

Orchard Manor/County Farm Committee Meeting Minutes June 12, 2013

Chairperson Robert Keeney called the meeting to order at 10:00 a.m. Chairman Keeney noted a quorum was present and certified the meeting was in compliance with the Open Meetings Law. Committee Members present were Vincent Loeffelholz, Gary Ranum, and Donald Splinter. Patrick Schroeder was excused from attending. Other Grant County staff members attending the meeting were Larry Wolf, Joyce Roling, Donna Haines, and Carol Schwartz. Ron and Terri Abing also attended.

Donald Splinter made the motion seconded by Vincent Loeffelholz to move the two Human Resource agenda items under staffing issues immediately after the farm business and then approve the agenda. Motion carried, voice vote.

Vincent Loeffelholz made the motion seconded by Donald Splinter to approve the May 8, 2013 and May 22, 2013 Orchard Manor and Farm Committee minutes. Motion carried, voice vote.

Ron Abing noted the farm had some minor storm damage. They have been making hay as the weather permits.

Donald Splinter made the motion seconded by Gary Ranum to accept the May 2013 County Farm Cash Balance Statement as presented. Motion carried, voice vote.

Donna Haines explained to the committee that the Resident Coordinator at Orchard Manor had retired. At this time, Orchard Manor would like to eliminate this position and create an Administrative Assistant I position. Some of the duties from this former position would be assigned to other current staff. The new position would be responsible for minor Information Technology work in the building and would act as a liaison with the County IT Department for larger issues. This new position would also order supplies and maintain nursing department inventory. Donald Splinter made the motion seconded by Gary Ranum to eliminate the Resident Coordinator position and create an Administrative Assistant I position at Orchard Manor. Motion carried, voice vote. The request for this change will be sent to the Executive Committee on June 18, 2013 for approval.

Gary Ranum made the motion seconded by Vincent Loeffelholz that the Orchard Manor/Farm Committee adopt the annual compliance maintenance resolution. Motion carried, voice vote.

Maintenance Supervisor Ken McAndrew reported the air conditioning system has been working well. McAndrew discussed a plumbing project to reduce the water pressure of water entering the building from 110 psi to 60 psi. The quote to put pressure reducers on the water bypass and replace the reducer on the main water line is approximately \$7,000. Maintenance staff cleaned coils on HVAC units. McAndrew wants to obtain a loaner bobcat to see if it fits Orchard Manor's needs.

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

- The current census is 109 geriatric and 28 ICF/ID residents.
- A request has been made to transfer the licenses of two beds on the ICF/ID unit to SNF beds.

- Surveyors arrived for the regular ICF/ID survey and a Federal surveyor was also on site. The State Engineer also completed his survey of the building. Some minor citations were noted but the overall survey was good and did not result in any fines.
- The self-report survey also resulted in no citations.
- An RN resigned to take employment elsewhere.
- Orchard Manor has begun a capital campaign to raise the estimated \$80,000 necessary to build a covered entrance for the 400 wing.
- A personal laundry contract has been signed with Red Robin Laundromat. The transition will begin today (June 12, 2013).
- A revised cell phone policy was presented to include "other electronic devices."
- 12 or 13 supervisors will attend the cultural awareness training at the Administration Building on June 17.
- There are some problems with the HRA rollover amounts placed in employees' EBC accounts. These amounts will be audited and corrections will be made as needed.
- No correspondence has been received from JDR Engineering. The testing issues should be forwarded to corporation counsel and addressed legally.

Donald Splinter made the motion seconded by Gary Ranum to approve the revised Cellular Phone and Other Electronic Devices policy with the revision to include the word "bag" along with purse. Motion carried, voice vote.

The committee discussed the current "Code Black" policy which covers procedures for a tornado warning. They discussed having employees remain in the building and on the clock if the code occurs at shift change. They also discussed how employees who are transporting residents to or from another location should handle the situation.

The Wipfli wage study has been presented to the County Board but has not been acted upon. Orchard Manor has some concerns regarding the placement of a few of its staff positions within the job classifications presented. Some committee members questioned whether wages were a factor in employee turnover at the facility.

The Director of Employee Services, Laura Lane, gave a short presentation regarding her job duties at Orchard Manor.

Vincent Loeffelholz made a motion seconded by Donald Splinter to accept the May 2013 Orchard Manor Cash Balance Statements and vouchers as presented. Motion carried, voice vote.

Chairperson Robert Keeney tentatively set Wednesday, July 10, 2013 at 10:00 a.m. for the next regular meeting. Donald Splinter made the motion seconded by Vincent Loeffelholz to adjourn the meeting at 12:15 p.m. Motion carried, voice vote.

Committee Secretary

Recording Secretary

Date

Date