been disseminated to staff, residents and visitors.

The next meeting is scheduled for Wednesday, December 16, 2009 at 1:30 P.M. Motion to adjourn by Thomas, 2<sup>nd</sup> by Perry. Motion carried.